

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

25210 Anza Dr. • Valencia, CA 91355 • (661) 295-1574

AGENDA

May 16, 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, Member (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 _____

		<u>Exhibit</u>	<u>Approved</u>
I.	APPROVAL OF AGENDA		C N S Sg
II.	APPROVAL OF MINUTES		
	1. Minutes of the April 18, 2017, Regular Meeting	A	C N S Sg
III.	HEARING SESSION		
	1. Cafeteria of the Month: <u>Oak Hills Elementary School</u>		
	2. Advance Requests to Address the Board.		
	3. Comments and/or Questions on 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	CONSENT CALENDAR (Unless a Board Member has questions concerning a particular item and asks that it be withdrawn from the Consent Calendar, the Board of Directors approves all items at one time.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 explanation of the individual items.)		C N S Sg
	1. Removal of Items from Consent Calendar		
	2. B Warrants (April) #16-17-11/C1	B	
	3. Personnel Action Report #16-17-11/C2	C	
	a) New Employees		
	b) Transfers		
	c) Status Change		
	d) Temporary Assignment		
	e) Leave of Absence		
	f) Resignation		
	g) Termination		

CONSENT CALENDAR (continued)**C N S Sg**4. Purchase Orders (April) #16-17-11/C3 **D****VI. 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	#16-17-11/CC1	E
2. Participation Report	#16-17-11/CC2	F
3. 2 nd Budget Workshop 2017/18 SY	#16-17-11/CC3	G
4. Strategic Plan Update	#16-17-11/CC4	H
5. SUPER Co-Op Report	#16-17-11/CC5	I

V. ACTION CALENDAR *(Includes items to be voted on by the Board of Directors.)***C N S Sg**

1. Revised Wellness Policy	#16-17-11/A1	J
2. Retainer Agreement for Legal Services in 2017-18 SY	#16-17-11/A2	K
3. Renewal of RFP 1603 Fresh Produce with Gold Star Foods	#16-17-11/A3	L
4. LACOE Peoplesoft Contract for FY2017-18	#16-17-11/A4	M
5. Year-End Appropriation Transfers	#16-17-11/A5	N
6. Free/Reduced Meal Applications for 2017-18 SY	#16-17-11/A6	O
7. Award RFP No. 1704-Distribution of Processed USDA Foods and Commercial Food Products for Super Co-Op Member Districts	#16-17-11/A7	P

VII. CORRESPONDENCE & BOARD INFORMATION

1. Clearbrook Dairy Prices (YTD)	#16-17-11/IN1	Q
2. City Proclamation "School Lunch Hero Day"	#16-17-11/IN2	R
3. Signal Summer Meal Program Article	#16-17-11/IN3	S
4. USDA Proclamation: Commitment to School Meals	#16-17-11/IN4	T
5. 5 th Board Education Session-USDA Foods & Super Co-Op	#16-17-11/IN5	U
6. Agency Report	#16-17-11/IN6	V

VIII. BOARD ITEMS FOR NEXT MEETING (June 21, 2016)

1. Organizational and Regular Meetings
2. 2017-18SY Budget Report

IX. CLOSED SESSION

Adjourn to Closed Session _____ P.M.

1. Public Employee Appointment
2. Public Employee
 - a. Leave of Absence
 - b. Dismissal
 - c. Discipline – Case# 1617-01
 - d. Evaluation
 - e. Release
3. Advice from Legal Counsel
4. Labor Negotiations Information

X. RECONVENE TO OPEN SESSION

Reconvened _____A. M.

1. Report of Closed Session

XI. ADJOURNMENT

Meeting Adjourned _____A. M.

XII. 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, April 18, 2017

8:30 A.M.

Ms. Michelle Gookins, Clerk, called the Regular meeting of the Board of Directors of the Santa Clarita Valley School Food Services Agency to order at 8:31 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)

Roll Call

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. Hodson, seconded by Dr. DeArmas, motion carried 3-0.

Approval of Agenda

M-87 **Ayes: 3**
Vote: 3-0 Approved
Hodson/DeArmas/Gookins

II. APPROVAL OF MINUTES

1. A motion to approve the minutes from the March 21, 2017 Regular Board meeting was made by Ms. Hodson, seconded by Dr. DeArmas, motion carried 3-0.

Board Minutes

M-88 **Ayes: 3**
Vote: 3-0 Approved
Hodson/DeArmas/Gookins

III. HEARING SESSION

1. Cafeteria of the Month for the month of March 2017 was Stevenson Ranch Elementary School. Ms. Gookins read the report on why this cafeteria was chosen.
2. There were no advance requests to address to the Board.
3. There were no comments or questions on the Agenda Items.
4. Board President, Ronna Wolcott reported that she has a conflict with next month's board meeting and may not be able to attend. There were no other Board Member reports.

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 explanation of the individual items.)

1. Removal of Items from Consent Calendar
2. B Warrants (March) #16-17-09/C1
3. Personnel Action Report #16-17-09/C2
 - a) New Employees
 - b) Transfers
 - c) Status Change
 - d) Temporary Assignment

Consent Calendar

M-89 **Ayes: 3**
Vote: 3-0 Approved
Hodson/Gookins/DeArmas/Wolcott

- e) Leave of Absence
- f) Resignation
- g) Termination

4. Purchase Orders (March)

#16-17-09/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)

1. Ms. Weiss reviewed the Financial Report from March 2017.
2. Ms. Crawford reviewed the Participation Report from March 2017.
3. Ms. Weiss presented the SY2017/18 First Budget Report.
4. Dr. Grumbles reviewed the SUPER Co-Op report.

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

1. Dr. DeArmas motioned for approval the Renewal of RFP No. 13-14-01012014-1 USDA Foods Distribution, seconded by Ms. Hodson, motion carried 3-0.

2nd Interim Budget Report
M-90 **Ayes: 3**
 Vote: 3-0 Approved
 DeArmas/Hodson/Gookins

VII. CORRESPONDENCE & BOARD INFORMATION

1. Ms. Crawford reviewed the Clearbrook Dairy Prices for March 2017.
2. The LACOE 2nd Interim Letter of Approval was reviewed.
3. The Agency Annual Employee Banquet Invitation was presented to the Board Members. The Banquet will be held on Friday, June 2, 2017 at the Valencia Country Club.
4. Dr. Grumbles presented the Board Education Session #4: Agency Operations.
5. The Agency Spring/Summer newsletter was presented.
6. Ms. Crawford reviewed the Agency Report.

VIII. BOARD ITEMS FOR NEXT MEETING (May 16, 2017)

1. 2nd Budget Workshop for 2017-18 School Year.

IX. ADJOURNMENT

With nothing further to discuss Dr. DeArmas moved to adjourn the Regular Meeting of the Board of Directors, seconded by Ms. Hodson, motion carried 3-0.

Adjournment
M-91 **Ayes: 3**
 Vote: 3-0 Approved
 DeArmas/Hodson/Gookins

Meeting Adjourned 10:11 A.M.

Date April 18, 2017

 Ms. Ronna Wolcott, President

 Ms. Michele Gookins, Clerk

Santa Clarita Valley School Food Service Agency
Check Register
 April 2017

EXHIBIT: B

Date	Num	Name	Amount
04/03/2017	23696965	EVERSOFT	-148.18
04/03/2017	23696966	REMINGTON PURE (WATER)	-25.00
04/06/2017	23705692	AT&T (T1/ FIBEROPTICS MIS)	-710.48
04/07/2017	23708997	AT&T MOBILITY	-289.74
04/07/2017	23708998	BURRTEC WASTE INDUSTRIES	-235.98
04/07/2017	23708999	GOLD STAR FOODS	-12,233.54
04/07/2017	23709000	INTERNET SECURITY SYSTEMS-INC	-64.00
04/07/2017	23709001	P & R PAPER	-3,870.80
04/07/2017	23709002	S.C.V.S.F.S.A	-18.36
04/12/2017	23717452	A&R WHOLESALE DISTRIBUTOR	-14,624.99
04/12/2017	23717453	ACCESS 1 SOURCE	-310.00
04/12/2017	23717454	ADMIRAL REFRIGERATION, INC.	-2,187.31
04/12/2017	23717455	GENERAL FIRE CONTROL	-701.56
04/12/2017	23717456	CANYON WELDING	-450.00
04/12/2017	23717457	CASTAIC UNION SCHOOL DISTR. (KIDS COOKING/ BUS TRANSPORTATION	-120.00
04/12/2017	23717458	PREPAID REFUND (LUNCH)	-26.00
04/12/2017	23717459	CHRISTIAN LEE (KOREAN MENU TRANSLATION)	-35.00
04/12/2017	23717460	CLEARBROOK FARMS	-54,540.74
04/12/2017	23717461	GALASSO'S BAKERY	-5,320.00
04/12/2017	23717462	GARDA CL WEST, INC.	-500.84
04/12/2017	23717463	HOBART SERVICE (CUTTER MIXER)	-210.00
04/12/2017	23717464	IMAGE IV SYSTEMS INC	-285.31
04/12/2017	23717465	JUAN C. VARGAS	-430.00
04/12/2017	23717466	MILEAGE EMPLOYEE	-93.09
04/12/2017	23717468	ROMERO'S FOOD PRODUCTS, INC.	-1,082.88
04/12/2017	23717469	SAUGUS UNION SCHOOL DISTRICT	-2,652.52
04/12/2017	23717470	SCV PARTY RENTAL	-199.00
04/12/2017	23717471	SCV QUALITY CARE	-60.00
04/12/2017	23717472	SIMPATICO SYSTEMS, (ADAGE IT, INC.)	-1,252.30
04/12/2017	23717473	SOURCE REFRIGERATION & HVAC, INC.	-670.95
04/12/2017	23717474	SPRINT (NEXTEL COMMUNICATIONS)	-405.01
04/12/2017	23717475	SULPHUR SPRINGS UESD (KIDS COOKING/ BUS TRANSPORTATION)	-133.00
04/12/2017	23717476	SUE PEAK (NUTRITION EDUCATION CONSULTANT)	-1,115.03
04/12/2017	23717477	TAMA TRADING COMPANY INCORPORATED	-8,302.20
04/12/2017	23717478	THE PLATINUM PACKAGING GROUP	-3,998.40
04/12/2017	23717479	TOSHIBA AMERICA BUSINESS SOLUTIONS, INC.	-489.38
04/12/2017	23717480	TOYOTA- LIFT OF LA	-93.80
04/12/2017	23717481	US BANK (CAL CARD)	-7,040.33
04/12/2017	23717482	VALENCIA PRINTERS	-1,019.53
04/12/2017	23717483	VALENCIA WATER SERVICE	-120.86
04/12/2017	23717484	VERTEX PEST SOLUTIONS	-150.00
04/13/2017	23720458	AT&T CAL NET 3	-18.69
04/13/2017	23720459	GOLD STAR FOODS	-36,798.39
04/13/2017	23720460	REIMBURSEMENT EMPLOYEES (SERVSAFE TEST)	-103.32
04/14/2017	23723001	MARGARET A. CHIDESTER & ASSOCIATES	-137.50
04/21/2017	23742451	BOARD OF EQUALIZATION	-387.00
04/21/2017	23742453	GOLD STAR FOODS	-40,138.57
04/21/2017	23742454	REIMBURSEMENT EMPLOYEES	-109.62
04/21/2017	23742455	LYNNELLE GRUMBLES (CASBO ANNUAL CONF.)	-65.27

Santa Clarita Valley School Food Service Agency
Check Register
April 2017

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
04/21/2017	23742456	MEL-O- DEE ICE CREAM (RICH'S ICE CREAM)	-5,813.52
04/21/2017	23742457	NEWHALL SCHOOL DISTRICT (KIDS COOKING/ BUS TRANSPORTATION)	-204.63
04/21/2017	23742458	P & R PAPER	-5,132.03
04/21/2017	23742459	STAPLES ADVANTAGE	-971.60
04/21/2017	23742461	BOLTHOUSE (FRESH LOGISTICS)	-2,060.50
04/26/2017	23749400	STAPLES ADVANTAGE	<u>-440.84</u>
			\$ (218,597.59)

Meeting Date: May 16, 2017
 Submitted by: Dr. Lynnelle Grumbles/Susan Weiss
 Subject: Personnel Action Report

RECOMMENDATION #16-17-11/C2

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

NAME	DESCRIPTION	EFFECTIVE
NEW EMPLOYEES:		
Eliana Jackson	NA1 Newhall 3.00	04/24/17
TRANSFERS:		
Danne Tibayan-Kent	NA1 Castaic Elem 3.25 to NA1 Bridgeport 3.75	04/24/17
STATUS CHANGE:		
Edith Cselenyak	NA2 Stevenson Ranch 4.50 to STL1 Old Orchard 6.50	05/01/17
TEMPORARY ASSIGNMENT:		
39 MONTH REHIRE LIST:		
CORRECTION:		
LEAVE OF ABSENCE:		
RETIREMENT:		
RESIGNATION:		
Sonya Cardona	NA1 Wiley 2.25	04/15/17
Denise Crocker	NA2 Helmers 4.00	05/15/17
Sue Hertzog	STL1 Skyblue 5.75	06/09/17
Monica Newton	NA2 Oak Hills 3.75	05/16/17
TERMINATED:		

EXHIBIT: D

Meeting Date: May 16, 2017
Submitted by: Dr. Lynnelle Grumbles / Susan Weiss
Subject: Purchase Orders - April 2017

RECOMMENDATION #16-17-08/C3

P. O. #	VENDOR	AMOUNT
33338	Gold Star Foods	\$23,000.00
33339	Galasso's Bakery	\$8,500.00
33340	Clearbrook Farms	\$4,000.00
33341	A&R Foods	\$8,010.24
33342	Allen Packaging	\$770.72
33343	G.A. Systems, Inc. (Produce Cart)	\$1,272.31
33344	Hobart	\$210.00
33345	Staples Advantage (Supplies)	\$561.80
33346	Staples Advantage (Ink)	\$440.48
33347	Rescue Rooter	\$409.00
33348	Tama Trading	\$1,268.75
33349	Gold Star Foods	\$19,604.70
33350	Gold Star Foods	\$11,205.67
33351	Bolthouse Farms	\$1,014.40
33352	Staples Advantage (File Boxes)	\$485.71
33353	A&R Foods	\$4,111.85
33354	Gold Star Foods	\$16,704.33
33355	Gold Star Foods	\$6,956.98
33356	Tama Trading	\$2,017.10
33357	P&R Paper	\$5,183.87
33358	Bolthouse Farms	\$1,046.10
33359	A&R Foods	\$8,619.67
33360	Lund Io-Rio (VOID)	\$0.00
33361	Tama Trading	\$3,430.55
33362	Gold Star Foods	\$14,264.78
33363	Gold Star Foods	\$8,211.14
33364	Romero Foods	\$135.36
33365	P&R Paper	\$3,849.93
33366	Bolthouse Farms	\$1,014.40
33367	A&R Foods	\$4,980.47
33368	Chefs Toys	\$7,732.34
33369	Parts Town	\$2,496.57
33370	Parts Town	\$925.00

P. O. #	VENDOR	AMOUNT
33371	Fox Fire	\$380.63
33372	Oliver Products Co.	\$112.70
33373	Gold Star Foods	\$20,537.17
33374	Gold Star Foods	\$8,181.07
33375	Tama Trading	\$3,053.25
33376	Romero Foods	\$225.60
33377	Bolthouse Farms	\$1,077.80
33378	A&R Foods	\$4,957.91
33379	P&R Paper	\$5,026.01
	Total: \$	215,986.36

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

Meeting Date: May 16, 2017
Submitted By: Dr. Lynnelle Grumbles/Susan Weiss
Subject: Financial Report – April 2017

REPORT #16-17-10/CC1

Summary: We finished the month of **APRIL 2017** with **\$94,991** in the black; last April we were \$128,142 in the black. **YTD** the Agency's Net Income is **\$844,696** last year's Net Income was \$788,618*

The balance in Union Bank & Treasury (**Fund 01.0**) as of 04/30/2017 was **\$1,893,632.01**

Points of interest –APRIL 2017

Income:

- Total Income was \$741,128 – (**-\$40,523**) **lower** than last year
- Federal Income was **down** (**-\$21,799**); Income from Local Sales was **down** (**-\$10,027**)
- Income from the SUPPER Program was \$12,411, **up** \$1,360 over last year

Expenses:

- The food and supplies cost was **30.85%** of the income – last year it was 30.68%
- The total support cost was **52.36%** of the income – last year it was 49.59%

Points of interest –YTD:

Income:

- YTD Income was \$7,239,874 – (**-\$10,211**) **lower** than last year
- YTD Federal income is **down** (**-\$46,340**) – (**-1.10%**) from last year
- YTD local sales income is **up** \$29,436 – 1.29% over last year

Expenses:

- YTD food & supplies cost is **down** (**-\$49,261**) - (**-2.32%**) from last year
- YTD support cost is **up** \$81,222 – 2.13% from last year
- YTD Net ordinary income (Income less Expenses) was **\$844,696**, **up** \$56,078*
- YTD Income is **84.18%** of Total Budget; Expenses are **79.23%** of Total Budget.
- Percentage of the school year elapsed: **84.44%**.

