

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

REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

March 18, 2014

9:00 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. Marcia Dains, President _____
 Ms. Ronna Wolcott, Clerk _____
 Ms. Lynn David, Presiding Officer _____
 Dr. Chris Hamlin, Member _____

STAFF PRESENT:

Mr. Pavel Matustik, CEO & Board Secretary _____
 Ms. Susan Weiss, Director, Finance & Admin. _____
 Ms. Jane Crawford, Director, Food Services _____
 Ms. Laurie Kudroff, Executive Assistant to the CEO _____

		Exhibit	Approved
I.	APPROVAL OF AGENDA		C N S Sg
II.	APPROVAL OF MINUTES		
	1. Minutes of the February 18, 2014, Regular Meeting	A	C N S Sg
III.	HEARING SESSION		
	1. Cafeteria of the Month: WILEY CANYON ELEMENTARY		
	2. Advance Requests to Address the Board.		
	3. Comments and/or Questions on Agenda Items.		
IV.	CONSENT CALENDAR <i>(Unless a Board Member has questions concerning a particular item and asks that it be withdrawn from the Consent Calendar, the Board of Directors approves all items at one time.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.)</i>		C N S Sg
	1. Removal of Items from Consent Calendar		
	2. B Warrants (February) #13-14-09/C1		B
	3. Personnel Action Report #13-14-09/C2		C
	a) New Employees		
	b) Transfers		
	c) Status Change		
	d) Temporary Assignment		
	e) Leave of Absence		
	f) Resignation		
	g) Termination		

IV. CONSENT CALENDAR (cont.)

- 4. Purchase Orders (February) #13-14-09/C3 D
- 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 agendized at a future meeting.)*

- 1. Financial Report (February) #13-14-09/CC1 E
- 2. Participation Report (February) #13-14-09/CC2 F
- 3. CEO Time Line Review #13-14-09/CC3 G
 - a. SPECIAL Board Meeting 3/31/14
- 4. Discussion: Joint Powers Agreement #13-14-09/CC4 H
- 5. 1st Reading: Revisions BP/AR 3551 – Food Service Operations/Cafeteria Fund (12/13) #13-14-09/CC5 I
- 6. 1st Reading: NEW AR 3554 – Other Food Sales (12/13) #13-14-09/CC6 J
- 7. Interactive Menus on the Agency Website #13-14-09/CC7 K

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

- 1. 2nd Interim Budget Report #13-14-09/A1 L C N S Sg
- 2. Renewal RFP# 201112-0515-1 Bread & Bakery Products for the 2014/15 SY – Gold Star Foods #13-14-09/A2 M C N S Sg

VII. CORRESPONDENCE & BOARD INFORMATION

- 1. Driftwood Dairy Prices (YTD) #13-14-09/IN1 N
- 2. ANC 2014 Conference Invitation #13-14-09/IN2 O
- 3. Agency Report #13-14-09/IN3 P

VIII. BOARD ITEMS FOR NEXT MEETING

- 1.
- 2.
- 3.

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. Information from Meet & Confer Session

X. RECONVENE TO OPEN SESSION

Reconvened _____ A.M.

C N S Sg

- 1. Report of Closed Session

XI. ADJOURNMENT

Meeting Adjourned _____ A.M.

C N S Sg

**SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY
REGULAR MEETING OF THE BOARD OF DIRECTORS**

MINUTES

**February 18, 2014
8:00 A.M.**

Ms. Marcia Dains, President, called the Regular meeting of the Board of Directors of the Santa Clarita Valley School Food Services Agency to order at 8:15 a.m. at the Santa Clarita Valley School Food Services Agency Office, 25210 Anza Drive, Valencia, CA 91355.

CALL TO ORDER

MEMBERS PRESENT:

Ms. Marcia Dains, (C) President	Present
Ms. Ronna Wolcott, (N) Clerk	Present
Ms. Lynn David, (S) Presiding Officer	Present
Dr. Chris Hamlin, (Sg) Member	Absent

ROLL CALL

STAFF PRESENT:

Mr. Pavel Matustik, CEO & Board Secretary	Present
Ms. Susan Weiss, Director, Finance & Administration	Present
Ms. Jane Crawford, Director, Food Services	Present
Ms. Laurie Kudroff, Executive Assistant to the CEO	Present
Ms. Lynnelle Grumbles, SNS, Director, Nutrition Svcs. – Visalia USD	Present

I. AGENDA

The motion was made by Ms. Wolcott, seconded by Ms. David and carried 3-0 to approve the Agenda.

Approval of Agenda
M- 69 Ayes: 3

II. MINUTES

1. Ms. Wolcott made the motion, seconded by Ms. Dains to approve the minutes of the Regular meeting held on January 21, 2014.

Minutes Regular Meeting
M- 70 Ayes: 3

III. HEARING SESSION

1. Old Orchard Elementary School was recognized as Cafeteria of the Month for January 2014. The team members are: Linat Lazarian (Site Team Leader) & Maritza Manjarrez (NA 1) – Linat was present at the meeting. Sandra Reveles (Principal) was also present. The cafeteria staff was recognized as a two person school who are especially wonderful with their special education students. Their lunch participation is approximately 250 students/day; breakfast is 135/day. Ms. Wolcott added a special thank you, as did Ms. Crawford. Mr. Matustik congratulated this team for going above and beyond especially for the SDC students. Ms. Reveles shared a touching story about how Linat handled a special child during the course of a work day.

2. There were no advance requests to address the Board.

3. There were no Comments/Questions on Agenda Items.

EXHIBIT: A

K:\Board\Minutes\Minutes 13-14\14 Feb.doc

IV. CONSENT CALENDAR

1. Ms. David made the motion, seconded by Ms. Wolcott, to approve all of the items on the Consent Calendar; motion carried.
2. B Warrants (January) #13-14-08/C1
3. Personnel Action Report #13-14-08/C2
 - a) New Employees
 - b) Transfers
 - c) Status Change
 - d) Temporary Assignment
 - e) Leave of Absence
 - f) Resignation
 - g) Terminate
4. Purchase Orders (January) #13-14-08/C3
5. Travel Conference #13-14-08/C4
6. Audit Services for 2013/14 & 2014/15 SY's #13-14-08/C5 #13-14-08/C5
7. There were no items were removed from the Consent Calendar.

Consent Calendar
M- 71 Ayes: 3

V. CONFERENCE CALENDAR

1. Ms. Weiss reviewed the Financial Report for January 2014.
2. Ms. Crawford reviewed the Participation Report for January 2014. It was reported that participation continues to decline. The Overall participation was 57.24% - about 2.86% lower than last year. Lunch participation was 42.84% - 2.43% less than last year. The breakfast ADP was 17.16% - 0.90% lower than last year. The average student spending per day remained the same at \$0.116. Breakfast and supper programs were discussed. The consensus at the January PAC meeting was "the fun has been taken out of the lunch program".
3. This item was moved to the end of this meeting for discussion.
4. Ms. Weiss presented the 2013/14 SY 2nd Interim Budget for discussion. There were no changes from the 1st Interim Report.
5. Mr. Matustik reported that he has not met with Mr. Gibson to work on revisions. The revisions will be brought to the March 18 Board meeting.
6. This item was opened for discussion by Mr. Matustik. Mr. Matustik will continue the discussion with the Agency's legal counsel and bring to the March 18 Board meeting.

Financial Report-Jan. '14

Participation Report-Jan. '14

Discussion: CEO Time Line Review

2nd Interim Budget Workshop

Discussion: Joint Powers Agreement

Discussion: Board Bylaws

VI. ACTION CALENDAR

1. Ms. Wolcott made the motion, seconded by Ms. David, to accept and approve RFP# 13-14-01012014 for distribution of USDA foods & Administrative Services for the SUPER Co-Op for the 2014/2015 School Year (bid awarded to Gold Star Foods); motion carried 3-0.

RFP# 13-14-01012014-1, USDA Foods Distribution "Brown-Boxes" & Administrative Svcs. for the SUPER Co-Op 14/15 SY - Gold Star Foods

M- 72 Ayes: 3

Approved

VI. ACTION CALENDAR (cont.)

2. Ms. Wolcott made the motion, seconded by Ms. David, to approve the Revised Tentative MOU Agreement with CSEA Ch. 782 pending ratification by the bargaining unit; motion carried 3-0. The Revised copy of the Agreement (Section VI Salary) was distributed to the Board members at the meeting.
3. Ms. David made the motion, seconded by Ms. Wolcott, to approve the 2013/2014 contractual changes for represented (CSEA) employees and non-represented employees; motion carried 3-0.
4. Ms. Wolcott made the motion, seconded by Ms. David, to approve the Amendment to RFP#11-12-31012012-01 Distribution of Frozen Foods – clarification of “Fee-For-Service” charges (includes bread & produce); motion carried 3-0.

Tentative MOU Agreement 2013/14 SY
M- 73 Ayes: 3
Approved

Public Disclosure Form For Represented & Non-Represented Employees
M- 74 Ayes: 3
Approved

Amendment to RFP # 11-12-31012012-01 – Distribution of Frzn Foods
M- 75 Ayes: 3
Approved

VII. CORRESPONDENCE AND BOARD INFORMATION

1. Driftwood Dairy prices (YTD) were included for the Board.
2. A copy of the LACOE review of the 1st Interim Budget Report for the 2013/14 SY.
3. Ms. Crawford distributed four (4) surveys to the Board – Principal/Teacher/Parent/Student – for their review. Discussed the best strategy to afford a good response. It was recommended that the survey go to just a few schools; electronic version might work at some sites, but not all.
4. Ms. Crawford read the Agency report:
STAFF: It was reported that there are currently six (6) NA1 positions open at the sites. The interviews will be conducted next week. Ms. Crawford requested she be contacted (with dates and sites) if the districts are having intersessions during Spring Break.
OPERATIONS: It was reported that the operations are doing well. The recent truck battery theft was reported as were some recent food quality issues, which were resolved.
OTHER CONCERNS: It was reported Ms. Kopacka's 4th grade class from Plum Canyon Elem. was the first to participate in the 2014 Kids' Cooking event. They honored and celebrated the military (troops) on Feb. 13, for Valentine's Day. There are four (4) remaining schools:

Driftwood Dairy Prices

LACOE Review of 1st Interim Budget Report 13/14 SY

Participation Survey

Agency Report

School	Date	Teacher
Meadows Elementary	3/12/14	Lynn Shafarman
Northlake Hills Elem.	3/13/14	Neal Schneider
James Foster Elem.	4/03/14	Christine Ivey
Canyon Springs Elem.	4/03/14	Karen Lyznick

VII. CORRESPONDENCE AND BOARD INFORMATION (cont.)

Ms. Crawford reported the Agency's Principals Advisory Committee met on Jan. 22, 2014. The Principal's participated in the formation of the participation survey. Mr. Matustik and Ms. Wolcott recently attending the California School Nutrition Association's Legislative Action Conference in Sacramento (Jan. 26 – 28). They met with Assemblyman Scott Wilk who plans to attend the Kids' Cooking event on April 4, 2014. SCV TV will be visiting the Central Kitchen on Feb. 25 at 7:00 a.m. Mr. Matustik taught at the SUPER Co-Op show in Modesto on Feb. 5. The commodity show was for approximately 175 Directors.