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 **\$890,458**.

Data and information subject to change pending final reconciliation

Recommended Action:

For information only.

Santa Clarita Valley School Food Service Agency
Profit Loss
APRIL 2017

	Apr-17	Apr-16	Diff. in \$	% of Income 2017	% of Income 2016	Approved Budget (2nd Interim)	% TD
Ordinary Income/Expense							
Income							
Total Cash Over/Shortage	\$54	(\$6)	\$60	0.01%	0.00%	\$0	0.00%
Total Interest Earned	\$0	\$2,783	(\$2,783)	0.00%	0.36%	\$11,000	0.00%
Total Federal Income	\$425,661	\$447,460	(\$21,799)	57.43%	57.25%	\$5,036,400	8.45%
Supper Program	\$12,411	\$11,050	\$1,360	1.67%	1.41%	\$126,000	9.85%
Total Local Sales	\$242,524	\$252,551	(\$10,027)	32.72%	32.31%	\$2,653,977	9.14%
Super Co-Op Lead Agency Income	\$0	\$0	\$0	0.00%	0.00%	\$40,000	0.00%
Total Miscellaneous Income	\$27,651	\$32,290	(\$4,640)	3.73%	4.13%	\$350,000	7.90%
Total State Income	\$32,828	\$35,523	(\$2,695)	4.43%	4.54%	\$382,682	8.58%
Total Income	\$741,128	\$781,652	(\$40,523)	98.33%	98.59%	\$8,600,059	8.62%
Expense							
Total Food & Food Supplies	\$228,638	\$239,836	(\$11,199)	30.85%	30.68%	\$2,445,309	9.35%
Total Insurance/Contract Services	\$3,472	\$3,683	(\$211)	0.47%	0.47%	\$149,987	2.31%
Total Operating Expense	\$18,270	\$12,324	\$5,946	2.47%	1.58%	\$298,940	6.11%
Total Utilities	\$7,739	\$6,572	\$1,167	1.04%	0.84%	\$107,811	7.18%
Total Expenses	\$258,118	\$262,416	(\$4,297)	34.83%	33.57%	\$3,002,047	8.60%
Total Direct Salaries	\$270,379	\$267,808	\$2,570	36.48%	34.26%	\$3,613,000	7.48%
Total Fringe Benefits	\$117,640	\$119,775	(\$2,135)	15.87%	15.32%	\$1,356,300	8.67%
Total Support Costs	\$388,019	\$387,583	\$436	52.36%	49.59%	\$4,969,300	7.81%
Capital Outlay/Vehicle Payments/Bldg Improv'ts	\$0	\$3,511	(\$3,511)	0.00%	0.45%	\$100,000	0.00%
Total Expense	\$646,137	\$653,510	(\$7,372)	87.18%	83.61%	\$8,071,347	8.01%
Net Ordinary Income	\$94,991	\$128,142	(\$33,151)	12.82%	16.39%	\$528,712	17.97%
DIRECT COST REIMBURSEMENTS	\$0	\$0	\$0	\$0.00	\$0.00	\$400,000	0.00%
Net Income	\$94,991	\$128,142	(\$33,151)	12.82%	16.39%	\$128,712	73.80%

Santa Clarita Valley School Food Services Agency

PROFIT LOSS

JULY 2016-APRIL 2017

	JULY-APR 2017	JULY-APR 2016	Difference in \$	Difference in %	% of Income 2017	% of Income 2016	Approved Budget (2nd Interim)	% TD
Ordinary Income/Expense								
Income								
Total Cash Over/Shortage	\$634	\$1,461	(\$827)	-56.58%	0.01%	0.02%	\$0.00	0.00%
Total Interest Earned	\$6,216	\$6,585	(\$370)	-5.61%	0.09%	0.09%	\$11,000	56.51%
Total Federal Income	\$4,161,458	\$4,207,797	(\$46,340)	-1.10%	57.48%	58.04%	\$5,036,400	82.63%
Supper Program (CACFP)	\$111,629	\$103,161	\$8,468	8.21%	1.54%	1.42%	\$126,000	88.59%
Total Local Sales	\$2,318,179	\$2,288,744	\$29,436	1.29%	32.02%	31.57%	\$2,653,977	87.35%
Super Co-Op Lead Agency Income	\$40,000	\$0	\$40,000	0.00%	0.00%	0.00%	\$40,000	100.00%
Total Miscellaneous Income	\$283,267	\$289,822	(\$6,555)	-2.26%	3.91%	4.00%	\$350,000	80.93%
Champions For Healthy Kids GRANT	\$0	\$20,000	(\$20,000)	-100.00%	0.00%	0.28%	\$0	0.00%
Total State Income	\$318,491	\$332,516	(\$14,025)	-4.22%	4.40%	4.59%	\$382,682	83.23%
Total Income	\$7,239,874	\$7,250,086	(\$10,211)	-0.14%	99.45%	100.00%	\$8,600,059	84.18%
Expense								
Total Food & Supplies	\$2,073,020	\$2,122,281	(\$49,261)	-2.32%	28.63%	29.27%	\$2,445,309	84.78%
Total Insurance/Contract Services	\$127,255	\$104,088	\$23,167	22.26%	1.76%	1.44%	\$149,987	84.84%
Total Operating Expense	\$215,928	\$204,825	\$11,103	5.42%	2.98%	2.83%	\$298,940	72.23%
Total Utilities	\$81,828	\$85,633	(\$3,805)	-4.44%	1.13%	1.18%	\$107,811	75.90%
Total Expenses	\$2,498,031	\$2,516,828	(\$18,797)	-0.75%	34.50%	34.71%	\$3,002,047	83.21%
Total Direct Salaries	\$2,798,970	\$2,727,702	\$71,268	2.61%	38.66%	37.62%	\$3,613,000	77.47%
Total Fringe Benefits	\$1,091,026	\$1,081,072	\$9,954	0.92%	15.07%	14.91%	\$1,356,300	80.44%
Total Support Costs	\$3,889,996	\$3,808,774	\$81,222	2.13%	53.73%	52.53%	\$4,969,300	78.28%
Capital Outlay/Vehicle payments/Bldg. Improv'ts	\$7,152	\$135,866	(\$128,715)	-94.74%	0.10%	1.87%	\$100,000	7.15%
Total Expense	\$6,395,179	\$6,461,468	(\$66,289)	-1.03%	88.33%	89.12%	\$8,071,347	79.23%
Net Ordinary Income	\$844,696	\$788,618	\$56,078	7.11%	11.67%	10.88%	\$528,712	159.76%
DIRECT COST REIMBURSEMENTS							\$400,000	0.00%
Net Income	\$844,696	\$788,618	\$56,078	7.11%	11.67%	10.88%	\$128,712	656.27%
# Days / % of School year elapsed:							152	84.44%

Santa Clarita Valley School Food Services Agency Board of Directors

Meeting Date: May 16, 2017
Submitted By: Jane Crawford/Dr. Lynnelle Grumbles
Subject: April 2017 Participation

REPORT #16-17-10/CC2

Summary: April 2017 Overall, Lunch & Breakfast Participations were all *down* over the previous year, **but they were up over the previous month**. Operating days: All districts had one (1) *less* operating day than last year, except Newhall SD, they had the same number of days.

COMBINED (Overall) PARTICIPATION

Combined participation for APRIL 2017 was **53.97%** - (-0.80%) *lower* than the last year.

LUNCH PARTICIPATION

The APRIL 2017 Lunch participation was **41.72%** - (-1.01%) *lower* than last year. The ADP *decreased* by 277 lunches –from 10,478 lunches per day to 10,201 per day.

BREAKFAST PARTICIPATION

The breakfast participation for APRIL 2017 was **17.18%** - (-0.28%) *lower* than last year. We averaged 4,201 breakfasts per day, 79 *less* breakfasts per day than last year.

STUDENT SALES

The APRIL 2017 spending per student per day *increased* from \$0.066 to \$0.073 – **\$0.007**

SUPER SNACK (SUPPERS):

We served 3,661 Suppers in APRIL 2017. YTD, we've served 32,929 Suppers.

Additional Points of Interest for APRIL 2017 vs APRIL 2016:

- Combined enrollment is *down* by (71)* students over last year
- Overall, (11,522) *less* lunches served: {(6,434) *less* free lunches, (920) *less* reduced lunches, (4,168) less paid lunches}
- Total Free & Reduced priced lunches served was **60.49%**; last year we served **60.72%**

Additional Points of Interest – Participation- Month to Month:

Month	Combined	Lunch	Breakfast	F&R % Served
March '17	50.94%	39.58%	15.91%	60.47%
February '17	54.19%	41.76%	17.75%	60.52%
January '17	53.47%	40.86%	18.24%	61.89%
December '16	52.35%	41.05%	15.90%	59.46%
November '16	53.58%	41.61%	17.08%	60.02%
October '16	54.22%	41.98%	17.17%	60.80%
September '16	51.01%	38.63%	16.38%	62.84%
August '16	45.95%	34.92%	14.55%	60.83%

Note: Pre-School meals served in APRIL are not included in the data: Breakfasts: 2,067 /Lunches: 2,775

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

*Enrollment numbers for Saugus, Newhall & Sulphur Springs Districts are from the previous period

Recommended Action:

For information only – no action required.

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

EXHIBIT: F

LUNCH PROGRAM	PAID		REDUCED		FREE		TOTAL		OP.DAYS		ADP		ENROLLMENT		PARTICIPATIO		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	2326	2119	106	194	628	646	3060	2959	16	15	191	197	551	525	34.71%	37.57%	23.99%	28.39%
CASTAIC MIDDLE	635	553	288	239	1429	1110	2352	1902	16	15	147	127	586	581	25.09%	21.82%	73.00%	70.93%
LIVE OAK	1528	1282	385	427	2343	1672	4256	3381	16	15	266	225	625	576	42.56%	39.13%	64.10%	62.08%
NORTHLAKE HILLS*	1421	1503	408	380	2534	2010	4363	3893	16	15	273	260	609	569	44.78%	45.61%	67.43%	61.39%
CASTAIC DISTRICT	5910	5457	1187	1240	6934	5438	14031	12135	64	60	877	809	2371	2251	36.99%	35.94%	57.88%	55.03%
MCGRATH*	526	569	850	708	7281	6730	8657	8007	15	15	577	534	714	704	80.83%	75.82%	93.92%	92.89%
MEADOWS	1181	1344	356	250	1061	854	2598	2448	15	15	173	163	666	636	26.01%	25.66%	54.54%	45.10%
NEWHALL*	186	212	760	686	7271	6971	8217	7869	15	15	548	525	662	640	82.75%	81.97%	97.74%	97.31%
OLD ORCHARD	865	658	223	270	2321	1927	3409	2855	15	15	227	190	484	454	46.96%	41.92%	74.63%	76.95%
PEACHLAND*	516	537	342	320	3280	3491	4138	4348	15	15	276	290	478	525	57.71%	55.21%	87.53%	87.65%
STEVENSON RANCH	3389	3378	82	141	477	539	3948	4058	15	15	263	271	816	794	32.25%	34.07%	14.16%	16.76%
PICO CANYON	2677	2669	390	375	1020	1055	4087	4099	15	15	272	273	966	940	28.21%	29.07%	34.50%	34.89%
VALENCIA VALLEY	1564	1394	305	227	516	762	2385	2383	15	15	159	159	697	699	22.81%	22.73%	34.42%	41.50%
WILEY CANYON	600	803	722	835	5228	4509	6550	6147	15	15	437	410	645	608	67.70%	67.40%	90.84%	86.94%
OAK HILLS	2169	2873	185	153	273	413	2627	3439	15	15	175	229	590	723	29.68%	31.71%	17.43%	16.46%
NEWHALL DISTRICT	13673	14437	4215	3965	28728	27251	46616	45653	150	150	3108	3044	6718	6723	46.26%	45.27%	70.67%	68.38%
BRIDGEPORT	3735	3073	250	273	694	635	4679	3981	16	15	292	265	932	874	31.38%	30.37%	20.18%	22.81%
CEDARCREEK *	642	556	979	833	4538	3983	6159	5372	16	15	385	358	495	483	77.77%	74.15%	89.58%	89.65%
EMBLEM	2057	2275	213	264	643	597	2913	3136	16	15	182	209	698	769	26.08%	27.19%	29.39%	27.46%
FOSTER	1927	1690	197	212	668	728	2792	2630	16	15	175	175	598	600	29.18%	29.22%	30.98%	35.74%
HELMERS	2829	2446	166	209	514	363	3509	3018	16	15	219	201	749	730	29.28%	27.56%	19.38%	18.95%
HIGHLANDS	1254	1137	372	423	972	936	2598	2496	16	15	162	166	429	386	37.85%	43.11%	51.73%	54.45%
MOUNTAINVIEW	1996	1849	36	86	339	475	2371	2410	16	15	148	161	767	812	19.32%	19.79%	15.82%	23.28%
NORTHPARK	2198	1941	315	251	796	773	3309	2965	16	15	207	198	749	705	27.61%	28.04%	33.58%	34.54%
PLUM CANYON	2144	1929	158	245	604	489	2906	2663	16	15	182	178	684	637	26.55%	27.87%	26.22%	27.56%
RIO VISTA*	1220	1121	1053	781	4033	3824	6306	5726	16	15	394	382	625	628	63.06%	60.79%	80.65%	80.42%
ROSEDELL	1384	1244	513	620	1704	1678	3601	3542	16	15	225	236	773	782	29.12%	30.20%	61.57%	64.88%
SANTA CLARITA*	1210	1187	491	326	1039	793	2740	2306	16	15	171	154	428	423	40.01%	36.34%	55.84%	48.53%
SKYBLUE MESA	1979	1806	420	393	1424	1355	3823	3554	16	15	239	237	507	516	47.13%	45.92%	48.23%	49.18%
TESORO	2287	1978	452	194	423	508	3162	2680	16	15	198	179	634	622	31.17%	28.72%	27.67%	26.19%
WEST CREEK	4418	3946	195	170	222	371	4835	4487	16	15	302	299	940	981	32.15%	30.49%	8.62%	12.06%
SAUGUS DISTRICT	31280	28178	5810	5280	18613	17508	55703	50966	240	225	3481	3398	10008	9948	34.79%	34.15%	43.85%	44.71%
CANYON SPRINGS*	344	347	658	612	5034	4771	6036	5730	16	15	377	382	523	524	72.13%	72.90%	94.30%	93.94%
FAIR OAKS RANCH	2832	2522	999	866	3716	3185	7547	6573	16	15	472	438	957	982	49.29%	44.62%	62.48%	61.63%
LEONA COX	1041	761	750	721	3478	3082	5269	4564	16	15	329	304	535	538	61.55%	56.56%	80.24%	83.33%
MINT CANYON*	599	405	778	905	4075	3696	5452	5006	16	15	341	334	470	472	72.50%	70.71%	89.01%	91.91%
MITCHELL	1790	1835	887	858	2939	2722	5616	5415	16	15	351	361	635	643	55.28%	56.14%	68.13%	66.11%
PINETREE	1827	1764	434	536	1828	1710	4089	4010	16	15	256	267	549	575	46.55%	46.49%	55.32%	56.01%
SULPHUR SPRINGS	2159	2166	455	343	1986	1820	4600	4329	16	15	288	289	642	663	44.78%	43.53%	53.07%	49.97%
VALLEY VIEW	925	617	597	641	4217	3846	5739	5104	16	15	359	340	546	572	65.69%	59.49%	83.88%	87.91%
GOLDEN OAK	2251	1974	458	341	1130	1217	3839	3532	16	15	240	235	568	560	42.24%	42.05%	41.36%	44.11%
SULPH.SPR.DISTRICT	13768	12391	6016	5823	28403	26049	48187	44263	144	135	3012	2951	5425	5529	55.51%	53.37%	71.43%	72.01%
DISTRICTS TOTAL	64631	60463	17228	16308	82678	76246	164537	153017	598	570	10478	10201	24522	24451	42.73%	41.72%	60.72%	60.49%

* Pre-school program

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

EXHIBIT: F

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	605	553	47	49	349	385	1001	987	63	66	551	525	11.35%	12.53%
CASTAIC MIDDLE	89	104	78	138	591	674	758	916	47	61	586	581	8.08%	10.51%
LIVE OAK	391	314	205	212	1554	947	2150	1473	134	98	625	576	21.50%	17.05%
NORTHLAKE HILLS*	54	70	142	129	964	749	1160	948	73	63	609	569	11.90%	11.11%
CASTAIC DISTRICT	1139	1041	472	528	3458	2755	5069	4324	317	288	2371	2251	13.36%	12.81%
MCGRATH*	128	237	357	363	2843	3075	3328	3675	222	245	714	704	31.07%	34.80%
MEADOWS	146	195	94	84	490	429	730	708	49	47	666	636	7.31%	7.42%
NEWHALL*	45	50	301	309	2707	2772	3053	3131	204	209	662	640	30.75%	32.61%
OLD ORCHARD	313	272	150	155	1691	1153	2154	1580	144	105	484	454	29.67%	23.20%
PEACHLAND*	93	141	135	111	2004	1611	2232	1863	149	124	478	525	31.13%	23.66%
STEVENSON RANCH	782	732	36	22	237	240	1055	994	70	66	816	794	8.62%	8.35%
PICO CANYON	726	624	182	197	502	485	1410	1306	94	87	966	940	9.73%	9.26%
VALENCIA VALLEY	599	547	159	86	291	458	1049	1091	70	73	697	699	10.03%	10.41%
WILEY CANYON	115	120	356	299	2392	2237	2863	2656	191	177	645	608	29.59%	29.12%
OAK HILLS	788	1016	86	97	125	151	999	1264	67	84	590	723	11.29%	11.66%
NEWHALL DISTRICT	3735	3934	1856	1723	13282	12611	18873	18268	1258	1218	6718	6723	18.73%	18.11%
BRIDGEPORT	592	580	128	118	412	372	1132	1070	71	71	932	874	7.59%	8.16%
CEDARCREEK *	261	212	601	456	2835	2337	3697	3005	231	200	495	483	46.68%	41.48%
EMBLEM	403	500	55	147	356	312	814	959	51	64	698	769	7.29%	8.31%
FOSTER	547	453	72	63	327	393	946	909	59	61	598	600	9.89%	10.10%
HELMERS	734	725	52	93	204	108	990	926	62	62	749	730	8.26%	8.46%
HIGHLANDS	457	374	217	177	462	516	1136	1067	71	71	429	386	16.55%	18.43%
MOUNTAINVIEW	167	292	35	15	128	131	330	438	21	29	767	812	2.69%	3.60%
NORTHPARK	333	346	102	104	299	237	734	687	46	46	749	705	6.12%	6.50%
PLUM CANYON	324	731	47	89	105	267	476	1087	30	72	684	637	4.35%	11.38%
RIO VISTA*	342	256	489	412	2402	1547	3233	2215	202	148	625	628	32.33%	23.51%
ROSEDELL	666	598	300	562	1214	1494	2180	2654	136	177	773	782	17.63%	22.63%
SANTA CLARITA*	159	120	159	110	358	125	676	355	42	24	428	423	9.87%	5.59%
SKYBLUE MESA	460	341	261	231	873	744	1594	1316	100	88	507	516	19.65%	17.00%
TESORO	810	762	489	170	431	471	1730	1403	108	94	634	622	17.05%	15.04%
WEST CREEK	1269	1343	89	92	168	277	1526	1712	102	114	940	981	10.82%	11.63%
SAUGUS DISTRICT	7524	7633	3096	2839	10574	9331	21194	19803	1331	1320	10008	9948	13.30%	13.27%
CANYON SPRINGS*	254	217	415	457	3517	3124	4186	3798	262	253	523	524	50.02%	48.32%
FAIR OAKS RANCH	552	583	376	475	2015	1743	2943	2801	184	187	957	982	19.22%	19.02%
LEONA COX	278	194	446	358	2149	1613	2873	2165	180	144	535	538	33.56%	26.83%
MINT CANYON*	134	96	380	457	2273	2117	2787	2670	174	178	470	472	37.06%	37.71%
MITCHELL	603	665	509	515	1555	1484	2667	2664	167	178	635	643	26.25%	27.62%
PINETREE	312	402	171	297	602	750	1085	1449	68	97	549	575	12.35%	16.80%
SULPHUR SPRINGS	496	360	227	183	922	747	1645	1290	103	86	642	663	16.01%	12.97%
VALLEY VIEW	303	232	381	402	2775	2766	3459	3400	216	227	546	572	39.59%	39.63%
GOLDEN OAK	50	83	52	3	243	292	345	378	22	25	568	560	3.80%	4.50%
SULPH.SPR.DISTRICT	2982	2832	2957	3147	16051	14636	21990	20615	1374	1374	5425	5529	25.33%	24.86%
DISTRICTS TOTAL	15380	15440	8381	8237	43365	39333	67126	63010	4280	4201	24522	24451	17.46%	17.18%

* Pre-school program

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

EXHIBIT: F

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	\$97.90	\$136.10	\$6.12	\$9.07	226	235	40.94%	44.71%	\$0.011	\$0.017
CASTAIC MIDDLE	\$4,411.00	\$3,048.50	\$275.69	\$203.23	309	259	52.65%	44.57%	\$0.470	\$0.350
LIVE OAK	\$297.30	\$254.25	\$18.58	\$16.95	342	283	54.80%	49.13%	\$0.030	\$0.029
NORTHLAKE HILLS*	\$649.86	\$728.61	\$40.62	\$48.57	329	315	54.06%	55.43%	\$0.067	\$0.085
CASTAIC DISTRICT	\$5,456.06	\$4,167.46	\$341.00	\$277.83	1,206	1,092	50.86%	48.51%	\$0.144	\$0.123
MCGRATH*	\$679.85	\$981.00	\$45.32	\$65.40	711	689	99.54%	97.87%	\$0.063	\$0.093
MEADOWS	\$307.90	\$387.20	\$20.53	\$25.81	208	200	31.20%	31.40%	\$0.031	\$0.041
NEWHALL*	\$465.14	\$710.08	\$31.01	\$47.34	665	653	100.46%	101.97%	\$0.047	\$0.074
OLD ORCHARD	\$288.65	\$295.94	\$19.24	\$19.73	309	253	63.78%	55.70%	\$0.040	\$0.043
PEACHLAND*	\$0.00	\$43.25	\$0.00	\$2.88	350	353	73.28%	67.32%	\$0.000	\$0.005
STEVENSON RANCH	\$578.68	\$831.30	\$38.58	\$55.42	318	331	38.93%	41.74%	\$0.047	\$0.070
PICO CANYON	\$680.30	\$849.50	\$45.35	\$56.63	342	345	35.42%	36.71%	\$0.047	\$0.060
VALENCIA VALLEY	\$31.73	\$19.75	\$2.12	\$1.32	195	196	27.98%	28.02%	\$0.003	\$0.002
WILEY CANYON	\$223.50	\$375.70	\$14.90	\$25.05	540	511	83.65%	84.02%	\$0.023	\$0.041
OAK HILLS	\$603.25	\$694.20	\$40.22	\$46.28	229	295	38.74%	40.74%	\$0.068	\$0.064
NEWHALL DISTRICT	\$3,859.00	\$5,187.92	\$257.27	\$345.86	3,865	3,825	57.54%	56.90%	\$0.038	\$0.051
BRIDGEPORT	\$1,470.50	\$1,289.94	\$91.91	\$86.00	374	344	40.10%	39.37%	\$0.099	\$0.098
CEDARCREEK *	\$926.05	\$1,197.80	\$57.88	\$79.85	529	498	106.95%	103.15%	\$0.117	\$0.165
EMBLEM	\$9.75	\$16.50	\$0.61	\$1.10	208	242	29.77%	31.42%	\$0.001	\$0.001
FOSTER	\$538.94	\$687.20	\$33.68	\$45.81	221	229	36.94%	38.09%	\$0.056	\$0.076
HELMERS	\$1,632.05	\$1,311.42	\$102.00	\$87.43	301	276	40.22%	37.78%	\$0.136	\$0.120
HIGHLANDS	\$20.10	\$8.60	\$1.26	\$0.57	199	202	46.27%	52.40%	\$0.003	\$0.001
MOUNTAINVIEW	\$649.53	\$790.75	\$40.60	\$52.72	179	202	23.31%	24.83%	\$0.053	\$0.065
NORTHPARK	\$430.15	\$663.10	\$26.88	\$44.21	243	243	32.47%	34.42%	\$0.036	\$0.063
PLUM CANYON	\$1,111.75	\$930.45	\$69.48	\$62.03	231	245	33.81%	38.43%	\$0.102	\$0.097
RIO VISTA*	\$578.25	\$732.30	\$36.14	\$48.82	513	480	82.12%	76.43%	\$0.058	\$0.078
ROSEDELL	\$452.90	\$681.05	\$28.31	\$45.40	307	347	39.76%	44.41%	\$0.037	\$0.058
SANTA CLARITA*	\$763.62	\$519.43	\$47.73	\$34.63	216	183	50.52%	43.23%	\$0.112	\$0.082
SKYBLUE MESA	\$577.15	\$678.50	\$36.07	\$45.23	307	303	60.51%	58.80%	\$0.071	\$0.088
TESORO	\$296.50	\$179.55	\$18.53	\$11.97	261	231	41.16%	37.21%	\$0.029	\$0.019
WEST CREEK	\$8.00	\$12.00	\$0.50	\$0.80	350	357	37.25%	36.35%	\$0.001	\$0.001
SAUGUS DISTRICT	\$9,465.24	\$9,698.59	\$591.58	\$646.57	4,440	4,381	44.36%	44.04%	\$0.059	\$0.065
CANYON SPRINGS*	\$1,265.40	\$1,341.90	\$79.09	\$89.46	548	553	104.70%	105.60%	\$0.151	\$0.171
FAIR OAKS RANCH	\$1,278.50	\$1,486.15	\$79.91	\$99.08	604	581	63.07%	59.18%	\$0.083	\$0.101
LEONA COX	\$786.30	\$564.35	\$49.14	\$37.62	444	395	82.93%	73.47%	\$0.092	\$0.070
MINT CANYON*	\$389.10	\$507.65	\$24.32	\$33.84	440	440	93.62%	93.15%	\$0.052	\$0.072
MITCHELL	\$675.20	\$724.65	\$42.20	\$48.31	455	474	71.72%	73.71%	\$0.066	\$0.075
PINETREE	\$37.50	\$0.50	\$2.34	\$0.03	291	316	52.94%	54.90%	\$0.004	\$0.000
SULPHUR SPRINGS	\$891.60	\$939.45	\$55.73	\$62.63	367	363	57.13%	54.74%	\$0.087	\$0.094
VALLEY VIEW	\$952.90	\$1,281.95	\$59.56	\$85.46	497	496	90.94%	86.77%	\$0.109	\$0.149
GOLDEN OAK	\$770.75	\$921.65	\$48.17	\$61.44	275	279	48.38%	49.78%	\$0.085	\$0.110
SULPH.SPR.DISTRICT	\$7,047.25	\$7,768.25	\$440.45	\$517.88	3,919	3,897	72.24%	70.48%	\$0.081	\$0.094
DISTRICTS TOTAL	\$25,827.55	\$26,822.22	\$1,630.30	\$1,788.15	13,430	13,196	54.77%	53.97%	\$0.066	\$0.073

* Pre-school program

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

Meeting Date: May 16, 2017
Submitted By: Susan Weiss / Dr. Lynnelle Grumbles
Subject: 2nd Budget Workshop 2017/18 SY

INFORMATION #16-17-11/CC3

Summary

The 2nd Budget Workshop 2017/18 School Year will be presented at the Board Meeting.