Agency Report (cont.)

V. CONFERENCE CALENDAR (cont.)

3. This item was opened for discussion by Ms. Dains. Discussed: Interview panels – both Technical and Leadership; dates for first round of interviews is tentatively set for March 17; this date may have to change. The Board discussed steps for moving forward with coordinating the CEO interviews (six applications were received).

Discussion: CEO Time Line Review

VIII. ITEMS FOR NEXT MEETING (March 18, 2014)

1. 2nd Interim Budget Report
2. Discussion: Joint Powers Agreement (Revised) & Agency By-Laws
3. CEO Time Line Review

ITEMS FOR NEXT MEETING

IX. CLOSED SESSION

There was no need for a closed session.

CLOSED SESSION

X. RECONVENE TO OPEN SESSION

This was not necessary.

RECONVENE TO OPEN SESSION

XI. ADJOURNMENT

Ms. Wolcott made the motion, seconded by Ms. David, and carried 3-0, to adjourn the Regular meeting.

ADJOURN: 12:00 P.M.
M- 76 Ayes: 3

Date March 18, 2014

Ms. Marcia Dains, President

Ms. Ronna Wolcott, Clerk

DATE: 03/18/14

TO: BOARD OF DIRECTORS
FROM: PAVEL N. MATUSTIK / SUSAN WEISS
RE: "B" WARRANTS – FEBRUARY 2014

RECOMMENDATION #13-14-09/C1

It is recommended that the Board of Directors approve the following "B" warrants:

FEBRUARY 2014

21097085
21100781
21103091
21116690 – 21116698
21127929 – 21127932
21130254 – 21130255
21130257 – 21130276
21130278 – 21130279
21150602 – 21150608
21153159 – 21153160
21153177
21153183
21153188
21153198

TOTAL: \$266,314.71

EXHIBIT: B

Santa Clarita Valley School Food Service Agency
Check Register
February 2014

Date	Num	Name	Amount
02/03/2014	21097085	BURRTEC WASTE INDUSTRIES	-213.52
02/04/2014	21100781	CAL CARD	-7,282.42
02/05/2014	21103091	JORDAN DELGADO	-100.00
02/10/2014	21116690	ACCESS 1 SOURCE	-268.00
02/10/2014	21116691	AT&T/ CALNET 2	-15.92
02/10/2014	21116692	AT&T MOBILITY	-282.25
02/10/2014	21116693	GOLD STAR FOODS	-26,412.42
02/10/2014	21116694	LABOR READY	-279.84
02/10/2014	21116695	PREPAID REFUND (LUNCH)	-32.30
02/10/2014	21116696	P & R PAPER	-9,304.12
02/10/2014	21116697	PHIL'S PHABULOUS PHOODS (JUICE ALIVE)	-6,791.40
02/10/2014	21116698	RESERVE ACCOUNT	-500.00
02/11/2014	21127929	ADAGE IT, INC.	-489.77
02/11/2014	21127930	ISITE SOFTWARE	-890.00
02/11/2014	21127931	S.C.V.S.F.S.A	-57.40
02/11/2014	21127932	TOSHIBA AMERICA BUSINESS SOLUTIONS, INC.	-490.50
02/12/2014	21130254	A&R WHOLESALE DISTRIBUTOR	-25,845.07
02/12/2014	21130255	AMERIPRIDE UNIFORM SERVICES	-391.60
02/12/2014	21130257	DRIFTWOOD DAIRY	-54,986.92
02/12/2014	21130258	EVERSOFT	-137.32
02/12/2014	21130259	FRESH LOGISTICS (BOLTHOUSE)	-4,615.80
02/12/2014	21130260	GARDA CL WEST, INC.	-292.89
02/12/2014	21130261	GENERAL FIRE CONTROL	-713.56
02/12/2014	21130262	GOLD STAR FOODS	-20,347.02
02/12/2014	21130263	GOLDEN CRUST	-1,890.00
02/12/2014	21130264	INTERNET SECURITY SYSTEMS-INC	-64.00
02/12/2014	21130265	JUAN C. VARGAS	-200.00
02/12/2014	21130266	LABOR READY	-209.88
02/12/2014	21130267	McCALLA COMPANY	-992.38
02/12/2014	21130268	RENT-IT	-138.27
02/12/2014	21130269	ROMERO'S FOOD PRODUCTS, INC.	-1,790.12
02/12/2014	21130270	SPRINT (NEXTEL COMMUNICATIONS)	-346.35
02/12/2014	21130271	TAMA TRADING COMPANY INCORPORATED	-9,333.00
02/12/2014	21130272	THE GAS CO.	-885.24
02/12/2014	21130273	THE PLATINUM PACKAGING GROUP	-3,935.52
02/12/2014	21130274	THE SIGNAL	-250.80
02/12/2014	21130275	THOMSON REUTERS-WEST	-88.30
02/12/2014	21130276	U.S. HEALTHWORKS MEDICAL GROUP, PC	-66.00
02/12/2014	21130278	VALENCIA WATER SERVICE	-124.92
02/12/2014	21130279	VERTEX PEST SOLUTIONS	-150.00
02/21/2014	21150602	GOLD STAR FOODS	-58,435.52
02/21/2014	21150603	P & R PAPER	-7,780.12
02/21/2014	21150604	PAVEL N. MATUSTIK	-2,725.35
02/21/2014	21150605	PREMIER GATES	-725.00
02/21/2014	21150606	SAUGUS UNION SCHOOL DISTRICT	-2,807.86
02/21/2014	21150607	SOUTHERN CALIFORNIA EDISON	-4,621.44
02/21/2014	21150608	THOMSON REUTERS-WEST	-63.22
02/24/2014	21153159	AT&T/ CALNET 2	-871.50
02/24/2014	21153160	AT&T/ CALNET 2	-266.76
02/24/2014	21153177	FORD CREDIT	-698.53
02/24/2014	21153183	IMAGE IV SYSTEMS INC	-167.06

Santa Clarita Valley School Food Service Agency

Check Register

February 2014

Date	Num	Name	Amount
02/24/2014	21153188	MARGARET A. CHIDESTER & ASSOCIATES	-5,195.50
02/24/2014	21153198	SUE PEAK	<u>-752.03</u>
			\$ (266,314.71)

DATE: 03/18/14

TO: BOARD OF DIRECTORS
 FROM: PAVEL N. MATUSTIK / SUSAN WEISS
 RE: PERSONNEL ACTION REPORT

RECOMMENDATION #13-14-09/C2

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

NAME	DESCRIPTION	EFFECTIVE
NEW EMPLOYEES:		
Renee Choi	Substitute to NA1 Valley View 2.75	03/03/14
Monica Duran	Substitute to NA1 West Creek Academy 2.00	03/03/14
Ann-Marie Hopkins	Substitute to NA1 Cedar creek 2.00	03/03/14
Cindy Mullaney	Substitute to NA1 McGrath 3.75	03/03/14
Faria Talukder	Substitute to NA1 Emblem 2.50	03/03/14
Melida Wong	Substitute to NA1 Rosedell 3.00	03/03/14
TRANSFERS:		
Denise Crocker	NA1 Valley View 2.75 to NA1 Mint Cyn 3.50	03/03/14
STATUS CHANGE:		
Carol Riley	NA1 Central Kitchen 3.75 w/2.25 to NA1 Central Kitchen 3.75	02/25/14 – 06/12/14
TEMPORARY ASSIGNMENT:		
Adele Hollowood	NA1 Foster 2.75 to NA1 Foster 2.75 w/.25	03/11/14 - TBD
Janice Lau	NA1 Rio Vista 3.00 to NA1 Rio Vista 3.00 w/1.75	02/03/14 – TBD
Edith Lopez	NA1 Emblem 3.75 to NA1 Emblem 3.75 w/.25	09/03/13 – 06/17/14
Aracely Price	NA1 Wiley 2.00 to NA1 Central Kitchen 2.00 w/3.00	02/26/14 - TBD
Cindy Zwart	NA2 Rio Vista 4.75 to NA2 Temp STL1 Rio Vista 4.75 w/2.25	02/03/14 - TBD
39 MONTH REHIRE LIST:		
CORRECTION:		
LEAVE OF ABSENCE:		
RETIREMENT:		
RESIGNATION:		
Mona Hamdy	NA1 Mint 3.50	02/28/14
TERMINATED:		

EXHIBIT: C

DATE: 03/18/14

TO: BOARD OF DIRECTORS
FROM: PAVEL N. MATUSTIK / SUSAN WEISS
RE: PURCHASE ORDERS

RECOMMENDATION #13-14-09/C3

It is recommended the Board of Directors approve the purchase orders for February 2014.