Financial Impact

N/A

Recommended Action:

For information only – no action required.

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

Meeting Date: May 16, 2017
Submitted By: Dr. Lynnelle Grumbles
Subject: Strategic Plan Update

INFORMATION #16-17-11/CC4

Summary

The Strategic Plan Update will be presented at the Board Meeting.

Financial Impact

N/A

Recommended Action:

For information only – no action required.

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

Meeting Date: May 16, 2017
Submitted By: Dr. Lynnelle Grumbles
Subject: Super Co-Op Report

REPORT #16-17-11/CC5

Super Co-Op entitlement spending has not changed since the April board report. All orders for the remainder of the 2016-17 school year are closed and in purchased or pending status with USDA.

A Governing Council meeting was held on May 10th in Alta Loma. Member Districts have been assigned to regional groups for many years, with representation on the Governing Council organized by these groups. The Council has been considering a restructure of these groups for several years and at the March 1, 2017 meeting, regional groups were reorganized into 9 regional groups. These groups have been referred to by their original co-op names since the Super Co-Op was formed in 2000 (Ex: DOCTOR, PIP, BEST, etc.) and will now be referred to by their region numbers 1-9. Regional meetings will be organized between now and our first SY2017-18 Governing Council meeting in late September to elect new Governing Council representatives for each group.

Entitlement “sweeps” were made in late April. Approximately \$1.84 million was swept from about 50 districts with excess funds and distributed to about 85 districts in need of additional funds. This is an annual event in the spring and many districts gladly accept the excess entitlement that allows additional USDA Foods processing discounts.

Four members of the Governing Council attended the American Commodity Distribution Association (ACDA) annual conference in Denver, CO, held April 23-26, 2017, including myself. Of the 950 attendees, about 135 were from Recipient Agencies, and the remainders were USDA and state agency staff. General sessions and smaller break-outs were offered on procurement, best use of USDA Foods, managing entitlement, legislative updates, forecasting for procurement, and many other current topics were offered. While at the conference, I met with national representatives from Tyson, JTM Food Company, Rich Chicks, and others.

On April 25, 2017, it was announced that Tyson has purchased AdvancePierre Foods Company for about \$3.2 billion in cash. Tyson is Super Co-Op’s largest chicken supplier while AdvancePierre Foods processes a large amount of beef, pork, and peanut butter products for our member districts. Company representatives attending

EXHIBIT: I

the ACDA Conference in Denver on that day assured me that both companies would be processing USDA Foods “business as usual” for SY 2017-18 with additional company announcements to come as the merger progresses over the coming months.

The Chicken Report – Product balances at Tyson and Pilgrim’s pride are beginning to improve. Percentages of dark meat use at both manufacturers has increased.

Third Quarter - April 30, 2017

Processor	White Meat Pounds	%	Dark Meat Pounds	%	Total Pounds
Pilgrim’s/Gold Kist – loads 50% white/50% dark					
Beginning balance	645,506.77	38.56%	1,028,433.74	61.44%	1,673,940.51
Current balance	106,599.79	14.55%	625,925.53	85.45%	732,525.32
YTD Usage	538,906.98	57.24%	402,508.21	42.76%	941,415.19
Tyson – loads 60% white/40% dark					
Beginning balance	4,104,000.00	46.63%	4,698,060.00	53.37%	8,802,060.00
Current balance	599,627.00	23.30%	1,973,521.00	76.70%	2,573,148.00
YTD Usage	3,504,373.00	56.26%	2,724,539.00	43.74%	6,228,912.00

Comparison of Third to Second Quarter for 2016-17:

Processor	White Meat Pounds			Dark Meat Pounds		
	Second Quarter	Third Quarter	Change	Second Quarter	Third Quarter	Change
Pilgrim’s/Gold Kist YTD Usage	58.85%	58.24%	-0.61%	41.15%	42.78%	1.63%
Tyson YTD Usage	61.41%	56.26%	-5.15%	38.59%	43.74%	5.15%

Due to the large reserve in the Super Co-Op membership fee fund, the Governing Council votes to recommend a one-time reduction in membership fees for SY2017-18. Fees will be reduced for returning member districts only, from 0.3% to 0.1% of projected entitlement funds. This will reduce next year’s income and reserve balance by approximately \$153,000.

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

Meeting Date: May 16, 2017
Submitted By: Dr. Lynnelle Grumbles / Jane Crawford
Subject: Revised Wellness Policy

RECOMMENDATION # 16-17-11/A1

Summary

Our Agency Dietitian, Tracy Fiscella, will attend the Board meeting to discuss the updates to our Agency Wellness Policy and advise Board Members on any updates required by Member Districts.

Background

In 2010, Congress passed the Healthy, Hunger-Free Kids Act of 2010 (Sec. 204 of Public Law 111-296), and added new provisions for local school wellness policies related to implementation, evaluation, and publicly reporting on progress of local school wellness policies. On February 26, 2014, the proposed rule for wellness policies was published in the Federal Register. The public comment period closed on April 28, 2014. FNS received 57,838 public comments that included 546 distinct submissions and 57,285 form letters that were submitted through four large letter campaigns and four small letter campaigns. FNS considered all comments in the development of this final rule. On July 21, 2016, the final rule was published in the Federal Register. The final rule strengthens the requirements on public involvement, transparency, implementation, and evaluation among other topics.

Overview of Requirements

As of School Year 2006-2007, all districts were required to establish a local school wellness policy. The final rule requires LEAs to begin developing a revised local school wellness policy during School Year 2016-2017. LEAs must fully comply with the requirements of the final rule by June 30, 2017. This includes, but is not limited to:

- Permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, review, and update of the local wellness policy.
- Identifying wellness policy leadership of one or more LEA and/or school official(s) who have the authority and responsibility to ensure each school complies with the policy.
- Informing and updating the public (including parents, students, and others in the community) about the content and implementation of the local wellness policy.

EXHIBIT: J

- Ensuring the wellness policy includes all of the required components:
 - Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. LEAs are required to review and consider evidence-based strategies in determining these goals.
 - Nutrition guidelines for all foods and beverages available or for sale on the school campus during the school day that are consistent with Federal regulations for:
 - School meal nutrition standards, and
 - Smart Snacks in School nutrition standards.
 - Policies for other foods and beverages available on the school campus during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
 - Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
 - Description of public involvement, public updates, policy leadership, and evaluation plan.

Evaluation

All LEAs must assess their wellness policy at least once every three years on the extent to which schools are in compliance with the district policy, the extent to which the local wellness policy compares to model local school wellness policies, and the progress made in attaining the goals of the local wellness policy. LEAs must make this assessment available to the public.

Financial Impact

None expected.

Recommended Action:

Approve revised wellness policy as presented.

SCVSFSA LOCAL WELLNESS POLICY

NUTRITION GUIDELINES FOR FOODS AND BEVERAGES AVAILABLE OUTSIDE THE SCHOOL MEAL PROGRAMS

Individual food items sold or served outside the federal reimbursable meal programs should meet local, state, and federal requirements. Sold or served refers to any foods or beverages provided to students on school grounds for a cost or free-of-charge. It does not refer to foods brought from home for individual consumption.

ELEMENTARY SCHOOL-FOOD RESTRICTIONS

References: *Education Code* sections 49430, 49431, 49431.7; *California Code of Regulations* sections 15575, 15577, 15578; *Code of Federal Regulations* sections 210.11, 220.12

An **elementary school** contains no grade higher than grade 6.

Effective from midnight to one-half hour after the end of the official school day.

Applies to ALL foods sold to students by any entity.

Sold means the exchange of food for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

Compliant foods

Must meet one of the following general food standards:

- Be a fruit, vegetable, dairy, protein, or whole grain item* (or have one of these as the first ingredient), or
- Be a combination food containing at least ¼ cup fruit or vegetable.

AND must meet the following nutrition standards:

- ≤ 35% calories from fat (except nuts, seeds, reduced-fat cheese or part skim mozzarella, dried fruit and nut/seed combo, fruit, non-fried vegetables, seafood), **and**
- < 10% calories from saturated fat (except nuts, seeds, reduced-fat cheese or part skim mozzarella, dried fruit and nut/seed combo), **and**
- ≤ 35% sugar by weight (except fruit**, non-fried vegetables, dried fruit and nut/seed combo), **and**
- < 0.5 grams trans fat per serving (no exceptions), **and**
- ≤ 200 milligrams sodium per item/container (no exceptions), **and**
- ≤ 200 calories per item/container (no exceptions)

Paired foods:

- If exempt food(s) are combined with nonexempt food(s) or added fat/sugar they must meet ALL nutrition standards above.
- If two foods exempt from one or more of the nutrition standards are paired together and sold as a single item, the item must meet for trans fat, sodium, and calories.

* A whole grain item contains:

- The statement “Diets rich in whole grain foods... and low in total fat... may help reduce the risk of heart disease...,” **or**
- A whole grain as the first ingredient, **or**
- A combination of whole grain ingredients comprising at least 51% of the total grain weight (manufacturer must verify), **or**
- At least 51% whole grain by weight.

** Dried blueberries cranberries, cherries, tropical fruit, chopped dates, or chopped figs that contain added sugar are exempt from fat and sugar standards. Canned fruit in 100% juice only.

CHECK YOUR DISTRICT’S WELLNESS POLICY FOR STRICTER RULES.

Groups or individuals selling foods/beverages to students must keep their own records as proof of compliance.

ELEMENTARY SCHOOL-BEVERAGE RESTRICTIONS

References: *Education Code* Section 49431.5, *California Code of Regulations* Section 15576, *Code of Federal Regulations* sections 210.10, 210.11, 220.8, 220.12

An **elementary school** contains no grade higher than grade 6.

Effective from midnight to one-half hour after the end of the official school day.

Applies to ALL beverages sold to students by any entity.

Sold means the exchange of beverages for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

A compliant beverage must be marketed or labeled as a fruit and/or vegetable juice, milk, non-dairy milk, or water AND meet all criteria under that specific category.

Compliant beverages:

1. Fruit or Vegetable juice:
 - a. ≥ 50% juice **and**
 - b. No added sweeteners
 - c. ≤ 8 fl. oz. serving size
2. Milk:
 - a. Cow’s or goat’s milk, **and**
 - b. 1% (unflavored), nonfat (flavored, unflavored), **and**
 - c. Contains Vitamins A & D, **and**
 - d. ≥ 25% of the calcium Daily Value per 8 fl. oz., **and**
 - e. ≤ 28 grams of total sugar per 8 fl. oz.
 - f. ≤ 8 fl. oz. serving size
3. Non-dairy milk:
 - a. Nutritionally equivalent to milk (see 7 *CFR* 210.10(d)(3), 220.8(i)(3)), must contain per 8 fl. oz.:
 - ≥ 276 mg calcium
 - ≥ 8 g protein
 - ≥ 500 IU Vit A
 - ≥ 100 IU Vit D
 - ≥ 24 mg magnesium
 - ≥ 222 mg phosphorus
 - ≥ 349 mg potassium
 - ≥ 0.44 mg riboflavin
 - ≥ 1.1 mcg Vit B12, **and**
 - b. ≤ 28 grams of total sugar per 8 fl. oz., **and**
 - c. ≤ 5 grams fat per 8 fl. oz.
 - d. ≤ 8 fl. oz. serving size
4. Water:
 - a. No added sweeteners
 - b. No serving size

All beverages must be caffeine-free (trace amounts are allowable).

ELEMENTARY SCHOOL-STUDENT ORGANIZATIONS

Reference: *California Code of Regulations* Section 15500

Student organization is defined as a group of students that are NOT associated with the curricula or academics of the school or district.

Effective from midnight to one-half hour after the end of the official school day.

Student organization sales must comply with all food and beverage standards AND all of the following:

1. Only **one food or beverage item** per sale.
2. The food or beverage item must be **pre-approved** by the **governing board** of the school district.
3. The sale must occur **after the last lunch period** has ended.
4. The food or beverage item **cannot be prepared on campus**.
5. Each school is allowed **four sales** per year.
6. The food or beverage item cannot be the same item **sold in the food service program** at that school during the same school day.

MIDDLE/HIGH SCHOOL-FOOD RESTRICTIONS

References: *Education Code* sections 49430, 49431.2, 49431.7, *California Code of Regulations* sections 15575, 15577, 15578, *Code of Federal Regulations* sections 210.11, 220.12

A **middle/junior high** contains grades 7 or 8, 7 to 9, 7 to 10.

A **high school** contains any of grades 10 to 12.

Effective from midnight to one-half hour after the end of the official school day.

Applies to ALL foods sold to students by any entity.

Sold means the exchange of food for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

“Snack” foods must meet one of the following general food standards:

- Be a fruit, vegetable, dairy, protein, or whole grain item* (or have one of these as the first ingredient), or
- Be a combination food containing at least ¼ cup fruit or vegetable.

AND must meet the following nutrition standards:

- ≤ 35% calories from fat (except nuts, seeds, reduced-fat cheese or part skim mozzarella, dried fruit and nut/seed combo, fruit, non-fried vegetables, seafood), **and**
- < 10% calories from saturated fat (except nuts, seeds, reduced-fat cheese or part skim mozzarella, dried fruit and nut/seed combo), **and**
- ≤ 35% sugar by weight (except fruit**, non-fried vegetables, dried fruit and nut/seed combo), **and**
- < 0.5 grams trans fat per serving (no exceptions), **and**
- ≤ 200 milligrams sodium per item/container (no exceptions), **and**
- ≤ 200 calories per item/container (no exceptions)

Paired foods:

- If exempt food(s) are combined with nonexempt food(s) or added fat/sugar they must meet ALL nutrition standards above.
- If two foods exempt from one or more of the nutrition standards are paired together and sold as a single item, the item must meet for trans fat, sodium, and calories.

“Entrée” foods must be intended as the main dish and be a:

- Meat/meat alternate and whole grain rich food, **or**
- Meat/meat alternate and fruit or non-fried vegetable, **or**
- Meat/meat alternate alone (cannot be yogurt, cheese, nuts, seeds, or meat snacks = these are considered a “snack” food).

AND

A competitive entrée **sold by District/School Food Service the day of or the day after** it appears on the reimbursable meal program menu must be:

- ≤ 400 calories, **and**
- ≤ 35% calories from fat
- < 0.5 grams trans fat per serving

A competitive entrée **sold by Food Service if NOT on the menu the day of or day after or any other entity (PTA, student organization, etc.)** must meet one of the following general food standards:

- Be a fruit, vegetable, dairy, protein, or whole grain item (or have one of these as the first ingredient), **or**
- Be a combination food containing at least ¼ cup fruit or vegetable

AND meet the following nutrition standards:

- ≤ 35% calories from fat, **and**
- < 10% calories from saturated fat, **and**
- ≤ 35% sugar by weight, **and**
- < 0.5 grams trans fat per serving, **and**
- ≤ 480 milligrams sodium, **and**
- ≤ 350 calories

* A whole grain item contains:

- The statement “Diets rich in whole grain foods... and low in total fat... may help reduce the risk of heart disease...,” **or**
- A whole grain as the first ingredient, **or**
- A combination of whole grain ingredients comprising at least 51% of the total grain weight (manufacturer must verify), **or**
- At least 51% whole grain by weight.