P. O. #	VENDOR	AMOUNT
31879	A & R	1,436.98
31880	Gold Star Foods	19,572.15
31881	Gold Star Foods	15,755.73
31882	Gold Star Foods (produce)	23,000.00
31883	Gold Star Foods (bread)	8,500.00
31884	Golden Crust	2,500.00
31885	Driftwood Dairy	4,000.00
31886	TAMA Trading	2,004.10
31887	Romero's Food Products	250.56
31888	P & R Paper	4,417.72
31889	Premier Gates	725.00
31890	A & R	4,376.20
31891	Staples	1,489.18
31892	Fresh Logistics	1,821.20
31893	SCV Party Rental	156.80
31894	Rent-It	138.27
31895	Gold Star Foods	21,782.08
31896	A & R	1,138.90
31897	Gold Star Foods	4,144.05
31898	P & R Paper	3,838.06
31899	TAMA Trading	2,361.70
31900	Romero's Food Products	635.24
31901	A & R	3,112.26
31902	Gold Star Foods	9,983.87
31903	Gold Star Foods	18,469.14
31904	SCMH	99.63
31905	The Signal	100.00
31906	P & R Paper	3,942.35
31907	TAMA Trading	1,038.50
31908	Fresh Logistics	2,072.40

EXHIBIT: D

c3 purchase orders Feb '14.xls

P. O. #	VENDOR	AMOUNT
31909	A & R	2,406.10
31910	Romero's Food Products	682.24
31911	A & R	2,799.99
31912	Gold Star Foods	13,672.12
31913	Gold Star Foods	10,683.98
31914	Rent-It	147.27
31915	Premier Gates	1,200.00
31916	TAMA Trading	2,314.50
31917	Romero's Food Products	417.60
31918	P & R Paper	5,097.31
31919	A & R	1,912.74
31920	Rent-It	268.18
31921	Palfinger (truck hydraulics)	287.33
31922	R & S Automotive	2,203.93
31923	Rent-It	192.25
31924	Rent-It	1,019.46
31925	A & R	2,083.29
31926	Gold Star Foods	14,921.58
31927	Gold Star Foods	23,339.08
TOTAL:		\$ 248,511.02

Date: 03/18/14

TO: BOARD OF DIRECTORS
FROM: PAVEL N. MATUSTIK / SUSAN WEISS
RE: FINANCIAL REPORT – FEBRUARY 2014

FINANCIAL REPORT NO. 13-14-09/CC1

We finished the month of February 2014 with **\$132,882** in the black; last February we were **\$172,240** in the black. YTD the Agency is **\$299,977** in the positive – last year's figure was **\$377,009** in the positive.

The cash in the bank & Treasury as of 02/28/2014 was **\$1,967,275.12**.

Points of interest – FEBRUARY 2014

- Income was \$890,273 – \$3,265 *lower* than last year.
- The food and supplies cost was 30.55% of the income – last year it was 28.55%.
- The total support cost was 50.23% of the income – last year it was 48.58%.

Points of interest - YTD:

- Income was \$5,557,827 – **(\$-28,971)** *lower* than last year
- The Federal income is *up* \$123,331 (2.50%) from last year
- The local sales income is *down* **(\$-133,035)** - **(-2.20%)** from last year
- The food cost is *up* \$19,770 (0.52%)
- The support cost is *up* \$82,948 (1.77%)
- Net ordinary income is *down* by **(\$-77,032)** – **(-1.35%)** from last year
- Income is 58.79% of Total Budget; Expenses are 60.43% of Total Budget

EXHIBIT: E

Santa Clarita Valley School Food Service Agency
Profit Loss
FEBRUARY 2014

	Feb-14	Feb-13	Diff.	in	% of	% of	Budget	% TD
			\$		Income	Income		
					2014	2013		
Ordinary Income/Expense								
Income								
Total Cash Over/Shortage	\$63	\$355	(\$292)		0.01%	0.04%	\$0	0.00%
Total Interest Earned	\$2,123	\$2,041	\$82		0.24%	0.23%	\$18,000	11.79%
Total Federal Income	\$504,005	\$487,213	\$16,792		56.61%	54.53%	\$4,900,907	10.28%
Total Nut. Ed Grant	\$0	\$0	\$0		0.00%	0.00%	\$6,000	0.00%
Total Local Sales	\$312,148	\$332,049	(\$19,901)		35.06%	37.16%	\$3,657,692	8.53%
Total Miscellaneous Income	\$30,888	\$32,363	(\$1,475)		3.47%	3.62%	\$459,982	6.72%
Total State Income	\$41,046	\$39,517	\$1,529		4.61%	4.42%	\$411,098	9.98%
Total Income	\$890,273	\$893,538	(\$3,265)		100.00%	99.77%	\$9,453,679	9.42%
Expense								
Total Food	\$271,967	\$255,123	\$16,844		30.55%	28.55%	\$2,974,187	9.14%
Total Insurance/Contract Services	\$8,789	(\$3,872)	\$12,661		0.99%	-0.43%	\$188,479	4.66%
Total Operating Expense	\$22,083	\$27,368	(\$5,285)		2.48%	3.06%	\$279,503	7.90%
Total Utilities	\$6,664	\$7,882	(\$1,218)		0.75%	0.88%	\$126,300	5.28%
Total Expenses	\$309,503	\$286,501	\$23,002		34.76%	32.06%	\$3,568,469	8.67%
Total Direct Salaries	\$320,055	\$307,605	\$12,450		35.95%	34.43%	\$3,625,767	8.83%
Total Fringe Benefits	\$127,134	\$126,493	\$641		14.28%	14.16%	\$1,445,082	8.80%
Total Support Costs	\$447,189	\$434,098	\$13,091		50.23%	48.58%	\$5,070,849	8.82%
Capital Outlay	\$699	\$699	\$0		0.08%	0.08%	\$62,000	1.13%
Total Expense	\$757,391	\$721,298	\$36,093		85.07%	80.72%	\$8,701,318	8.70%
Net Ordinary Income	\$132,882	\$172,240	(\$39,358)		14.93%	19.28%	\$752,361	17.66%
Transfer Out to District	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$750,000	0.00%
Net Other Income	\$132,882	\$172,240	(\$39,358)		14.93%	19.28%	\$2,361	5628.21%

Santa Clarita Valley School Food Services Agency

PROFIT LOSS

JULY 2013-FEBRUARY 2014

	July '13 - Jan '14	Jul '12-Jan '13	Difference in \$	% of Income '14	% of Income '13	Approved Budget	% TD
Ordinary Income/Expense							
Income							
Total Cash Over/Shortage	\$488	\$973	(\$485)	0.01%	0.02%	\$0.00	0.00%
Total Interest Earned	\$4,701	\$4,938	(\$237)	0.08%	0.09%	\$18,000	26.12%
Total Federal Income	\$3,149,093	\$3,025,762	\$123,331	56.66%	54.16%	\$4,900,907	64.26%
Total Nut. Ed. Grant	\$5,920	\$24,308	(\$18,388)	0.11%	0.44%	\$6,000	98.67%
Total Local Sales	\$1,912,775	\$2,045,810	(\$133,035)	34.42%	36.62%	\$3,657,692	52.29%
Total Miscellaneous Income	\$232,167	\$242,361	(\$10,194)	4.18%	4.34%	\$459,982	50.47%
Total State Income	\$252,683	\$242,646	\$10,037	4.55%	4.34%	\$411,098	61.47%
Total Income	\$5,557,827	\$5,586,798	(\$28,971)	100.00%	100.00%	\$9,453,679	58.79%
Expense							
Total Food	\$1,747,418	\$1,727,648	\$19,770	31.44%	30.92%	\$2,974,187	58.75%
Total Insurance/Contract Services	\$102,614	\$153,556	(\$50,942)	1.85%	2.75%	\$188,479	54.44%
Total Operating Expense	\$201,512	\$231,138	(\$29,626)	3.63%	4.14%	\$279,503	72.10%
Total Utilities	\$69,699	\$77,996	(\$8,297)	1.25%	1.40%	\$126,300	55.19%
Total Expenses	\$2,121,243	\$2,190,338	(\$69,095)	38.17%	39.21%	\$3,568,469	59.44%
Total Direct Salaries	\$2,254,854	\$2,171,073	\$83,781	40.57%	38.86%	\$3,625,767	62.19%
Total Fringe Benefits	\$840,564	\$841,397	(\$833)	15.12%	15.06%	\$1,445,082	58.17%
Total Support Costs	\$3,095,418	\$3,012,470	\$82,948	55.69%	53.92%	\$5,070,849	61.04%
Capital Outlay	\$41,189	\$6,981	\$34,208	0.74%	0.12%	\$62,000	66.43%
Total Expense	\$5,257,850	\$5,209,789	\$48,061	94.60%	93.25%	\$8,701,318	60.43%
Net Ordinary Income	\$299,977	\$377,009	(\$77,032)	5.40%	6.75%	\$752,361	39.87%
Transfer Out to Districts	\$0	\$0	\$0	0	0	\$750,000	0.00%
Net Income	\$299,977	\$377,009	(\$77,032)	5.40%	6.75%	\$2,361	12705.51%

DATE: 03/18/14

TO: BOARD OF DIRECTORS
FROM: PAVEL N. MATUSTIK / JANE CRAWFORD
RE: PARTICIPATION REPORT – FEBRUARY 2014

REPORT NO. 13-14-09/CC2

The February lunch participation numbers are continuing to decline.

OVERALL PARTICIPATION

Combined Participation for February '14 was 57.84% - (-2.61%) lower than last year.

LUNCH PARTICIPATION

The February '14 figures are down by (2.37%): 45.78% last year; 43.41% this year. The ADP decreased from 11,650 lunches per day to 10,881.

BREAKFAST PARTICIPATION

The breakfast ADP for February '14 was 17.61%, no change from last year. We averaged 4,415 breakfasts per day; last year 4,480.

STUDENT SALES

The Average Student Spending per Day was - \$0.112, down (\$0.006) from last year.