** Dried blueberries cranberries, cherries, tropical fruit, chopped dates, or chopped figs that contain added sugar are exempt from fat and sugar standards. Canned fruit in 100% juice only.

CHECK YOUR DISTRICT’S WELLNESS POLICY FOR STRICTER RULES.

Groups or individuals selling foods/beverages to students must keep their own records as proof of compliance.

MIDDLE/HIGH SCHOOL-BEVERAGE RESTRICTIONS

References: *Education Code* Section 49431.5, *California Code of Regulations* Section 15576, *Code of Federal Regulations* sections 210.10, 210.11, 220.8, 220.12

A **middle/junior high** contains grades 7 or 8, 7 to 9, 7 to 10.

A **high school** contains any of grades 10 to 12.

Effective from midnight to one-half hour after the end of the official school day.

Applies to ALL beverages sold to students by any entity.

Sold means the exchange of beverages for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

A compliant beverage must be marketed or labeled as a fruit and/or vegetable juice, milk, non-dairy milk, water, electrolyte replacement beverage/sports drink, or flavored water AND meet all criteria under that specific category.

Compliant beverages:

1. Fruit or Vegetable juice:
 - a. ≥ 50% juice **and**
 - b. No added sweeteners
 - c. ≤ 12 fl. oz. serving size
2. Milk:
 - a. Cow’s or goat’s milk, **and**
 - b. 1% (unflavored), nonfat (flavored, unflavored), **and**
 - c. Contains Vitamins A & D, **and**
 - d. ≥ 25% of the calcium Daily Value per 8 fl. oz., **and**
 - e. ≤ 28 grams of total sugar per 8 fl. oz.
 - f. ≤ 12 fl. oz. serving size
3. Non-dairy milk:
 - a. Nutritionally equivalent to milk (see 7 *CFR* 210.10(d)(3), 220.8(i)(3)), **and**
 - b. ≤ 28 grams of total sugar per 8 fl. oz., **and**
 - c. ≤ 5 grams fat per 8 fl. oz.
 - d. ≤ 12 fl. oz. serving size
4. Water:
 - a. No added sweeteners
 - b. No serving size limit
5. Electrolyte Replacement Beverages (**HIGH SCHOOLS ONLY**)
 - a. Must be either ≤ 5 calories/8 fl. oz. (no calorie) OR ≤ 40 calories/8 fl. oz. (low calorie)
 - b. Water as first ingredient
 - c. ≤ 16.8 grams added sweetener/8 fl. oz.
 - d. 10-150 mg sodium/8 fl. oz.
 - e. 10-90 mg potassium/8 fl. oz.
 - f. No added caffeine
 - g. ≤ 20 fl. oz. serving size (no calorie) OR ≤ 12 fl. oz. serving size (low calorie)
6. Flavored Water (**HIGH SCHOOLS ONLY**)
 - a. Must be either ≤ 5 calories/8 fl. oz. (no calorie) OR ≤ 40 calories/8 fl. oz. (low calorie)
 - b. No added sweetener
 - c. No added caffeine
 - d. ≤ 20 fl. oz. serving size (no calorie) OR ≤ 12 fl. oz. serving size (low calorie)

All beverages must be caffeine-free (trace amounts are allowable).

MIDDLE/HIGH SCHOOL-STUDENT ORGANIZATIONS

Reference: *California Code of Regulations* Section 15501

Student organization is defined as a group of students that are NOT associated with the curricula or academics of the school or district.

Effective from midnight to one-half hour after the end of the official school day.

Student organization sales must comply with all food and beverage standards **AND all** of the following:

1. Up to **three categories** of foods or beverages *may* be sold each day (e.g., chips, sandwiches, juices, etc.).
2. Food or beverage item(s) must be **pre-approved** by the governing board of the school district.
3. Only **one student organization** is allowed to sell each day.
4. Food(s) or beverage(s) **cannot be prepared on campus.**
5. The food or beverage categories sold **cannot** be the same as the categories **sold in the food service program** at that school during the same school day.
6. In addition to one student organization sale each day, any and **all student organizations** may sell on the **same four designated days** per year. School administration may set these dates.

Schools are encouraged to use whole, fresh, unprocessed foods and ingredients whenever possible.

Schools are encouraged to offer fresh fruits and vegetables whenever possible.

Schools are encouraged to use foods low in sodium whenever possible.

Ingredients of foods sold or served at school should be listed on the food label or otherwise identified so students with food allergies are protected from accidental exposure.

Food/beverage marketing in schools

School-based marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually (above).¹

Eliminate the marketing and advertising of unhealthy foods and beverages. Any foods or beverages that do not meet the above criteria should not be promoted in any way, e.g., through signage, vending machine fronts, logos, scoreboards, school supplies.

Marketing activities that promote healthful behaviors (and are therefore allowable) include: vending machine covers promoting water; pricing structures that promote healthy options in a la carte lines or vending machines; and sales of fruit for fundraisers.

Fundraising

Encourage the use of non-food items for fundraising. If food items are used, strive to meet the above criteria.

Rewards

Strive to use non-food items as rewards. Food should not be used as a reward or punishment for individual student behaviors.

Celebrations

Encourage non-food celebrations. Schools should limit celebrations that involve food during the school day to no more than one party per class per month. Food and beverages for class parties (including pizza parties and birthday celebrations) should strive to meet the nutrition standards for foods and beverages sold individually (as described above). If the celebration is not part of the National School Lunch Program, the celebration should occur after the last lunch period.

School-sponsored events

Offer and promote healthy food and beverage products, when possible, at school-sponsored events.

¹ Advertising of low-nutrition foods and beverages is permitted in supplementary classroom and library materials, such as newspapers, magazines, the Internet, and similar media, when such materials are used in a class lesson or activity, or as a research tool.

NUTRITION GUIDELINES FOR CHILD NUTRITION REIMBURSABLE MEAL PROGRAMS

Healthy School Meals and Snacks

All meals

- Except in extraordinary circumstances, all schools in the district will participate in all available federal school nutrition programs, including the National School Lunch Program (NSLP), School Breakfast Program (SBP), After school Snack Program (ASP), and Summer Food Service Program (SFSP). All schools with a pre-school will participate in NSLP, SBP or the Child and Adult Care Food Program (CACFP)
- The school district will seek to maximize federal and state nutrition funding
- Schools with 75 percent or more students eligible for free and reduced price school meals that do not implement Provision 2 or 3, will explain their rationale annually at a school board meeting
- Schools that do not operate one or more federal food program(s) will explain the deficiency annually at a school board meeting
- The CAO and the Agency nutrition committee (each member district will have representation) will revisit provisions dealing with school meals and report to the school board to ensure that school meals meet or exceed all federal, state and local laws, standards and requirements and are in accordance with the Dietary Guidelines for Americans. The evaluation and reviews should take place soon upon completion of the School Meals Initiative and updated Guidelines and no less often than once every five years.

Meals served through the Child Nutrition Programs will:

- Be appealing and attractive to children of various ages and diverse backgrounds
- Be served in clean and pleasant settings
- Meet or exceed nutrition requirements established by local, state, and federal statutes and regulations
- Offer fresh fruit and vegetables daily in each meal, with a variety of choices that, when practical, should be from local sources. To the extent possible, schools will offer at least two non-fried vegetable and two fruit options each day and will offer five different fruits and five different vegetables over the course of a week
- Include only low-fat (one percent) and fat-free milk
- ~~Strive to~~ Provide at least 51% whole grains in at least half of the grains served
- Strive to include only food items, except for fruits and vegetables, that contain no more than 35 percent of their weight in sugar
- ~~Plan to~~ Reduce food items that contain trans fatty acids. (When trans fatty acid levels are readily available on the food label, then plans to reduce amounts of trans fatty acids to trace amounts)

- Meet target levels for sodium: ~~fiber, and cholesterol~~

	<u>Sodium</u>	<u>Fiber</u>	<u>Cholesterol</u>
Breakfast	≤ <u>540mg</u> 825mg	4-gms	75-mg
Lunch	≤ <u>1230mg</u> 1100mg	6-gms	100-mg

Students and parents should be engaged in selecting foods to be sold and served, through taste testing, community meetings, and surveys. Information concerning the nutritional content of all school meals and snacks should be shared with students and parents. Such information is available on the Santa Clarita Valley School Food Services Agency [website www.scvschoolnutrition.org](http://www.scvschoolnutrition.org) www.scvsfsa.net.

Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals². Toward this end, schools may utilize electronic identification and payment systems; provide meals at no charge to all children, regardless of income; promote the availability of school meals to all students; and/or use nontraditional methods for serving school meals, such as “grab-and-go” or classroom breakfast.

Students will be discouraged from sharing food and beverages, given concerns about allergies and special diets.

Breakfast

- Schools will encourage participation by implementing, wherever feasible, classroom breakfast, grab-and-go, second chance breakfast, breakfast on the bus, breakfast during morning break or recess, and other options
- Schools will, to the extent possible, arrange bus and bell schedules and take other appropriate steps to encourage participation. Students will have at least 10 minutes to eat after sitting down
- Schools will promote the importance of healthy breakfast and the SBP to students and families.

Lunch

- Students will have 20 minutes to eat after sitting down
- The healthiest lunch choices, such as salads and fresh fruit, will be prominently displayed in cafeterias to attract students
- Lunch will be served at appropriate intervals from other meals
- Students will be allowed to eat when engaged in scheduled mealtime activities
- There should be access to hand washing before and after eating.

After school Snack Program

- After school snack programs will incorporate, or develop a plan to incorporate, fresh fruit and whole grain snacks daily.

² It is against the law to make others in the cafeteria aware of the eligibility status of children for free, reduced-price, or “paid” meals.

Summer Food Service Program

- Schools with 50 percent or more students eligible for free and reduced price meals will sponsor the Summer Food Service Program or the Seamless Summer Waiver Option. If the school does not participate in these programs, then they should assure that some other neighborhood agency sponsors SFSP during summer school.
- After summer school, schools will refer children to other SFSP sites until school resumes.

Other concerns

- The school district will provide continuing professional development for all school nutrition professionals. Staff development will include training and/or certification for food service personnel at their various levels of responsibility.

Each of our member school districts has additional guidelines for specific goals regarding nutrition education, physical activity, staff development, and assessment of compliance/progress.

Stakeholders are provided with the opportunity to participate in the development, implementation, periodic review, and update of their local school wellness policies.

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

Meeting Date: May 16, 2017
Submitted By: Dr. Lynnelle Grumbles / Susan Weiss
Subject: Retainer Agreement for Legal Services for SY 2017-18

RECOMMENDATION # 16-17-11/A2

Summary

Margaret A. Chidester & Associates has been the Agency’s legal counsel since the Agency’s inception and has always provided valuable advice and service. There will be a slight rate increase for the 2017-18 school year, the rate history is as follows:

	2013-14 (hourly rate)	2014-15 (hourly rate)	2015-16 (hourly rate)	2016-17 (hourly rate)	2017-18 (hourly rate)
Partners	\$240	\$250	\$260	\$275	\$290
Senior Attorneys	\$230	\$240	\$250	\$260	\$270
Other Attorneys	\$210	No change	\$220	\$235	\$250
Law Clerks & Paralegals	\$95	No change	\$100	\$115	\$145

Financial Impact

Potential slight increase in legal fees, depending on services necessary.

Recommended Action:

Approve retainer agreement for legal services with Margaret A. Chidester & Associates as presented.

**RETAINER AGREEMENT
BETWEEN SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY
AND THE LAW OFFICES OF MARGARET A. CHIDESTER & ASSOCIATES**

THIS AGREEMENT is made and entered into effective July 1, 2017 by and between the SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY of Los Angeles, California, "SCVSFSA," and the LAW OFFICES OF MARGARET A. CHIDESTER & ASSOCIATES, "Attorneys."

W I T N E S S E T H

WHEREAS, the SCVSFSA desires to obtain from Attorneys certain legal services; and

WHEREAS, the governing board has determined that it is in the best interest of the SCVSFSA to appoint Attorneys to represent the SCVSFSA in the matters specified herein;

In consideration of these mutual promises, the parties agree as follows:

1. **Services:** The SCVSFSA retains Attorneys for the purpose of providing legal services pertaining to SCVSFSA business and related matters as may be specifically directed by the Governing Board and the Superintendent or designees, including, but not limited to, labor negotiations, employment, personnel, pupil personnel, investigation of complaints, instructional compliance, contractual, business, finance, transactional, real property, governance and litigation issues, or such other legal issues as may be specifically assigned by the Superintendent/designee.

Upon specific direction of the Board, the Superintendent, or designees, Attorneys will interpret relevant statutes, constitutional provisions and case law as deemed necessary by the SCVSFSA; prepare, review, and comment on legal documents in correspondence; render legal opinions as appropriate and requested; advise and represent the SCVSFSA in any court or

administrative proceeding, provide other legal advice and legal services as requested; work with the SCVSFSA staff and Board in the development of policy; and attend meetings as necessary and requested.

In rendering services, Attorneys shall comply with all federal, state, and local laws, regulations, and rulings to the extent that such laws are applicable to the Firm in its capacity as the SCVSFSA's legal representative.

2. Rates and Payment: The SCVSFSA shall not be required to pay in advance for any retained services. The SCVSFSA shall pay Attorneys for services at the rates set forth in Exhibit "A", attached and incorporated by this reference.

3. Costs: The SCVSFSA shall pay and reimburse Attorneys for any actual and necessary costs and expenses incurred in the course of providing services, including actual charges that Attorneys directly incur such as filing fees, reproduction of documents, messenger and delivery services, postage, travel expenses, mileage for travel at the fixed IRS rate, lodging, court reporting costs, hearing officer and arbitrator fees, and consultant services.

Attorneys will supply all necessary equipment, tools, supplies, offices, personnel, transportation, support services, and insurance required to perform legal services under this Agreement.

4. Statements: Attorneys shall present statements for services rendered during the preceding month. The SCVSFSA shall pay upon presentation or within forty-five (45) days thereafter. Invoices not paid within 45 days of the date issued may be assessed a late charge of 1.5% per month. Statement shall include (1) a detailed, confidential account of the legal matters, strategies, and work on behalf of the SCVSFSA, and (2) a summary invoice containing only amounts, dates, and general descriptions of legal services provided that is suitable for the Superintendent to

transmit to the SCVSFSA's accounts payable staff. These invoices shall be sent directly to the attention of the Superintendent unless we are otherwise directed in writing by the Superintendent or the governing Board.

5. **Conflicts:** The SCVSFSA acknowledges that Attorneys presently represent and in the future will represent other districts, charter schools, and education agencies that may, from time to time, have transactions with the SCVSFSA. The SCVSFSA consents to such continued and future representation without the need for any further consent from the SCVSFSA, provided that Attorneys shall promptly notify the SCVSFSA in writing of any direct conflict and of the SCVSFSA's options in such case.

Attorneys shall not represent any person or entity in any action against the SCVSFSA or in any investment matter before the SCVSFSA.

6. **Indemnification:** Except as provided below, the SCVSFSA will indemnify, defend and hold harmless Attorneys from and against all claims, suits or causes of action arising out of the services rendered herein. The SCVSFSA will provide legal representation for Attorneys in any litigation relating to such services if Attorneys are sued, deposed, or otherwise required to provide information or testimony concerning services provided under this contract. ***This provision does not apply to any actions resulting from Attorneys' negligence, willful and/or malicious conduct in the course of rendering services.***

The indemnity provisions of this section shall survive the expiration or termination of this Agreement.

7. **Electronic Communication, Confidentiality and Publicity:** The SCVSFSA authorizes Attorneys to communicate with the SCVSFSA and the SCVSFSA's representatives via electronic mail when such communication is desirable for timely communications, efficiency of transmission, or to avoid the need for re-creating documents.

Attorneys shall make reasonable efforts to label electronic communications as confidential and privileged. The SCVSFSA acknowledges that electronic communications may be intercepted and that confidentiality cannot be guaranteed. If e-mail is intercepted or confidentiality is otherwise compromised, the SCVSFSA will hold Attorneys harmless for any resulting injury.

The SCVSFSA will not modify any document transmitted to the SCVSFSA electronically by Attorneys, except as expressly authorized by Attorneys.

Both parties agree not to knowingly transmit any materials to the other party in violation of the copyright of another or of any other applicable law.

Attorneys shall retain all confidential information in the strictest confidence and shall neither use it nor disclose it to anyone without prior written consent of the SCVSFSA. The SCVSFSA may seek to enjoin any unauthorized disclosure. Attorneys shall not issue public announcements concerning the SCVSFSA without the SCVSFSA's prior written consent.

8. Files and Ownership of Documents. When legal services conclude, or periodically as individual matters conclude, Attorneys will, upon the SCVSFSA's request, deliver closed files to the SCVSFSA at the SCVSFSA's cost, along with any funds or property of the SCVSFSA's in Attorneys' possession. Attorneys will retain closed files for a period of up to two (2) years. If the SCVSFSA does not request delivery of the file before the end of the one (1) year period from closure of the file, Attorneys shall have no further obligation to retain files and may, at Attorneys' discretion, destroy them without further notice.

9. Assignment. This Agreement is not assignable without the written consent of the SCVSFSA.

10. **Independent Contractor.** Attorneys, while engaged in performing the terms of this Agreement, are an independent contractor and are not employees of the SCVSFSA.

11. **Insurance.** Attorneys shall maintain workers' compensation insurance, general liability insurance, and legal malpractice coverage in force at all times at their sole expense in amounts deemed sufficient under current industry standards to protect the interests of the SCVSFSA under this Agreement. Attorneys shall, on request, provide the SCVSFSA with certificates of insurance evidencing compliance with coverage requirements of this Agreement.

12. **Nondiscrimination.** Attorneys shall not, in the performance of this Agreement, unlawfully discriminate against any employee, applicant for employment, or District student or employee because of race, religion, color, national origin, ancestry, disability, medical condition, marital status, age (over 40), sex, gender, gender identity or sexual orientation.

13. **Audit.** The SCVSFSA shall have audit access to its accounts with Attorneys on request during the term of this Agreement. Attorneys shall cooperate with such auditors or investigators authorized to audit SCVSFSA activities and provide information regarding SCVSFSA legal matters that the SCVSFSA may need to defend itself against legal challenges.

14. **Governing Law.** This Agreement shall be governed by the laws of the state of California.

15. **Authority.** The parties hold the positions set forth below their signatures and are authorized to execute this Agreement on behalf of their respective parties and to bind their respective parties hereto.

16. **Term.** This Agreement is effective July 1, 2017. It may be extended or modified by mutual agreement.

This Agreement is terminable by either party upon thirty (30) days written notice.

SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY

Date: _____, 2017 BY: _____

LAW OFFICES OF MARGARET A. CHIDESTER & ASSOCIATES

Date: April 27, 2017 BY: Margaret A. Chidester
Margaret A. Chidester

EXHIBIT "A"

Rates are guaranteed through June 30, 2018.

PARTNERS	\$290 per hour
SENIOR ATTORNEYS	\$270 per hour
OTHER ATTORNEYS	\$250 per hour
LAW CLERKS/PARALEGALS	\$145 per hour

COSTS

PHOTOCOPIES AND FAXES	\$0.25 per page
COLOR COPIES	\$0.50 per page
POSTAGE	actual charges
MILEAGE	IRS authorized rate
TELEPHONES	no charge

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

Meeting Date: May 16, 2017
Submitted By: Dr. Lynnelle Grumbles
Subject: Renewal of RFP No. 1603 Fresh Produce with Gold Star Foods

RECOMMENDATION # 16-17-11/A3

Summary

This contract was originally from July 1, 2016 through June 30, 2017 with Gold Star Foods for Fresh Produce. The company has provided excellent service and quality products for the past school year. This renewal offer is to extend the current contract under the same terms and conditions through June 30, 2018.

Financial Impact

None.

Recommended Action:

Approve renewal of RFP No. 1603 for Fresh Produce from Gold Star Foods as presented.



April 22, 2017

Dr. Lynnelle Grumbles, RDN, SNS, Chief Administrative Officer
Santa Clarita Valley School Food Services Agency
25210 Anza Drive
Santa Clarita, CA 91355

Re: RFP No. 1603 Fresh Produce

Gold Star Foods was awarded products on the above-mentioned contract to the Santa Clarita Valley School Food Services Agency. The term of the original contract was July 1, 2016 through June 30, 2017. Pursuant to Education Code, Section 39644 and 81644, his 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 in accordance with the same terms and conditions.

We are proud to be your Child Nutrition Partner.

Thank you,

Tiffany Riad, MM
Director of Contracts and Commodities

Acceptance:

Signature

Title

Date

District

*Signed acceptance may be sent to bids@goldstarfoods.com or via fax at (909) 846-9618.

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

Meeting Date: May 16, 2017
Submitted By: Dr. Lynnelle Grumbles / Susan Weiss
Subject: Renewal of LACOE PeopleSoft Contract for FY2017-18

RECOMMENDATION # 16-17-11/A4

Summary

The Agency contracts with LACOE for PeopleSoft Reports and PeopleSoft Financial Systems. The estimated total for services for FY2017-18 is \$3,353.00 and the contract would be in effect from July 1, 2017 to June 30, 2018. Cost for FY2016-17 was \$3,326.00. The proposed contract is attached.

This agreement is renewed annually and meets the needs of the Agency.

Financial Impact

An increase of \$27.00 for FY 2017-18.

Recommended Action:

Approve item as presented.

C-17316: 2017-18

LOS ANGELES COUNTY OFFICE OF EDUCATION

**CONTRACT
FOR
PEOPLESOFT FINANCIAL SYSTEM
FISCAL YEAR 2017-2018**

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public education agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as "LACOE," and

Santa Clarita Valley Schools FSA, #40709, hereinafter referred to as "District," mutually agree as follows:

1. BASIS OF CONTRACT

LACOE shall provide financial system services to the District in conformance with Exhibit A, Services Provided by LACOE, Exhibit B, PeopleSoft Reports, and Exhibit C, PeopleSoft Financial System FY 2017-18 Worksheet, attached hereto and made a part hereof.

2. TERM AND TERMINATION OF CONTRACT

This Contract is effective July 1, 2017, and shall remain in effect through June 30, 2018. The Contract may be amended by mutual written consent of the parties and may be terminated by either party upon thirty (30) days advance written notification.

3. COSTS AND PAYMENTS

District shall pay LACOE the costs, as specified in Exhibit A, B, and C. The total amount payable to LACOE by the District for the fiscal year (FY) 2017-18 for financial system services shall be transferred quarterly from the District to LACOE by a journal voucher. Transfers made for the first three (3) quarters shall be based upon the estimated cost of the District during FY 2017-18. The final quarter transfer will be adjusted to reflect District's actual charges for the FY 2017-18's school year. Notices of journal transfers will be provided.

4. REVISING EXHIBITS

Both parties anticipate that during the course of the fiscal year, changes may be made to the subscribed services and revisions may be required to the exhibits which are part of this Contract. In these instances, District shall issue to LACOE Revised Exhibit A and/or Exhibit B accompanied by a signed Exhibit C to reflect any addition and/or deletion of subscribed services requested by the District during the fiscal year.

5. INDEMNIFICATION

District agrees to defend, indemnify, save, and hold harmless LACOE from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorney's fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property to the extent that such injury, damage or loss results from

or is connected with the sole negligence or error or omission of the District. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

LACOE agrees to defend, indemnify, save, and hold harmless the District from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorney's fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property to the extent that such injury, damage or loss results from or is connected with the sole negligence or error or omission of LACOE. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

6. INSURANCE

District and LACOE shall take out and maintain such general liability, property damage, workers' compensation and automobile insurance as is required to protect their interests.

7. INDEPENDENT CONTRACTOR

While performing its obligations under this Contract, LACOE is an independent contractor and not an officer, employee or agent of District. LACOE shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of the District.

8. RECORD RETENTION AND INSPECTION

The District agrees that LACOE shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent records pertaining to this Contract. All records shall be kept and maintained by the District and made available to LACOE during the entire term of this Contract and for a period not less than five (5) years.

9. CONFIDENTIALITY AND NON-DISCLOSURE

Subject to any State or Federal laws requiring disclosure (e.g., the California Public Records Act), the parties agree, during the term of this Contract and for five (5) years after termination or expiration of the Contract, to hold each other's proprietary or confidential information in strict confidence, except for any information protected under confidentiality laws which shall be held in such confidence in perpetuity. The parties agree not to provide each other's proprietary or confidential information in any form to any third party or to use each other's proprietary or confidential information for any purpose other than the implementation of and as specified in this Contract. Each party agrees to take all reasonable steps to ensure that proprietary or confidential information of either party is not disclosed or distributed by its employees, agents or consultants in violation of the provisions of this Contract.

10. MODIFICATION

The Contract shall not be modified or amended without mutual written consent of the parties. If any actual or physical deletions or changes appear on the face of the Contract, such deletions or changes shall only be effective if the initials of both contracting parties appear beside such deletion or change.

11. SEVERABILITY/WAIVER

10.1 If any provision of this Contract is determined to be illegal, unenforceable, or invalid, such act shall in no way affect the validity of any other provision in this Contract.

10.2 No waiver of any provision of this Contract shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision.

12. INTEGRATION

This Contract, including all exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the parties' rights, duties and obligations with respect to the transaction discussed in the Contract and supersedes all prior Contracts, understandings and commitments, whether oral or written. This Contract shall not be amended in any way except by a writing expressly purporting to be such an amendment, signed and acknowledged by both of the parties hereto.

13. ATTORNEY'S FEES

Should either party be required to file any legal action or claim to enforce any provision of this Contract or resolve any dispute arising under or connected to this Contract, each party shall bear its own attorney's fees and costs in bringing such an action and any judgment or decree rendered in such a proceeding shall not include an award thereof.

14. GOVERNING LAW/FORUM SELECTION

This Contract is made, entered into, and executed in Los Angeles County, California, and any legal action, claim, or proceeding arising out of or connected with this Contract shall be filed in the applicable court in Los Angeles County, California. This Contract shall be construed, and all disputes hereunder shall be settled, in accordance with the laws of the State of California.

15. NOTICES

Any notices to be given pursuant to this Contract shall be in writing and such notices, as well as any other document to be delivered shall be delivered by personal service or by deposit in the U.S. Mail, certified, or registered, return receipt requested, postage prepaid, and addressed to the party for whom intended as follows:

LACOE:

Administrative Services Manager
Contracts Section
Los Angeles County Office of Education
9300 Imperial Highway, Room ECW-153,
Downey, CA 90242-2890

District:
Mailing Address is District Office

16. EMPLOYEE FINGERPRINTING

During the entire term of the Contract, the District, including all subcontractors, shall fully comply with the provisions of the Education Code Section 45125.1 when LACOE determines that the District's employees and/or employees of subcontractors will have more than limited contact with LACOE pupils in the performance of the work of the Contract.

17. TUBERCULOSIS TESTING

District's employees and or employees of subcontractors must have a current tuberculosis (TB) test to determine that the employee is free from active tuberculosis as required by Education Code Section 49406. Those employees whose TB screening test is reactive (positive) shall be required to submit a chest x-ray and a radiological report to rule out active TB.

18. TOBACCO-FREE WORKPLACE

When at LACOE-owned or LACOE-leased buildings, both parties hereby agree to comply with the Los Angeles County Board of Education's Policy 3513.3 which states: The County Board recognizes the health hazards associated with smoking and the use of tobacco products including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco products at any time in LACOE-owned or leased buildings, on LACOE property and in LACOE vehicles.

19. ALCOHOL AND DRUG-FREE WORKPLACE

Both parties hereby certify under penalty of perjury under the laws of the State of California that District will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.), and the Los Angeles County Board of Education's Alcohol and Drug-Free Workplace Policy BP 4020.

20. ORDER OF PRECEDENCE

Except as specifically provided elsewhere in this Contract, conflicting, vague and/or ambiguous provisions of this Contract shall prevail in the following order of precedence: (1) the provisions in the body of this Contract, (2) the exhibits of the Contract, if any; (3) all other documents cited in this Contract or incorporated by reference.

21. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were so inserted and included.

22. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this contractual instrument, District certifies to the best of its knowledge and belief that it and its principals:

- 22.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;
- 22.2 Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (Federal, State or Local) or contract under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- 22.3 Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section 21.2 above, of this certification;
- 22.4 Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause of default.

23. EXECUTION REQUIREMENTS

Proper signatures required for execution of this instrument may be by original signature; photocopy; fax/facsimile copy; valid, encrypted, electronic transmission/signature; and/or other commonly accepted, widely used commercially acceptable signature methods. This instrument may be executed in counter-parts by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy.

LOS ANGELES COUNTY
OFFICE OF EDUCATION

School Dist.: Santa Clarita Valley Sch FSA. BU #40709
Contract # C-17316

By 
Deborah C. Harris
Assistant Director
Administrative Services
Controller's Office

By _____
Lynnelle Grumbles, Ph.D.
Typed or Printed Name

Title CEO

Date 4/14/2017

Date May 16, 2017

Date Approved
by Board, if Required May 16, 2017

Contact Person Susan Weiss

Title Dir. Finance & Admin.