Additional Points of Interest for February 2014 vs February 2013:

- Overall, 27 more operating days (includes 18 for Emblem)
- Combined student enrollment is *down* by 380 students over last February.
- Overall, 10,730 less lunches served; 13,250 *less* paid lunches; 1,250 *more* reduced lunches; 1,270 *more* free lunches)
- Total Free & Reduced prices lunches served is **61.39%**

EXHIBIT: F

K:\Board\Reports\2013-14\14 March\cc2 Participation Feb '14.doc

**PARTICIPATION
FEBRUARY 2014**

LUNCH PROGRAM	PAID		REDUCED		FREE		TOTAL		OP.DAYS		ADP		ENROLLMENT		PARTICIPATIO	
	12/13	13/14	12/13	13/14	12/13	13/14	12/13	13/14	12/13	13/14	12/13	13/14	12/13	13/14	12/13	13/14
CASTAIC ELEMENTARY	2909	2593	330	208	913	791	4152	3592	19	19	219	189	587	503	37.23%	37.59%
CASTAIC MIDDLE	1240	898	564	564	2547	2304	4351	3766	19	19	229	198	1018	934	22.50%	21.22%
LIVE OAK	2301	1646	566	592	2614	2731	5481	4969	19	19	288	262	626	573	46.08%	45.64%
NORTHLAKE	2349	2210	731	785	2748	2404	5828	5399	19	19	307	284	629	618	48.77%	45.98%
CASTAIC DISTRICT	8799	7347	2191	2149	8822	8230	19812	17726	76	76	1043	933	2922	2628	35.69%	35.50%
MCGRATH	704	592	935	1239	9363	8708	11002	10539	18	18	611	586	720	719	84.89%	81.43%
MEADOWS	1846	1535	379	440	899	1000	3124	2975	18	18	174	165	603	608	28.78%	27.18%
NEWHALL	751	444	698	610	8183	8513	9632	9567	18	18	535	532	679	672	78.81%	79.09%
OLD ORCHARD	926	931	405	372	2805	2771	4136	4074	18	18	230	226	478	475	48.07%	47.65%
PEACHLAND	816	795	357	315	4419	4801	5592	5911	18	18	311	328	532	543	58.40%	60.48%
STEVENSON RANCH	5244	4245	145	149	606	550	5995	4944	18	18	333	275	902	837	36.92%	32.82%
PICO	3984	3272	672	592	973	1408	5629	5272	18	18	313	293	958	981	32.64%	29.86%
VALENCIA VALLEY	2632	2176	380	260	803	796	3815	3232	18	18	212	180	700	683	30.28%	26.29%
WILEY CANYON	1335	941	858	800	6253	6437	8446	8178	18	18	469	454	731	702	64.19%	64.72%
OAK HILL	3284	2940	141	163	256	319	3681	3422	18	18	205	190	617	617	33.14%	30.81%
NEWHALL DISTRICT	21522	17871	4970	4940	34560	35303	61052	58114	180	180	3392	3229	6940	6805	48.87%	47.44%
BRIDGPORT	5909	5056	403	277	550	531	6862	5864	18	18	381	326	1043	986	36.55%	33.04%
CEDARCREEK	1064	904	1147	1339	5828	6258	8039	8501	18	18	447	472	522	561	85.56%	84.18%
EMBLEM		1641		453		964		3058				170		571		29.75%
FOSTER	3792	2568	240	203	688	743	4720	3514	18	18	262	195	660	631	39.73%	30.94%
HELMERS	2881	2731	311	257	492	473	3684	3461	18	18	205	192	811	753	25.24%	25.53%
HIGHLANDS	2481	1482	736	460	1942	1438	5159	3380	18	18	287	188	618	493	46.38%	38.09%
MOUNTAINVIEW	3069	2250	184	112	768	792	4021	3154	18	18	223	175	901	858	24.79%	20.42%
NORTHPARK	3588	3017	533	462	806	804	4927	4283	18	18	274	238	820	799	33.38%	29.78%
PLUM CANYON	2600	2157	408	397	1185	728	4193	3282	18	18	233	182	741	701	31.44%	26.01%
RIO VISTA	2361	1593	929	921	5053	5193	8343	7707	18	18	464	428	760	679	60.99%	63.06%
ROSEDELL	3042	2358	806	642	1668	1798	5516	4798	18	18	306	267	819	762	37.42%	34.98%
SANTA CLARITA	1702	1203	652	692	1406	1308	3760	3203	18	18	209	178	489	421	42.72%	42.27%
SKYBLUE MESA	2058	1704	745	860	1613	1725	4416	4289	18	18	245	238	472	527	51.98%	45.21%
TESORO	2651	2559	479	331	410	304	3540	3194	18	18	197	177	600	589	32.78%	30.13%
WEST CREEK	3870	3456	293	341	551	489	4714	4286	18	18	262	238	714	719	36.68%	33.12%
SAUGUS DISTRICT	41068	34679	7866	7747	22960	23548	71894	65974	252	270	3994	3665	10018	10050	39.87%	36.47%
CANYON SPRINGS	635	627	896	996	5851	6166	7382	7789	17	18	434	433	529	542	82.09%	79.84%
FAIR OAKS RANCH	3927	3112	927	1226	3657	3801	8511	8139	17	18	501	452	923	927	54.24%	48.78%
LEONA COX	1286	1224	566	621	3756	3893	5608	5738	17	18	330	319	543	528	60.75%	60.37%
MINT CANYON	933	906	717	1111	5082	4800	6732	6817	17	18	396	379	526	525	75.29%	72.14%
MITCHELL	2546	1990	672	876	3138	3005	6356	5871	17	18	374	326	670	636	55.80%	51.28%
PINETREE	2044	2196	639	735	1534	1745	4217	4676	17	18	248	260	607	595	40.87%	43.66%
SULPHUR SPRINGS	2640	2303	464	504	2242	2012	5346	4819	17	18	314	268	660	637	47.65%	42.03%
VALLEY VIEW	1388	1275	802	1011	4823	4955	7013	7241	17	18	413	402	631	610	65.38%	65.95%
GOLDEN OAK	2439	2447	408	452	756	993	3603	3892	17	18	212	216	484	517	43.79%	41.82%
SULPH.SPR.DISTRICT	17838	16080	6091	7532	30839	31370	54768	54982	153	162	3222	3055	5567	5584	57.87%	54.70%
DISTRICTS TOTAL	89227	75977	21118	22368	97181	98451	207526	196796	661	688	11650	10881	25447	25067	45.78%	43.41%

**PARTICIPATION
FEBRUARY 2014**

BREAKFAST PROGRAM	PAID	PAID	REDUCED	REDUCED	FREE	FREE	TOTAL	TOTAL	ADP	ADP	ENROLLMENT	ENROLLMENT	PARTICIPATION	PARTICIPATION
	12/13	13/14	12/13	13/14	12/13	13/14	12/13	13/14	12/13	13/14	12/13	13/14	12/13	13/14
CASTAIC ELEMENTARY	439	421	108	104	333	359	880	884	46	47	587	503	7.89%	9.25%
CASTAIC MIDDLE	116	78	314	137	1225	1237	1655	1452	87	76	1018	934	8.56%	8.18%
LIVE OAK	737	574	354	347	1995	2052	3086	2973	162	156	626	573	25.95%	27.31%
NORTHLAKE	484	366	298	381	1168	1298	1950	2045	103	108	629	618	16.32%	17.42%
CASTAIC DISTRICT	1776	1439	1074	969	4721	4946	7571	7354	398	387	2922	2628	13.64%	14.73%
MCGRATH	99	96	492	605	4377	3941	4968	4642	276	258	720	719	38.33%	35.87%
MEADOWS	456	257	203	202	469	439	1128	898	63	50	603	608	10.39%	8.21%
NEWHALL	147	56	311	184	3336	3142	3794	3382	211	188	679	672	31.04%	27.96%
OLD ORCHARD	202	248	280	249	2013	1975	2495	2472	139	137	478	475	29.00%	28.91%
PEACHLAND	115	184	152	95	2612	2787	2879	3066	160	170	532	543	30.06%	31.37%
STEVENSON RANCH	86	550	14	45	153	274	253	869	14	48	902	837	1.56%	5.77%
PICO	763	754	350	241	579	713	1692	1708	94	95	958	981	9.81%	9.67%
VALENCIA VALLEY	645	715	163	165	386	393	1194	1273	66	71	700	683	9.48%	10.35%
WILEY CANYON	102	163	393	365	3030	3528	3525	4056	196	225	731	702	26.79%	32.10%
OAK HILL	1092	1060	77	48	108	112	1277	1220	71	68	617	617	11.50%	10.99%
NEWHALL DISTRICT	3707	4083	2435	2199	17063	17304	23205	23586	1289	1310	6940	6805	18.58%	19.26%
BRIDGPORT	982	845	175	85	324	217	1481	1147	82	64	1043	986	7.89%	6.46%
CEDARCREEK	239	315	523	713	2684	3237	3446	4265	191	237	522	561	36.68%	42.24%
EMBLEM		244		158		411		813		45		571		7.91%
FOSTER	465	430	112	108	368	346	945	884	53	49	660	631	7.95%	7.78%
HELMERS	828	900	137	99	256	172	1221	1171	68	65	811	753	8.36%	8.64%
HIGHLANDS	666	397	429	300	1236	883	2331	1580	130	88	618	493	20.95%	17.80%
MOUNTAINVIEW	527	329	62	53	281	281	870	663	48	37	901	858	5.36%	4.29%
NORTHPARK	925	814	312	276	439	390	1676	1480	93	82	820	799	11.36%	10.29%
PLUM CANYON	215	240	183	143	425	299	823	682	46	38	741	701	6.17%	5.40%
RIO VISTA	572	413	469	442	2439	2632	3480	3487	193	194	760	679	25.44%	28.53%
ROSEDELL	849	736	443	368	962	935	2254	2039	125	113	819	762	15.29%	14.87%
SANTA CLARITA	179	178	203	278	554	361	936	817	52	45	489	421	10.63%	10.78%
SKYBLUE MESA	431	417	525	654	1172	1243	2128	2314	118	129	472	527	25.05%	24.39%
TESORO	769	715	474	348	414	265	1657	1328	92	74	600	589	15.34%	12.53%
WEST CREEK	931	817	197	149	369	258	1497	1224	100	68	714	719	13.98%	9.46%
SAUGUS DISTRICT	8578	7790	4244	4174	11923	11930	24745	23894	1391	1327	10018	10050	13.89%	13.21%
CANYON SPRINGS	305	265	473	620	3523	3524	4301	4409	253	245	529	542	47.83%	45.19%
FAIR OAKS RANCH	824	745	459	711	1888	2110	3171	3566	187	198	923	927	20.21%	21.37%
LEONA COX	184	145	408	390	2739	2850	3331	3385	196	188	543	528	36.08%	35.62%
MINT CANYON	238	161	347	538	2691	2593	3276	3292	193	183	526	525	36.64%	34.84%
MITCHELL	638	579	278	525	1769	1798	2685	2902	158	161	670	636	23.57%	25.35%
PINETREE	274	301	255	348	568	752	1097	1401	65	78	607	595	10.63%	13.08%
SULPHUR SPRINGS	641	448	300	176	1178	987	2119	1611	125	90	660	637	18.89%	14.05%
VALLEY VIEW	321	423	423	618	2793	2950	3537	3991	208	222	631	610	32.97%	36.35%
GOLDEN OAK	117	158	74	100	109	213	300	471	18	26	484	517	3.65%	5.06%
SULPH.SPR.DISTRICT	3542	3225	3017	4026	17258	17777	23817	25028	1401	1390	5567	5584	25.17%	24.90%
DISTRICTS TOTAL	17603	16537	10770	11368	50965	51957	79338	79862	4480	4415	25447	25067	17.61%	17.61%