Phone # (661) 295-1574 ext. 116

Email: susan@scvsvsa.net

Return the original signed copy to:
Adebayo Onanuga
ABD/LACOE
9300 Imperial Highway, ECW, Room 165
Downey, CA 90242-2890

SERVICES PROVIDED BY LACOE

- General Ledger (GL)
- Accounts Payable (AP)
- Inventory
- Purchasing
- 1099 Reporting
- Reports
- System Support
- Training

VARIOUS INTERFACES

- Accounts Payable (AP)
- Budget Adjustment
- Chatfield
- General Ledger (GL)
- Vendor
- Outgoing Payment

Charges shall be computed in conformance with the amount indicated herein for each system and/or system component selected by the District. For the purpose of this Contract, ADA shall be the total average daily attendance of the K-12 district (includes Special Education, ROC/P, and Adult Education) as reported in the Second Period Report of Attendance for the prior Fiscal Year (2015-2016). Total accounts shall be defined as the total number of accounts for all funds on file on March 14, 2017.

It is estimated that the amount payable to LACOE for the FY 2017-2018 will be as follows:

GENERAL LEDGER AND ACCOUNTS PAYABLE

Features:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Data entry through workstations • Chart of accounts to meet State reporting requirements • Balance by fund and resource • Online data entry and maintenance of chart fields • Edits for errors • Budget checking and appropriation control • Balanced set of accounting records • Year-end accruals | <ul style="list-style-type: none"> • Fully integrated with County offered modules • Audits trails • Wide selection of online Reports • Commercial warrant processing • SACS Compliance |
|--|---|

Charge:

$$\text{Flat Rate} = \underline{\$ 2,000} \text{ Plus } \$1.50 \times \frac{902}{\text{Total No. of Accounts}} = \underline{\$ 1353}$$

= Estimated General Ledger Charge

\$ 3353

Enter in Exhibit C

INTERFACE GENERAL LEDGER DISTRICTS

The structure is as follows for districts with their own general ledger system and where interfaces are provided:

From (ADA)	To (ADA)	Annual Fee
1	14,999	\$ 20,000
15,000	19,999	30,000
20,000	24,999	40,000
25,000	49,999	50,000
50,000	149,999	75,000
150,000+		\$ 100,000

Charge: ADA NA = \$ NA
 (Enter in Exhibit C)

PURCHASING

Features:

- District printing of purchase orders (PO)
- Site requisition
- Online PO sourcing
- Online PO approval
- Online item maintenance
- Online vendor maintenance
- Express requisition panels
- Express PO panels
- Interfaces with County-offered Accounts Payable, Inventory and General Ledger modules
- Automatic encumbering and disencumbering
- Change orders
- Wide selection of online reports

Charge:
 Flat Rate of = \$ 0
 Total ADA Enter in Exhibit C

INVENTORY

Features:

- Stock receipts, issues, on-hand data available
- Interfaces with Purchasing and General Ledger modules
- Wide selection of inquiry panels
- Update of weighted average unit cost
- Wide selection of online reports

Charge:
 Flat Rate of = \$ 0
 Total ADA Enter in Exhibit C

1099 REPORTING

LACOE Responsibility and Support:

- Electronic filing of 1099-MISC to both the Internal Revenue Service (IRS) and the State of California
- LACOE will provide two copies of completed 1099-MISC forms - one for district file, and one to be mailed to the vendor
- LACOE will provide districts with the following reports and/or online Inquiries:
 - (1) Preliminary and final hard copy Detailed Summary report of all 1099 vendors reported to the IRS
 - (2) 1099 Vendor List
 - (3) Report of Duplicate Taxpayer Identification Numbers (TINs)
 - (4) Withholding Voucher/Vendor Match Report
- LACOE provides workshop for 1099 processing in November
- Provide instructions on IRS 1099 and 1096 forms for filing manual corrections
- Inclusion of Associated Student Body (ASB) or non-PeopleSoft payments for 1099 reporting, subject to compliance with LACOE requirements

District Responsibility:

- District will mail 1099 vendor copy before January 31
- District will cover cost of mailing materials
- District will be responsible for filing manual corrections to the IRS

Charge: \$300/Year = \$ 0
(Enter in Exhibit C)

SYSTEM SUPPORT

- LACOE ensures online availability of the PeopleSoft Financial System for more than 100 Local Education Agencies.
- Issues with connectivity and support are handled by the LACOE Help Desk and the System Support units.
- Important announcements are communicated to users through the issuance of LACOE Bulletins and messages posted on the application Bulletin Boards.

TRAINING

- LACOE offers training classes for district personnel on the PeopleSoft Financial System (PSFS).
- Financial module specific trainings are usually conducted monthly at LACOE from September through June.
- The training schedule is published yearly in August as noted in the LACOE Informational Bulletin titled Schedule for PeopleSoft Financial System Training.

Exhibit B- Basic Report Package (K-12)

PeopleSoft Financial System Report Package		
DAILY REPORTS CATEGORY		
LAAP029S	Warrant Register Report	
LACH029S	Daily ACH Payment Register	
LACHRJS1	ACH Rejection Register	
LACSUREG	Suspense Register	
LAGL008S	Trial Balance by Fund	
LAGL009C/S	Daily BCM Error Report	
LAGL010S	Journal Edit Error Report	
LAGL011C/S	Valid Transactions Report	
LAGL013S	Appropriation Control Report	
LAGL021C	Daily Cash Balance Report	
LAGL029C/S	Budget Journal Error Report	
LAGL037S	Trial Balance By Fund and Resource	
LAHR005S	HRS Edit Error Report	
LAIN001S	Daily Transaction Edit Listing Report	
LAIN007S	Daily BCM Error Report	
LAIN008S	Inventory On-order Report	
LAIN011S	Daily Inventory Put Away Report	
LAIN013S	Inventory Picking Plan Report	
LAIN0A1S	Daily Transaction by Location	
WEEKLY REPORT CATEGORY		
LAGL015C/S	Account List by Fund and Object/Expenditure	
LAGL016C/S	Account List by Fund and Location/Expenditure	
LAGL020C/S	Account List by Fund and Resource/Expenditure	
LAGL025C/S	Account List by Fund and Object/Revenue	
LAGL026C/S	Account List by Fund and Location/Revenue	
LAGL030C/S	Account List by Fund and Resource/Revenue	
LAGL019C/S	Cumulative Detail Expenditure Report	
LAGL819C/S	Cumulative Detail Revenue Report	
LAGL919C/S	Cumulative Detail 9xxx Report	
LAHR005C	HRS Edit Error Report	
LAIN002S	Inventory Stock Catalog	
LAIN006C/S	Inventory Shortage Report	
LAIN009C/S	Weekly Stock Status Report	
LAINA02S	Stock Category Report	
LAINA09S	Weekly Stock Status Report	
LAPO0009C	Board List Purchase Order Report	

Exhibit B- Basic Report Package (K-12)

MONTHLY REPORT CATEGORY			
	LAAP003C	Vendor Listing by Alpha Name	Prelim
	LAAP129C	Monthly Commercial Warrants	Prelim
	LAAP130C	Monthly Voided Commercial Warrants	Prelim
	LAAP140C	Cumulative Commercial Warrant Register	Prelim
	LAAP300C	Aged Vendor Liability	Prelim
	LAAP305C	Open Liability Report	Prelim
	LACH129C	Monthly ACH Payments	Prelim
	LACH130C	Monthly Rejection ACH Payments	Prelim
	LACH140C	YTD ACH Payment Register	Prelim
	LAGL008S	Trial Balance by Fund	Prelim/Final
	LAGL015C/S	Account List by Fund and Object/Expenditure	Prelim/Final
	LAGL016C/S	Account List by Fund and Location/Expenditure	Prelim/Final
	LAGL017S	Monthly Detail Expense Report (1000-7999) by Location	Prelim/Final
	LAGL019C/S	Monthly Cumulative Detail Expenditure Report	Prelim/Final
	LAGL020C/S	Account List by Fund and Resource/Expenditure	Prelim/Final
	LAGL023C/S	Monthly Expenditure Object Summary Report	Prelim/Final
	LAGL024C/S	Monthly Revenue Summary Report	Prelim/Final
	LAGL025C/S	Account List by Fund and Object/Revenue	Prelim/Final
	LAGL026C/S	Account List by Fund and Location/Revenue	Prelim/Final
	LAGL030C/S	Account List by Fund and Resource/Revenue	Prelim/Final
	LAGL037S	Trial Balance by Fund and Resource	Prelim/Final
	LAGL038S	Accounts Receivable List by Fund/Resource/Object	Prelim/Final
	LAGL040S	Deferred Revenue Listing by Fund/Resource/Object	Prelim/Final
	LAGL041S	Accounts Payable Listing by Fund/Resource/Object 9519	Prelim/Final
	LAGL042S	Accounts Payable Listing by Fund/Resource/Object 9520	Prelim/Final
	LAGL043S	Accounts Payable Listing by Fund/Resource/Object 9521	Prelim/Final
	LAGL111C	Monthly List of Valid Transactions Report	Prelim/Final
	LAGL817S	Monthly Detail Revenue Report (8000-8999) by Location	Prelim/Final
	LAGL819C/S	Monthly Cumulative Detail Revenue Report	Prelim/Final
	LAGL917S	Monthly Detail Balance Sheet Report (9000-9999)	Prelim/Final
	LAGL919C/S	Monthly Cumulative Detail 9xxx Report	Prelim/Final
	LAIN003S	Stock Status Cumulative Report	Prelim
	LAPO001S	Cumulative Detail AP/PO Report - Fund/Loc./Res/Obj.	Prelim
	LAPO002S	Cumulative Detail AP/PO Report - Vendor Name & PO	Prelim
	LAAP030S	1099 Vendor Listing Report	Final
QUARTERLY REPORTS CATEGORY			
	LAGL044S	Average Daily Cash Balance by Fund	
	LAGL046S	Interest Allocation by Fund	
	LAGL056X	Cash Balance by Fund and Resource	

Exhibit B- Basic Report Package (K-12)

ANNUAL REPORTS CATEGORY		
LAAP300C	Aged Vendor Liability	
LAAP305C	Open Liability Report	
LAGL015C/S	Account List by Fund and Object/Expenditure	
LAGL016C/S	Account List by Fund and Location/Expenditure	
LAGL017S	Monthly Detail Expense Rpt (1000-7999) by Location	
LAGL019C/S	Monthly Cumulative Detail Expenditure Report	
LAGL020C/S	Account List by Fund and Resource/Expenditure	
LAGL023C/S	Monthly Expenditure Object Summary Report	
LAGL024C/S	Monthly Revenue Summary Report	
LAGL025C/S	Account List by Fund and Object/Revenue	
LAGL026C/S	Account List by Fund and Location/Revenue	
LAGL030C/S	Account List by Fund and Resource/Revenue	
LAGL038S	Accounts Receivable Listing by Fund/Resource/Object	
LAGL040S	Deferred Revenue Listing by Fund/Resource/Object	
LAGL041S	Accounts Payable Listing by Fund/Resource/Object 9519	
LAGL042S	Accounts Payable Listing by Fund/Resource/Object 9520	
LAGL043S	Accounts Payable Listing by Fund/Resource/Object 9521	
LAGL817S	Monthly Detail Revenue Rpt (8000-8999) by Location	
LAGL819C/S	Monthly Cumulative Detail Revenue Report	
LAGL917S	Monthly Detail Balance Sheet Report (9000-9999)	
LAGL 919C/S	Monthly Cumulative Detail 9xxx Report	
LAGL016C/S	Account List by Fund and Location/Expenditure	
LAGL017S	Monthly Detail Expense Rpt (1000-7999) by Location	
LAGL019C/S	Monthly Cumulative Detail Expenditure Report	
LAGL020C/S	Account List by Fund and Resource/Expenditure	
LAGL023C/S	Monthly Expenditure Object Summary Report	
LAGL024C/S	Monthly Revenue Summary Report	
LAGL025C/S	Account List by Fund and Object/Revenue	
LAGL026C/S	Account List by Fund and Location/Revenue	
LAGL030C/S	Account List by Fund and Resource/Revenue	
LAGL038S	Accounts Receivable Listing by Fund/Resource/Object	
LAGL040S	Deferred Revenue Listing by Fund/Resource/Object	
LAGL041S	Accounts Payable Listing by Fund/Resource/Object 9519	
LAGL042S	Accounts Payable Listing by Fund/Resource/Object 9520	
LAGL043S	Accounts Payable Listing by Fund/Resource/Object 9521	
LAGL817S	Monthly Detail Revenue Rpt (8000-8999) by Location	
LAGL819C/S	Monthly Cumulative Detail Revenue Report	
LAGL917S	Monthly Detail Balance Sheet Report (9000-9999)	
LAGL 919C/S	Monthly Cumulative Detail 9xxx Report	

Los Angeles County Office of Education
 Accounting & Budget Development, ECW #165
 9300 Imperial Highway, Downey, CA 90242

CONTRACT FOR PEOPLESFT FINANCIAL SYSTEM
 Fiscal Year 2017-2018 Worksheet
 EXHIBIT C

District Name: Santa Clarita Valley Schools FSA District Number: 40709

Exhibit A

- 1. General Ledger and Accounts Payable \$ 3353
- 2. Interface General Ledger Districts \$ 0.00
- 3. Inventory \$ 0
- 4. Purchasing \$ 0
- 5. 1099 Reporting \$ 0

Total Exhibit A \$ 3353

Exhibit B (Additional Report Package)

- 1. Daily (Online) \$ NO CHARGE
 Daily (Hard Copy) \$ NO CHARGE
- 2. Weekly (Online) \$ NO CHARGE
 Weekly (Hard Copy) \$ NO CHARGE
- 3. Monthly (Online) \$ NO CHARGE
 Monthly (Hard Copy) \$ NO CHARGE
- 4. Quarterly (Online) \$ NO CHARGE
 Quarterly (Hard Copy) \$ NO CHARGE
- 5. Annual (Year-End) – Online \$ NO CHARGE
 Annual (Year-End) – Hard Copy \$ NO CHARGE

Total Exhibit B – Addt'l Reports \$ _____

Estimated TOTAL \$ 3353

By _____
 (Signature)

Lynnelle Grumbles, Ph.D.
 (Print/Type Name)

Title CEO

Date May 16, 2017

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

Meeting Date: May 16, 2017
Submitted By: Dr. Lynnelle Grumbles / Susan Weiss
Subject: Year-End Appropriation Transfers

RECOMMENDATION # 16-17-11/A5

Summary

Education Code (EC) Sections 42600 and 42601 authorize the County Superintendent of School to identify and make appropriate budget transfers for the Agency to permit payment of obligations at the close of the school year. The County Office encourages school districts to provide this authorization. This authority requires approval from the Agency's Board of Directors.

Financial Impact

None expected.

Recommended Action:

Approve item as presented.

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

Meeting Date: May 16, 2017
Submitted By: Dr. Lynnelle Grumbles
Subject: 2017-18 Meal Pricing and Application Packet

RECOMMENDATION # 16-17-11/A6

Summary

An updated meal application has been prepared by Agency staff, which is very similar to last school year. An online application will be available on July 5, 2017, the same day paper applications will be available to the public.