**PARTICIPATION
FEBRUARY 2014**

A la Carte and Overall	STUDENT SALES		STUDENT SALES per DAY		UNIT SALES per DAY		COMBINED PARTICIPATION		AVERAGE STUDENT SPENDING per DAY	
	12/13	13/14	12/13	13/14	12/13	13/14	12/13	13/14	12/13	13/14
CASTAIC ELEMENTARY	\$486.00	\$295.55	\$25.58	\$15.56	254	220	43.35%	43.76%	\$0.049	\$0.031
CASTAIC MIDDLE	\$12,667.83	\$13,248.40	\$666.73	\$697.28	606	585	59.52%	62.64%	\$0.687	\$0.747
LIVE OAK	\$510.69	\$303.64	\$26.88	\$15.98	383	348	61.20%	60.69%	\$0.055	\$0.028
NORTHLAKE	\$1,172.65	\$968.20	\$61.72	\$50.96	389	363	61.83%	58.81%	\$0.094	\$0.082
CASTAIC DISTRICT	\$14,837.17	\$14,815.79	\$780.90	\$779.78	1,632	1,516	55.87%	57.70%	\$0.267	\$0.297
MCGRATH	\$787.23	\$241.32	\$43.74	\$13.41	771	721	107.10%	100.30%	\$0.089	\$0.019
MEADOWS	\$625.37	\$401.55	\$34.74	\$22.31	222	201	36.86%	33.12%	\$0.034	\$0.037
NEWHALL	\$1,242.97	\$932.65	\$69.05	\$51.81	675	651	99.41%	96.93%	\$0.086	\$0.077
OLD ORCHARD	\$616.57	\$348.03	\$34.25	\$19.34	316	305	66.15%	64.14%	\$0.044	\$0.041
PEACHLAND	\$638.60	\$371.50	\$35.48	\$20.64	408	424	76.76%	78.06%	\$0.129	\$0.038
STEVENSON RANCH	\$1,156.15	\$917.40	\$64.23	\$50.97	372	324	41.26%	38.74%	\$0.015	\$0.061
PICO	\$977.66	\$892.32	\$54.31	\$49.57	387	365	40.38%	37.22%	\$0.083	\$0.051
VALENCIA VALLEY	\$416.35	\$602.45	\$23.13	\$33.47	257	232	36.67%	33.92%	\$0.018	\$0.049
WILEY CANYON	\$1,237.75	\$373.40	\$68.76	\$20.74	602	577	82.29%	82.25%	\$0.096	\$0.030
OAK HILL	\$1,854.60	\$968.50	\$103.03	\$53.81	291	251	47.24%	40.66%	\$0.133	\$0.087
NEWHALL DISTRICT	\$9,553.25	\$6,049.12	\$530.74	\$336.06	4,302	4,052	61.98%	59.54%	\$0.076	\$0.049
BRIDGPORT	\$1,679.30	\$2,004.95	\$93.29	\$111.39	469	413	44.97%	41.92%	\$0.111	\$0.113
CEDARCREEK	\$2,200.77	\$2,297.05	\$122.27	\$127.61	603	655	115.61%	116.68%	\$0.196	\$0.227
EMBLEM		\$526.39		\$29.24		207		36.27%		\$0.051
FOSTER	\$1,981.23	\$1,704.70	\$110.07	\$94.71	344	267	52.05%	42.33%	\$0.134	\$0.150
HELMERS	\$1,419.20	\$1,477.00	\$78.84	\$82.06	278	266	34.28%	35.30%	\$0.101	\$0.109
HIGHLANDS	\$499.90	\$446.55	\$27.77	\$24.81	365	244	59.10%	49.51%	\$0.035	\$0.050
MOUNTAINVIEW	\$1,571.45	\$1,113.95	\$87.30	\$61.89	291	225	32.32%	26.18%	\$0.072	\$0.072
NORTHPARK	\$1,957.15	\$2,011.50	\$108.73	\$111.75	375	335	45.69%	41.92%	\$0.124	\$0.140
PLUM CANYON	\$1,951.90	\$1,669.35	\$108.44	\$92.74	310	248	41.84%	35.33%	\$0.157	\$0.132
RIO VISTA	\$1,252.80	\$657.35	\$69.60	\$36.52	595	543	78.29%	80.01%	\$0.120	\$0.054
ROSEDELL	\$1,233.00	\$1,519.65	\$68.50	\$84.43	403	365	49.24%	47.95%	\$0.117	\$0.111
SANTA CLARITA	\$830.53	\$877.20	\$46.14	\$48.73	258	225	52.75%	53.45%	\$0.137	\$0.116
SKYBLUE MESA	\$1,286.55	\$1,400.55	\$71.48	\$77.81	340	341	72.07%	64.79%	\$0.191	\$0.148
TESORO	\$1,273.75	\$1,491.00	\$70.76	\$82.83	278	256	46.35%	43.42%	\$0.108	\$0.141
WEST CREEK	\$1,212.30	\$1,075.00	\$67.35	\$59.72	337	302	47.22%	42.00%	\$0.120	\$0.083
SAUGUS DISTRICT	\$20,349.83	\$20,272.19	\$1,130.55	\$1,126.23	5,247	4,892	52.37%	48.68%	\$0.113	\$0.112
CANYON SPRINGS	\$1,044.60	\$1,176.70	\$61.45	\$65.37	591	588	111.81%	108.47%	\$0.145	\$0.121
FAIR OAKS RANCH	\$1,582.59	\$1,740.82	\$93.09	\$96.71	640	600	69.39%	64.68%	\$0.116	\$0.104
LEONA COX	\$1,154.30	\$1,075.05	\$67.90	\$59.73	462	443	85.05%	83.84%	\$0.075	\$0.113
MINT CANYON	\$1,415.25	\$1,338.00	\$83.25	\$74.33	534	507	101.52%	96.63%	\$0.145	\$0.142
MITCHELL	\$755.95	\$1,100.75	\$44.47	\$61.15	475	437	70.91%	68.77%	\$0.151	\$0.096
PINETREE	\$104.45	\$187.45	\$6.14	\$10.41	283	304	46.69%	51.08%	\$0.031	\$0.018
SULPHUR SPRINGS	\$1,188.15	\$1,241.95	\$69.89	\$69.00	412	347	62.38%	54.47%	\$0.137	\$0.108
VALLEY VIEW	\$1,323.35	\$1,418.49	\$77.84	\$78.81	555	553	88.03%	90.58%	\$0.151	\$0.129
GOLDEN OAK	\$916.09	\$1,081.13	\$53.89	\$60.06	248	259	51.18%	50.16%	\$0.122	\$0.116
SULPH.SPR.DISTRICT	\$9,484.73	\$10,360.34	\$557.93	\$575.57	4,201	4,038	75.46%	72.31%	\$0.100	\$0.103
DISTRICTS TOTAL	\$54,224.98	\$51,497.44	\$3,000.11	\$2,817.65	15,382	14,498	60.45%	57.84%	\$0.118	\$0.112

EXHIBIT: F

EXHIBIT: F

DATE: 03/18/14

TO: BOARD OF DIRECTORS
FROM: PAVEL N. MATUSTIK / SUSAN WEISS
RE: DISCUSSION: CEO TIME LINE REVIEW

REPORT NO. 13-14-09/CC3

This item was placed on the Agenda for the Board to review and discuss.

EXHIBIT: G

K:\Board\Reports\2013-14\14 March\CC3 DISCUSSION - CEO Time Line Review.doc

**SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY
25210 ANZA DR.
VALENCIA, CA 91355**

**SPECIAL MEETING OF THE BOARD OF DIRECTORS
LOCATION: SAUGUS USD – CAULFIELD ROOM (1st FLOOR)**

**AGENDA
Monday, March 31, 2014
1:15 P.M.**

CALL TO ORDER: _____ P. M.

MEMBER ROLL CALL:

Ms. Marcia Dains, President _____
 Ms. Ronna Wolcott, Clerk _____
 Ms. Lynn David, Presiding Officer _____
 Dr. Chris Hamlin, Member _____

STAFF PRESENT:

Mr. Pavel Matustik, CEO & Board Secretary _____
 Ms. Susan Weiss, Director, Finance & Administration _____
 Ms. Jane Crawford, Director, Food Services _____
 Ms. Laurie Kudroff, Executive Assistant _____

Exhibit	Approved
C	N S Sg

I. APPROVAL OF AGENDA

II. HEARING SESSION

1. Advance Requests to Address the Board
2. Comments and/or Questions on Agenda Items

III. CLOSED SESSION

Adjourn to Closed Session _____ P.M.

1. Public Employee Appointment – CEO
2. Public Employee Leave of Absence, Dismissal, Discipline, Evaluation, or Release
3. Advice from Legal Counsel
4. Information for Meet & Confer Session

IV. CONFERENCE CALENDAR *(Includes items to be discussed with the Board of Directors. Items that may require action by the Board will be agendaized at a future meeting.)*

1. CEO Time Line Review	#13-14-09S/CC1	A			C N S Sg
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V. RECONVENE TO OPEN SESSION

Reconvened _____ P. M.

Report of Closed Session

C N S Sg

VI. ADJOURNMENT

Meeting Adjourned _____ P. M.

C N S Sg

DATE: 03/18/14

TO: BOARD OF DIRECTORS
FROM: PAVEL N. MATUSTIK
RE: DISCUSSION: JOINT POWERS AGREEMENT

REPORT NO. 13-14-09/CC4

This item was placed on the Agenda for discussion with the Board.

EXHIBIT: H

DATE: 03/18/14

TO: BOARD OF DIRECTORS
FROM: PAVEL N. MATUSTIK
RE: 1ST READING – JPA BOARD POLICIES GAMUT REVISIONS (12/2013)
**BP/AR 3551 – FOOD SERVICE OPERATIONS/CAFETERIA
FUND**

REPORT NO. 13-14-09/CC5

This **Board Policy & Administrative Regulation** is being REVISED:

Comment:

Presented for the 1st reading is:

BP/AR 3551 – Food Service Operations/Cafeteria Fund

(BP/AR revised) Policy updated to (1) clarify requirement for districts/agency's participating in the National School Lunch and/or Breakfast Program to ensure that appropriate personnel receive annual training on administrative practices, (2) reflect the U.S. Department of Agriculture's guidance on indirect costs, and (3) add new section on "Program Monitoring and Evaluation" reflecting new state Administrative Review process.

Regulation updated to (1) provide for use of an alternative tracking system when a student reports an excessive number of lost or stolen meal tickets, (2) add measures to prevent potential identity theft in food services accounts, (3) reflect NEW LAW (AB 86) which repealed law authorizing the establishment of a cafeteria equipment reserve fund, and (4) add material on indirect costs and on limitations for net cash resources in the nonprofit school food service.

EXHIBIT: I

FOOD SERVICE OPERATIONS/CAFETERIA FUND

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and to increase cost effectiveness, the Chief Executive Officer (CEO) or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the Santa Clarita Valley School Food Services Agency (SCVSFSA).

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

(cf. 3311 - Bids)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3552 - Summer Meal Program)

(cf. 5030 - Student Wellness)

The CEO or designee shall ensure that all food services administrators and personnel possess appropriate qualifications and receive ongoing professional development related to the effective management and implementation of SCVSFSA's food services program.

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the California Department of Education (CDE). (42 USC 1776).

Meal Sales

Meals may be sold to students, SCVSFSA employees, Board members and employees or members of the ~~Board of Directors~~ fund or association maintaining the cafeteria and of member districts. (Education Code 38082)

~~In addition, meals may be sold to~~ **Meals may be sold to nonstudents, including parents/guardians, volunteers students' siblings, or other individuals and organizations that are on campus during meal times who are on campus** for a legitimate purpose. ~~such as classroom volunteers, parents/guardians, or students' siblings.~~

Meal prices, as recommended by the CEO or designee and approved by the Board shall recommend meal prices, be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760, for students and nonstudents for approval by the Board.

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

Students who are enrolled in the free or reduced-price meal programs shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

(cf. 3553 - Free and Reduced Price Meals)

Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture foods.

Contracts with Outside Services

With Board approval, SCVSFSA may enter into a contract for food service consulting services or ~~food service~~ management services in one or more **district/SCVSFSA** schools. ~~served by it.~~ (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

Program Monitoring and Evaluation

The CEO or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The CEO or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the SCVSFSA's food service program with federal requirements related to maintenance of the nonprofit school food service account, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.

(cf. 3555 – Nutrition Program Compliance)

Legal Reference:

EDUCATION CODE

38080-38086 Cafeteria, establishment and use

38090-38095 Cafeterias, funds and accounts

38100-38103 Cafeterias, allocation of charges

42646 Alternate payroll procedure

45103.5 Contracts for management consulting services; restrictions

49490-49493 School breakfast and lunch programs

49500-49505 School meals

49554 Contract for services

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

CODE OF FEDERAL REGULATIONS, TITLE 5

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs

1771-1791 Child nutrition, including:

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

1773 School breakfast program
CODE OF FEDERAL REGULATIONS, TITLE 2
2525 Cost Principles for State, Local, and Indian Tribal Governments
CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.31 National School Lunch Program
220.1-220.21 National School Breakfast Program
250.1-250.70 USDA foods

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California School Accounting Manual
Food Distribution Program Administrative Manual
Cafeteria Funds—Allowable Uses, Management Bulletin NSD-SNP-07-2013, May 2013
Paid Lunch Equity Requirement, Management Bulletin USDA-SNP-16-2012, October 2012
Storage and Inventory Management of United States Department of Agriculture (USDA) Donated Foods, Management Bulletin USDA-FDP-02-2010, August 2010
Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs; and the Handling of Unpaid Meal Charges, Management Bulletin USDA-SNP-01-2008, February 2008
Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, Management Bulletin 00-111, July 2000
U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS
Financial Management of the School Meal Programs, Correspondence, August 30, 2013
Indirect Costs: Guidance for State Agencies and School Food Authorities, 2011
U.S. DEPARTMENT OF EDUCATION GUIDANCE
FAQs About School Meals
WEB SITES
California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>
California School Nutrition Association: <http://www.calsna.org>
U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>
U.S. Department of Education: <http://www.ed.gov>

12/13

FOOD SERVICE OPERATIONS/CAFETERIA FUND

Payments for Meals

With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance. The Chief Executive Officer (CEO) or designee shall maintain ~~an account indicating payments received from each student for the purchase of school meals.~~ **a system for accurately recording payments received and tracking meals provided to each student.**

(cf. 3550 – Food Service/Child Nutrition Program)

(cf. 3552 – Summer Meal Program)

(cf. 3553 – Free and Reduced Price Meals)

(cf. 3555 – Nutrition Program Compliance)

At the beginning of the school year, parents/guardians shall be notified of the Santa Clarita Valley School Food Services Agency's (SCVSFSA) meal payment policies and encouraged to prepay for meals whenever possible.

(cf. 1113 - District and School Web Sites)

In cases of repeated nonpayment by a student, the CEO **or designee** may contact parents/guardians to discuss the reasons for the nonpayment. The CEO or designee may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application for free or reduced-price meals or need referral to social services.

In any school that uses a system of meal tickets or other similar medium of exchange rather than an electronic point-of-sale system, the CEO or designee shall develop a process for providing replacement tickets to any student who reports his/her tickets as lost or stolen. However, whenever any student reports an excessive number of lost or stolen tickets, the CEO or designee shall notify the parent/guardian and may provide an alternative method of tracking meal usage for that student.

In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the CEO or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The CEO or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, shall not require a student to pay a bill that appears to be the result of identity theft, and shall open a new account with a new account number for a student who appears to be the subject of identity theft.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

FOOD SERVICE OPERATIONS/CAFETERIA FUND

Reimbursement Claims

The CEO or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The CEO or designee shall submit reimbursement claims for school meals to the California Department of Education (CDE) using the online Child Nutrition Information and Payment System.

Cafeteria Fund

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Board of Directors shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091, 38092)

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

The cafeteria fund shall be used only for those expenditures authorized by the Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR 255, and the California School Accounting Manual. (Education Code 38091, 38101; 2 CFR 255)

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

(cf. 3110 - Transfer of Funds)

Indirect costs charged to the food service program shall be based on either the SCVSFSA's prior year indirect cost rate or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months average expenditures. (2 CFR 210.14)

U.S. Department of Agriculture Foods

The CEO or designee shall ensure that foods received through the U.S. Department of Agriculture (USDA) are handled, stored, and distributed in facilities which: (7 CFR 250.14)

1. Are sanitary and free from rodent, bird, insect, and other animal infestation
2. Safeguard foods against theft, spoilage, and other loss
3. Maintain foods at proper storage temperatures
4. Store foods off the floor in a manner to allow for adequate ventilation

FOOD SERVICE OPERATIONS/CAFETERIA FUND

5. Take other protective measures as may be necessary

The CEO or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA foods shall be used in school lunches as far as practicable. **USDA foods but** also may be used in other nonprofit food service activities, **including, but not limited to**, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, **provided that** with any revenues **from such activities** accruing to SCVSFSA's nonprofit food service account. ~~Such activities may include~~ (7 CFR 250.60)

Contracts with Outside Services

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services, including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The SCVSFSA shall not enter into a contract with a food service company to provide a la carte food services only, unless the company agrees to offer free, reduced-price, and full-price reimbursable meals to all eligible students. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

(cf. 3312 - Contracts)

(cf. 3515.6 - Criminal Background Checks for Contractors)

(cf. 3600 - Consultants)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4212 - Appointments and Conditions of Employment)

12/13

Regulation SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY
approved: March 27, 2012 Valencia, California

REVISED:

DATE: 03/18/14

TO: BOARD OF DIRECTORS
FROM: PAVEL N. MATUSTIK
RE: 1ST READING – JPA BOARD POLICIES GAMUT REVISIONS
(12/2013) **AR 3554 – OTHER FOOD SALES**

REPORT NO. 13-14-09/CC6

The Administrative Regulation 3554 is being ADDED:

Comment:

Presented for the 1st reading is:

AR 3554 (NEW) – Other Food Sales

This is a NEW Exhibit for the JPA Administrative Regulations. MANDATED regulation updated to reflect NEW LAW (AB 626) addressing the circumstances under which foods and beverages that do not comply with state nutrition standards may be sold outside of the district's food services program. Regulation also reflects NEW FEDERAL REGULATIONS (78 Fed. Reg. 125) applicable to districts participating in the National School Lunch and/or Breakfast Program which, effective July 1, 2014, require all foods sold on campus at any time of the school day to comply with applicable nutrition standards.

EXHIBIT: J

Other Food Sales

Requirements for Schools Not Participating in Federal Meal Program

Food and beverage sales outside the Santa Clarita Valley School Food Services Agency's (SCVSFSA) food service program shall comply with applicable nutritional standards specified in Education Code 49431-49431.7 and 5 CCR 15500-15501 and 15575-15578.

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 5030 - Student Wellness)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)

The sale of foods or beverages that do not comply with the standards in Education Code 49431-49431.5 may be permitted in either of the following circumstances: (Education Code 49431-49431.5)

- 1.The sale takes place off and away from school premises.**
- 2.The sale takes place on school premises at least one-half hour after the end of the school day.**

(cf. 1230 - School-Connected Organizations)
(cf. 1321 - Solicitations of Funds from and by Students)
(cf. 6145 - Extracurricular and Cocurricular Activities)

Requirements for Schools Participating in Federal Meal Program

For any district/SCVSFSA school participating in the National School Lunch and/or Breakfast Program, food and beverage sales conducted outside the SCVSFSA's food service program on school campuses during the school day shall comply with applicable nutritional standards specified in 7 CFR 210.11 and 220.12 or with state nutrition standards in Education Code 49431-49431.7 and 5 CCR 15500-15501 and 15575-15578, whichever rule is stricter.

These standards shall apply to all competitive foods and beverages sold from midnight before the school day to one-half hour after the end of the school day. (7 CFR 210.11)

In a school with any of grades K-8 that is participating in the National School Lunch and/or Breakfast Program, the CEO or designee shall not permit the sale of foods by a student organization except when all of the following conditions are met: (5 CCR 15500)

- 1.The student organization sells only one food item per sale.**
- 2.The specific nutritious food item is approved by the CEO or designee in accordance with Board policy.**
- 3.The sale does not begin until after the close of the regularly scheduled midday**

OTHER FOOD SALES (continued)

food service period.

4.The sale during the regular school day is not of food items prepared on the premises.

5.There are no more than four such sales per year per school.

6.The food sold is not one sold in the SCVSFSA's food service program at that school during that school day.

In any middle or high school, a student organization may be approved to sell food items during or after the school day if all of the following conditions are met: (5 CCR 15501)

1.Only one student organization conducts a food sale on a given school day and the organization sells no more than three types of food or beverage items, except that up to four days during the school year may be designated on which any number of organizations may conduct the sale of any food items.

2.The specific nutritious food items are approved by the CEO or designee in accordance with Board policy.

3.Food items sold during the regular school day are not prepared on the premises.

4.The food items sold are not those sold in the SCVSFSA's food service program at that school during that school day.

The CEO or designee shall maintain records, or shall require organizations selling foods and beverages to maintain records, to document compliance with federal nutrition standards for all competitive foods and beverages sold through and outside the SCVSFSA's food services program. At a minimum, these records shall include receipts, nutrition labels, and/or product specifications. (7 CFR 210.11)

12/13

Regulation
approved:

SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY
Valencia, California

DATE: 03/18/14

TO: BOARD OF DIRECTORS
FROM: PAVEL N. MATUSTIK / SUSAN WEISS
RE: INTERACTIVE MENU ON THE AGENCY WEBSITE

REPORT NO. 13-14-09/CC7

A presentation of the Interactive Menu on the Agency website www.scvschoolnutrition.org will be given at the March 18th Board Meeting.

EXHIBIT: K

K:\Board\Reports\2013-14\14 March\CC7 Interactive Menus on the Agency Website.doc

ACTION: 03/18/14

TO: BOARD OF DIRECTORS
FROM: PAVEL N. MATUSTIK / SUSAN WEISS
RE: 2nd INTERIM BUDGET REPORT

RECOMMENDATION NO. 13-14-09/A1

It is recommended that the Board of Directors approve the **Second Interim Budget Report** as presented. There were **no changes** to the Budget in the Second Interim.

Description	Approved Budget	Proposed (2nd Interim)	Difference Increase (decrease)	Notes
<u>INCOME</u>	<u>\$9,453,681</u>	<u>\$9,453,681</u>	0.00	No Change
<u>TOTAL INCOME</u>	<u>\$9,453,681</u>	<u>\$9,453,681</u>	0.00	No Income Adjustment
<u>EXPENSE</u>	<u>\$8,701,317</u>	<u>\$8,701,317</u>	0.00	No Change
<u>TOTAL EXPENSE</u>	<u>\$8,701,317</u>	<u>\$8,701,317</u>	0.00	No Expense Adjustment
Net Ordinary Income	\$ 752,364	\$ 752,364	0.00	No Change
Transfer Out to District	(\$750,000)	(\$750,000)	0.00	No Change
Profit after rebates	<u>\$2,364</u>	<u>\$2,364</u>	0.00	No Budget Adjustment

EXHIBIT: L

ACTION: 03/18/14

TO: BOARD OF DIRECTORS
FROM: PAVEL N. MATUSTIK / SUSAN WEISS
RE: RENEWAL OF RFP# 201112-0515-1, BREAD & BAKERY PRODUCTS 2014/2015 SCHOOL YEAR – GOLD STAR FOODS

RECOMMENDATION #13-14-09/A2

It is recommended the Board of Directors accept the price/contract extension for bread and bakery products to the Santa Clarita Valley School Food Services Agency and SUPER Commodity Co-Op, for the 2014/15 School Year, from the following vendor: **Gold Star Foods**.

Comment:

The term of the original contract (RFP#201112-0515-1) is from July 1, 2012 through June 30, 2013. This bid may be extended for up to two (2) additional one-year periods under the same terms and conditions. This offer extends the contract through June 30, 2015. There is no price increase.

EXHIBIT: M



GOLD STAR FOODS

February 4, 2014

Mr. Pavel Matustik
Chief Executive Officer
Santa Clarita Valley School Food Services Agency
25210 Anza Drive
Santa Clarita, CA 91355

Re: Renewal of RFP #201112-0515-1 Bread and Bakery Products

Gold Star Foods was awarded the contract for Bread and Bakery Products to Santa Clarita Valley School FS Agency and SUPER Commodity Co-op in accordance with your bid mentioned above. The term of that original contract was July 1, 2012 through June 30, 2013. This bid may be extended for up to two (2) additional one-year periods under the same terms and conditions.

Gold Star Foods would like to offer to renew our contract for the next school year and extend our pricing from July 1, 2014 through June 30, 2015 in accordance with the same terms and conditions. Please reply to this request no later than May 2nd.

Upon acceptance from your district, we will respond as follows:

June 13, 2014	A copy of your new price contract will be sent to your district for review
June 30, 2014	Final approval of price contract from your district

Thank you,

Tiffany Riad
Director of Contracts and Commodities



EXHIBIT: M

P.O. Box 4328, Ontario, CA 91761 • 3781 East Airport Drive, Ontario, CA 91761-1558
909.843.9600 • Fax 909.843.9659
www.goldstarfoods.com

**DRIFTWOOD DAIRY PRICES
(YTD)**

PRODUCT DESCRIPTION	Item #	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14
Fat free milk	12040	0.2266	0.2327	0.2359	0.2400	0.2430	0.2445	0.2308	0.2336	0.2403			
Lowfat 1%	13040	0.2466	0.2534	0.2566	0.2613	0.2656	0.2669	0.2619	0.2649	0.2745			
Chocolate Non Fat	16040	0.2419	0.2478	0.2509	0.2549	0.2578	0.2592	0.2526	0.2553	0.2616			
4 oz Orange Juice	25000	0.1350	0.1350	0.1350	0.1350	0.1350	0.1350	0.1350	0.1350	0.1350			
1/2 Pint, Orange Juice	25040	0.2450	0.2450	0.2450	0.2450	0.2450	0.2450	0.2450	0.2450	0.2450			
4 oz. Apple Juice	26000	0.1200	0.1200	0.1200	0.1200	0.1200	0.1200	0.1200	0.1200	0.1200			
1/2 Pint, Apple Juice	26040	0.2200	0.2200	0.2200	0.2200	0.2200	0.2200	0.2200	0.2200	0.2200			
4 oz Wildberry	27000	0.1225	0.1225	0.1225	0.1225	0.1225	0.1225	0.1225	0.1225	0.1225			
Strawberry yogurt 4 oz-	52190	15.7001	16.7601	16.7601	N/A	N/A	N/A	N/A	N/A	N/A			
Strawberry banana yogurt 4 oz-	52202	15.7001	16.7601	16.7601	N/A	N/A	N/A	N/A	N/A	N/A			
Trix raspberry yogurt 4 oz	52201	13.0000	13.0000	13.0000	13.0000	13.0000	13.0000	13.0000	13.0000	13.0000			
Trix straw-banana yogurt 4 oz	52202	13.0000	13.0000	13.0000	13.0000	13.0000	13.0000	13.0000	13.0000	13.0000			
Sherbet 4 oz orange 96/cs-	86166	29.7200	29.7200	29.7200	29.7200	29.7200	29.2700	29.7200	29.7200	29.7200			
Lemon Juice Bars 24/cs-	86602	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
Orange Juice Bars 24/cs	86603	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
Strawberry Juice bar 48/cs	86627	N/A	N/A	N/A	N/A	11.9600	11.9600	11.9600	12.9600	12.9600			
Sour Cherry Juice bar 48/cs	86628	N/A	N/A	N/A	N/A	11.9600	11.9600	11.9600	12.9600	12.9600			
LF Fudge bar 24/cs	91056	N/A	N/A	N/A	N/A	6.6133	6.6133	6.6133	6.6133	6.6133			

DATE: 03/18/14

TO: BOARD OF DIRECTORS
FROM: PAVEL N. MATUSTIK / JANE CRAWFORD
RE: SCHOOL NUTRITION ASSOCIATION'S 68TH ANNUAL NATIONAL
CONFERENCE (ANC) 2014

INFORMATION #13-14-09/IN2

It is time to start thinking about attending the School Nutrition Association's 68th Annual National Conference (ANC) 2014 to be held Sun. July 13 through Wed., July 16, 2014, in BOSTON, MA. Huey Lewis & The News will be the Final Event on Wed. night. See all the details at:

www.schoolnutrition.org/meetingsandevents/anc2014/index.asp .

Please let me know if you plan to attend and we will take care of your registration. Most of the rooms at the conference hotels were sold out, so we have reserved four (4) rooms at the Sheraton Boston Hotel – dates Sat., 7/12 to Thurs., 7/17. The Early Bird deadline for registration is **May 9, 2014**. Please let me know if you plan to attend.

EXHIBIT: O

K:\ Board\Reports\2013-14\14 March\IN2 Invitation ANC 2014 Conf.doc



EARLY BIRD DEADLINE: MAY 9, 2014

ANC2014 REGISTRATION FORM



IS THIS YOUR FIRST ANC? YES NO ARE YOU A NEW DIRECTOR (3 years or less)? YES NO
UPDATE CONTACT INFORMATION (PLEASE PRINT CLEARLY)

Membership No. Preferred Name on Badge
First Last
Title (and/or Designation)
School/District/Company/Organization (no acronyms, please)
Mailing Address
City State Zip
Business Phone/Other Ext FAX Onsite Contact # (cell phone)
E-mail (Please check here if you wish to opt out of our published attendee list.)

WAYS TO REGISTER:

- WEB: Register online at www.schoolnutrition.org/anc
FAX: Send registration form and credit card info (VISA, American Express, MasterCard & Discover) or purchase order to (301) 686-3115
MAIL: Send form & check to SNA ANC 2014 Registration, P.O. Box 759297, Baltimore, MD 21275-9297.
AFTER MAY 30: Onsite registration only.
NOTE: Speakers AND Exhibitors DO NOT USE this form.

A. REGISTRATION FEES: (PLEASE CIRCLE ONE)

Early Bird Rate-EB (rec'd on or before 5/9, Reg Rate-RR (rec'd after 5/9 & before 5/30) or Onsite Rate-OS (rec'd after 5/30)

Table with columns for member categories (FS Member Director, FS Member Manager, FS Member/Retired, FS Member/Student, FS Nonmember, Industry Member, Industry Nonmember, Government Rate, Guest/Family) and rows for rates (EB, RR, OS).

SECTION "A" TOTAL \$

+Must be mailed at same time, in same envelope, or faxed at the same time. *Must have a current Retired Membership to receive this rate. ** Valid college ID must accompany Registration Form. *** PLEASE NOTE: Guest/Family qualification applies to those individuals who are not in the FS Industry.

FULL REGISTRANTS:

When purchasing a full registration, these Special Events are complimentary. You MUST check all of the event(s) you plan to attend in the Special Functions section below, so SNA can guarantee space. (please check event.)

- WELLNESS EVENT
FINAL EVENT CONCERT

SNA is committed to ensuring all meeting activities are accessible, including special dietary restrictions. To discuss your needs, email meetings@schoolnutrition.org no later than MAY 30, 2014.

Attendance at ANC constitutes an agreement by the registrant for SNA to use photos, video and audio tapes taken during the conference.

Follow us on Twitter at www.twitter.com/SNAMeetings

REGISTRATION PAYMENT:

- CHECK enclosed, payable to SNA: (ck#)
PURCHASE ORDER enclosed: (PO#)
TOTAL: \$
CREDIT CARD*
VISA AMEX MasterCard Discover

(Totals from all sections)

CREDIT CARD TOTAL:

\$
Card No.
Exp. Date
Billing Address (if different than above)
City/State/ZIP (as on billing statement)

Signature
Date
Printed Name on Card

(*Credit card orders cannot be processed unless all information is completed.)

For current information about ANC 2014 Boston, please visit www.schoolnutrition.org/anc or contact SNA at (800) 877-8822.

B. PRE-CONFERENCE SESSIONS (Sat. 7/12)

Pre-registration is required. Sessions may be canceled if not full. If canceled, registrants will be offered alternate courses or receive a full refund by mail after the conference concludes. Check session(s) you plan to attend. Please register by MAY 30.

- Nutrition 101: A Taste of Food & Fitness, 7 am-6 pm \$99
Serving It Safe, 7 am-6 pm \$99
C.E.P. Partnering for SUCCESS, 8 am-12 pm \$99
Food Allergy Management, 8 am-12 pm \$99
Financial Management for School Nutrition Directors, 8 am-5 pm \$99
State Agency Pre-Con: Continue the Conversation about Child Nutrition, 8 am-5 pm \$150
Supervisory Skill Training, 8 am-5 pm \$150
Getting the Most Out of SAE Funds, 1 pm-5 pm \$99
Meeting Training Requirements for Professional Standards, 1 pm-5 pm \$99

SECTION "B" TOTAL \$

C. SPECIAL FUNCTIONS ONLY (PURCHASES)

All attendees and guests must purchase tickets to the following special functions. You MUST check the event(s) you plan to attend, so SNA can guarantee space for these events. Capacities may be limited and onsite availability is NOT guaranteed.

- Chapter Leadership Day, Sat., 7/12 No. x \$25 each = \$
EXTRA Final Event ticket(s), Wed., 7/16 No. x \$125 each = \$

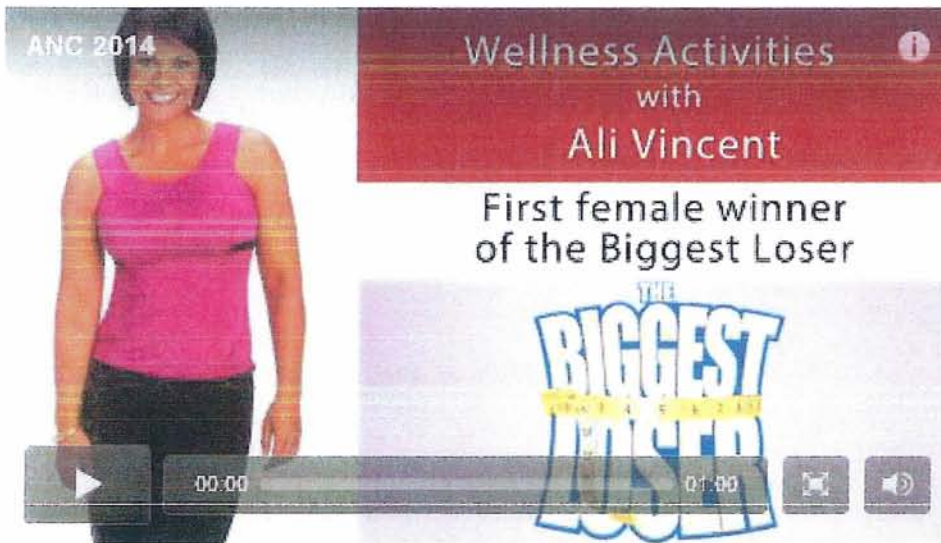
SECTION "C" TOTAL \$

NOTE:

Be sure to review SNA Registration Information and the Cancellation Policy online at www.schoolnutrition.org/anc.



Schedule At A Glance



Let's Make History Together at ANC in Boston!

FRIDAY, JULY 11

12:00 pm–6:00 pm	Registration
12:00 pm–6:00 pm	Emporium & Marketplace

SATURDAY, JULY 12

7:00 am–5:00 pm	Registration
7:30 am–5:00 pm	Emporium & Marketplace
7:00 am–5:00 pm	Pre-Conference Sessions <i>(Registration Required)</i>
8:00 am–12:00 pm	Chapter Leadership Day <i>(Registration Required)</i>
1:00 pm–5:00 pm	House of Delegates

SUNDAY, JULY 13

7:30 am–5:00 pm	Registration
7:30 am–5:00 pm	Emporium & Marketplace
8:00 am–12:00 pm	SNS Credentialing Exam
8:15 am–9:15 am	Inspirational Service
8:15 am–9:15 am	First Timers Session/Roundtable Sessions
9:30 am–11:30 am	Red Carpet Awards Ceremony
12:00 pm–1:00 pm	Education & Roundtable Sessions
1:15 pm–2:15 pm	Education & Roundtable Sessions
2:30 pm–4:30 pm	Opening General Session
5:00 pm–6:30 pm	New Directors & Future Leaders Reception <i>(Invitation Only)</i>

MONDAY, JULY 14

7:30 am–5:00 pm	Registration
7:30 am–5:00 pm	Emporium & Marketplace

7:30 am–8:45 am	Star Club Breakfast (<i>Invitation Only</i>)
10:00 am–2:00 pm	Exhibit Hall
11:00 am–4:00 pm	School Nutrition Research & Best Practices Showcase
11:15 am–12:00 pm	Culinary Demonstration
1:00 pm–1:45 pm	Culinary Demonstration
2:15 pm–3:15 pm	Education & Roundtable Sessions
2:15 pm–3:15 pm	College Section Meeting
2:15 pm–3:15 pm	District Directors Section Meeting
3:30 pm–4:30 pm	Education & Roundtable Sessions

TUESDAY, JULY 15

6:00 am–6:45 am	STEPS Challenge Wellness Event
7:30 am–5:00 pm	Registration
7:30 am–5:00 pm	Emporium & Marketplace
7:45 am–8:45 am	State Presidents/President-elect Meeting
8:45 am–9:45 am	Employee/Manager Section Meeting
8:45 am–9:45 am	Roundtable Sessions
9:00 am–11:30 am	Exhibit Hall–Directors Only (<i>Director Membership Required</i>)
10:00 am–11:00 am	Education & Roundtable Sessions
11:00 am–4:00 pm	School Nutrition Research & Best Practices Showcase
11:30 am–2:00 pm	Exhibit Hall
12:00 pm–12:45 pm	Culinary Demonstration
12:00 pm–2:00 pm	State Agency Section Meeting/USDA Workshop
1:15 pm–2:00 pm	Culinary Demonstration
2:15 pm–3:15 pm	Major City Directors Section Meeting
2:15 pm–3:15 pm	Education & Roundtable Sessions
3:30 pm–5:00 pm	Second General Session

WEDNESDAY, JULY 16

7:30 am–12:00 pm	Registration
7:30 am–12:00 pm	Emporium & Marketplace
8:30 am–10:00 am	Final General Session
10:15 am–1:15 pm	Exhibit Hall
10:30 am–11:15 am	Culinary Demonstration
12:15 pm–1:00 pm	Culinary Demonstration
1:30 pm–2:30 pm	Education & Roundtable Sessions
2:45 pm–3:45 pm	Education & Roundtable Sessions
8:00 pm–9:30 pm	Final Event

NOTE: Speakers, sessions and events may be subject to change.

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DATE: 03/18/14

TO: BOARD OF DIRECTORS
FROM: PAVEL N. MATUSTIK / JANE CRAWFORD
RE: AGENCY REPORT

INFORMATION #13-14-09/IN3

STAFF

From the personnel department's point of view the end of the school year is almost over and Jane and her staff are already preparing for the summer programs and for next school year (2014/2015). As soon as you know dates and sites for your district, please inform Jane. After recent interviews, the agency has one NA1, two-hour position to be filled.

OTHER CONCERNS

We still have two remaining schools that will participate in this year's Kids' Cooking Campaign:

School	Date	Teacher	Grade
James Foster Elem.	4/03/14	Christine Ivey	3 rd /4 th Grade
Canyon Springs Elem.	4/04/14	Karen Lyznick	3 rd /4 th Grade

From 3/2 to 3/5 Pavel Matustik & Jane Crawford traveled to Washington, D.C. for the annual SNA Legislative Action Conference:

- Over 600 school nutrition professionals from around the country came to D.C. to talk about the most pressing issues in our industry.
- Due to inclement weather, the Congressional offices were closed on March 3.
- Mr. Matustik & Ms. Crawford met with:
 - Mandy Shaumberg - Senior staffer on the House committee on Education & Work Force;
 - Kyle Lykins, Legislative Correspondent from Congressman Buck McKeon's office

At this time, there have been no children registered for the 2014 Summer Kids' Cooking camp. We continue to promote the program, to the parents, at all Kids' Cooking Events.

As of Fri., March 14, 2014, we have currently received the following responses to the "Student Voices for Healthy Choices" surveys: Students 134, Parents 363, Teachers 80 and Principals 11.

EXHIBIT: P