Lunch and Breakfast prices will remain the same as last year:

2017-2018 MEAL PRICES

Lunch – paid at the time of service	\$3.00
Breakfast – paid at the time of service	\$1.50

Pre-Payment Bonus:

Deposit \$51.00 to \$100.00 and receive a	5% bonus
Deposit \$101.00 to \$200.00 and receive a	7.5% bonus
Deposit \$201.00 or more and receive a	10% bonus

Bonus \$ is not refundable nor transferable between accounts

Adult Breakfast (choice of beverage included)	\$3.00
Adult Lunch (choice of beverage included)	\$4.00

The meal policies for Lunch and Breakfast have not changed significantly other than the thresholds to qualify for free and reduced price meals were adjusted for inflation. As in the past, the families who qualified last year will have a 30-day grace period to re-apply for the benefits. If a new application has not been received and approved by the 31st calendar day (counting from the first day of school) the student's status will automatically change to paid, and they will have to pay full price for their meals until a new application is received and processed.

New students (kindergarteners and new enrollees) are not eligible for benefits until an application is submitted AND approved, unless they can be tied to siblings/household members on an existing application. Until the new application is approved, they must

pay full price for their meal.

Financial Impact

None.

Recommended Action:

It is recommended that the Board of Directors approve the SY2017-18 Lunch and Breakfast meal prices and application package as presented.


SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY

25210 Anza Drive, Santa Clarita, California 91355 Ph (661)295-1574 Fax (661)295-0981

Dear Parent/Guardian:

Children need healthy meals to learn. **Santa Clarita Valley School Food Services Agency (SCVSFSA)** offers healthy meals every school day. Students may buy lunch for **\$3.00** and/or breakfast for **\$1.50**. Eligible students may receive meals free or at a reduced-price of **\$0.40** for lunch and/or **\$0.00** breakfast. Students may buy milk for \$0.50. You or your children do not have to be U.S. citizens to qualify for free or reduced-price meals.

Below are some common questions and answers to help determine your child's eligibility:

1. **DO I NEED TO COMPLETE AN APPLICATION FOR EACH CHILD?** No. **Use only one Application for Free and Reduced-Price Meals for all students in your household.** We cannot approve an application that is not complete, so be sure to complete all required information.
2. **WHO CAN RECEIVE FREE MEALS?** All children in households receiving benefits from **CALFRESH**, California Work Opportunity and Responsibility to Kids (**CalWORKs**), Food Distribution Program on Indian Reservations (**FDPIR**), or Kinship Guardianship Assistance and Payment (**KIN-GAP**) program can receive free meals regardless of your income. Also, your children can receive free meals if your household's gross income is within the free limits on the federal Income Eligibility Guidelines.
-  3. **IF YOU HAVE RECEIVED A NOTICE OF DIRECT CERTIFICATION** for free meals, **DO NOT** complete the application.
4. **CAN FOSTER CHILDREN RECEIVE FREE MEALS?** Yes, foster children who are under the legal responsibility of a foster care agency or court are eligible for free meals, but their meal eligibility is not extended to other non-foster children living in the same household. Households with foster/non foster children are encouraged to complete an application since foster children may be counted as a household member, who may help the foster family's non-foster children qualify for free or reduced-price meals based on the household size and income.
5. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO COMPLETE A NEW ONE?** **YES**, if you want to participate in the meal program. Your child's application is only good for that school year and for the first few days of this school year. A new application is needed, unless the school told you that your child is eligible for free/reduced-price meals for the new school year.
6. **WILL THE INFORMATION I PROVIDE BE CHECKED?** Yes. We may also ask you to send in written proof of your income and the interval in which you receive it.
7. **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION REGARDING MY APPLICATION?** You should talk to your school officials. You also may ask for a hearing by calling or writing to: **Lynnelle Grumbles, PhD, RDN, SNS, Chief Executive Officer, 25210 Anza Dr., Valencia, CA 91355; 661-295-1574 ext. 103**
8. **I RECEIVE WOMEN, INFANTS AND CHILDREN (WIC) BENEFITS; CAN MY CHILDREN RECEIVE FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced-price meals. Please send in an application.
9. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You or your children do not have to be U.S. citizens to qualify for free or reduced-price meals.
10. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make \$1,000 each month, but you missed some work last month and made only \$900, state on the application that you made \$1,000 per month. If you normally receive overtime, include it, but do not include it if you only occasionally work overtime. If you have lost your job or had your hours or wages reduced, use your current income.
11. **WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends), who share income and expenses. You must include yourself and all children living with you.
12. **WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME?** If you receive an off-base housing allowance, you must include it as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Do not include combat pay as income.

If you have any question or need help, call SCVSFSA, Lisett Celedon at 661-295-1574 ext. 108 866-224-2076 ext.108

www.scvschoolnutrition.org

Sincerely,

Dr. Lynnelle Grumbles
Chief Executive Officer

INSTRUCTIONS FOR APPLYING**WE DO NOT ACCEPT FAXED APPLICATIONS OR COPIES OF THE APPLICATION.**www.scvschoolnutrition.org

NOTE: HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU IF YOUR HOUSEHOLD RECEIVES CALFRESH, CALWORKS, FDPIR, OR KIN-GAP BENEFITS, FOLLOW THESE INSTRUCTIONS:

SECTION A: List all household members and the name of each child's school.

List the case number for any household member (including adults) receiving **CALFRESH, CalWORKs, FDPIR, or KIN-GAP** benefits.

SECTION B: Skip this part.

SECTION C: Sign the form. The last four digits of a Social Security Number are not necessary.

SECTION D: Answer this question if you choose.

IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, A MIGRANT OR RUNAWAY, OR IN HEAD START, FOLLOW THESE INSTRUCTIONS:

SECTION A: List all household members and the name of each child's school. If any child you are applying for is Homeless, Migrant, in Head Start, or a Runaway check the appropriate box and call your school, homeless liaison, or runaway, Head Start or migrant coordinator.

SECTION B: See instructions for All Other Households or Mark **\$0.00** if no income

SECTION C: Sign the form. The last four digits of a Social Security Number are not necessary.

SECTION D: Answer this question if you choose.

IF YOU ARE APPLYING ON BEHALF OF A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS:

• If all children in the household are foster children:

SECTION A: List all foster children and the school name for each child. Check the box to indicate each foster child.

SECTION B: Skip this part.

SECTION C: Sign the form. The last four digits of a Social Security Number are not necessary.

SECTION D: Answer this question if you choose.

• If some of the children in the household are foster children:

SECTION A: List all household members and the name of each child's school. For any person receiving no income, including children **you must write "0" if no income**. Check the box to indicate each foster child.

SECTION B: Complete only if a child in your household is not eligible under Section A – See instructions for All Other Households.

SECTION C: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if they do not have one).

SECTION D: Answer this question if you choose.

ALL OTHER HOUSEHOLDS, INCLUDING WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:

SECTION A: List all household members and the name of each child's school. For any person receiving no income, including children, you must write \$ **0.00**

SECTION B: Follow these instructions to report total household income from this month or last month.

Name: List all household members.

Gross income: and how often it is received: For each household member with income, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month, or monthly.

Earnings from work: before deductions; be sure to list the gross income, not the take-home pay. Gross income is the amount earned before taxes and other deductions.

Income received from welfare: Child support or alimony: List the amount each person received.

Income received from Social Security: Supplemental Security Income, veteran's benefits, retirement benefits, or disability benefits: List the amount each person received.

All other income: List Worker's Compensation, unemployment or strikes benefits, and any other income. Do not include benefits from SNAP, FDPIR or WIC, or federal education. For self-employed persons only: under Earnings from Work, report income after expenses. If you are in the Military Privatized Housing Initiative or receive combat pay, do not include these allowances as income.

SECTION C: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if you do not have one).

SECTION D: Answer this question if you choose.

Income Eligibility Guidelines

July 1, 2017–June 30, 2018

Household Size	Year	Month	Twice Per Month	Every Two Weeks	Week
1	\$ 22,311	\$ 1,860	\$ 930	\$ 859	\$ 430
2	30,044	2,504	1,252	1,156	578
3	37,777	3,149	1,575	1,453	727
4	45,510	3,793	1,897	1,751	876
5	53,243	4,437	2,219	2,048	1,024
6	60,976	5,082	2,541	2,346	1,173
7	68,709	5,726	2,863	2,643	1,322
8	76,442	6,371	3,186	2,941	1,471
For each additional family member, add:					
	\$ 7,733	\$ 645	\$ 323	\$ 298	\$ 149

* A household of one means a foster child, a child in out-of-home care, or a pupil who is his/her sole support

You will be notified by the school when your application has been Approved or denied for free or reduced-price meals.
Please retain the status letter for your records.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

"USDA is an equal opportunity provider and employer."

Santa Clarita Valley School Food Services Agency

25210 Anza Dr., Valencia, CA 91355

Phone: 661-295-1574 x108 or 866-224-2076

2017/2018

APPLICATION FOR FREE AND REDUCED-PRICE MEALS

*****use Blue or Black ink only and print neatly within boxes*****

www.scvshoollnutrition.org

LIST ALL CHILDREN AND SUBMIT ONLY ONE APPLICATION PER HOUSEHOLD

*****WE DO NOT ACCEPT FAXED APPLICATIONS*****

FOR SCHOOL USE ONLY - ELIGIBILITY DETERMINATION			
HSHLD SIZE:		HSHLD INCOME:	
FREE:	REDUCED: \$	DENIED	<input type="checkbox"/> RETURN incomplete Date:
FREE with: FS / CalWORKs / Kin-GAP / FDPIR		DC as: H M R	EP <input type="checkbox"/>
Annual Income Conversion Factors: Weekly X 52, Every 2 Weeks X 26, Twice A Month X 24, Monthly X 12			
DETERM OFFICIAL:		DATE:	
VERIFICATION OFFICIAL:		DATE:	
			SITE:

SECTION A. ALL HOUSEHOLDS COMPLETE THIS SECTION

STUDENT / CHILD INFORMATION

List ALL children living in your household whether or not they attend school

LAST NAME	FIRST NAME	SCHOOL NAME (WRITE "NA" IF NOT IN SCHOOL)	GRADE	DATE OF BIRTH mm/dd/yy	New Student?	Returning Student?	FOSTER CHILD? YES/NO	CHILD'S PERSONAL INCOME WRITE "0" IF NO INCOME	SOURCE OF INCOME SOCIAL SECURITY, FOSTER CHILD, ADOPTION ASSISTANCE?	Do Any Household Members Currently Participate In One Of The Following Assistance Programs? IF YES CHECK THE APPLICABLE BOX
1.				/ /	<input type="checkbox"/>	<input type="checkbox"/>		\$		CALFRESH <input type="checkbox"/>
2.				/ /	<input type="checkbox"/>	<input type="checkbox"/>		\$		CALWORKS <input type="checkbox"/>
3.				/ /	<input type="checkbox"/>	<input type="checkbox"/>		\$		KIN-GAP <input type="checkbox"/>
4.				/ /	<input type="checkbox"/>	<input type="checkbox"/>		\$		FDPIR <input type="checkbox"/>
5.				/ /	<input type="checkbox"/>	<input type="checkbox"/>		\$		CASE NUMBER:
6.				/ /	<input type="checkbox"/>	<input type="checkbox"/>		\$		<input type="text"/>

If the child you are applying for is Homeless, Migrant, or Runaway, contact the school and CIRCLE appropriate letter: H, M, R. Households submitting an application with a Benefit Case Number for Cal Fresh/CalWORKs for EACH child or an Adult household member please skip to Section C and complete. A Foster Child that is under the legal responsibility of a foster care agency or court is eligible for free meals. This eligibility is not extended to non-foster children in the household.

SECTION B. HOUSEHOLD MEMBERS AND THEIR INCOME (BEFORE TAXES).

For each household member listed, report total income for each source in **WHOLE Dollars Only**. If they do not receive income from any source WRITE "0".

LIST ALL ADULTS HOUSEHOLD MEMBERS LAST NAME, FIRST NAME	EARNINGS FROM WORK If NO INCOME WRITE "0"	How Often?				PENSION, RETIREMENT, SOCIAL SECURITY WELFARE	How Often?				BENEFITS, CHILD SUPPORT, ALIMONY, ALL OTHER INCOME	How Often?			
		WEEKLY	BI-WEEKLY	2X MONTH	MONTHLY		WEEKLY	BI-WEEKLY	2X MONTH	MONTHLY		WEEKLY	BI-WEEKLY	2X MONTH	MONTHLY
1.	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Privacy Act Statement: The Richard B. Russell National School Lunch Act (Section 9) requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last 4 digits of the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Cal Fresh, California Work Opportunity (CalWORKs), Kinship Guardian Assistance Payment (Kin-GAP), or Food Distribution Program on Indian Reservations (FDPIR) case number for your child or other FDPIR identifier or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs.

SECTION C. ALL HOUSEHOLDS READ AND COMPLETE THIS SECTION

***SIGNATURE REQUIRED**

Education Code 49557(a): Applications for Free and reduced-price meals may be submitted at any time during the school day. Children participating in the National School Lunch Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means. I certify (promise) that all of the above information is true and correct and that all income is reported. I understand that this information is given in connection with the receipt of federal funds that school officials may verify the information on the application at any time, and that deliberate misrepresentation of the information may subject me to prosecution under applicable State and federal laws.

ADDRESS	CITY & ZIP CODE	PHONE HOME:	CELL :
PRINTED NAME OF ADULT (HOUSEHOLD MEMBER SIGNING THIS APPLICATION)	LAST FOUR DIGITS OF SOCIAL SECURITY # XXX XX _ _ _ _ <input type="checkbox"/> I DO NOT HAVE A SOCIAL SECURITY NUMBER		
*SIGNATURE	DATE	E-MAIL ADDRESS	

SECTION D. CHILDREN'S RACIAL AND ETHNIC IDENTITIES (OPTIONAL).

1. **Choose one or more:** American Indian or Alaska Native Asian Black or African-American Native Hawaiian or Other Pacific Islander White
2. **Choose one ethnicity:** Hispanic/Latino Not Hispanic/Latino

SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY

25210 Anza Drive, Santa Clarita, California 91355 Ph (661)295-1574 Fax (661)295-0981

Estimado Padre/ Guardián:

Los niños necesitan comidas saludables para aprender. El Distrito Escolar/La Agencia **Santa Clarita Valley School Food Services (SCVSFSA)** toma parte en el Programa de Almuerzo Escolar Nacional y/o en el Programa de Desayuno Escolar. Comidas están servidas todos los días de escuela. Estudiantes pueden comprar el almuerzo por **\$3.00** y el desayuno por **\$1.50**. Estudiantes elegibles pueden recibir comidas gratis o a precio reducido de **\$0.40** para el almuerzo y **\$0.00** para el desayuno. Estudiantes pueden comprar leche por \$ 0.50. Usted o sus hijos no tienen que ser ciudadanos estadounidenses para calificar para alimentos gratis a precio reducido.

A continuación se presentan algunas preguntas comunes y respuestas para ayudar a determinar la elegibilidad de su niño:

1. **¿NECESITO COMPLETAR UNA SOLICITUD PARA CADA NIÑO?** No. **Utilice solamente una aplicación para alimentos gratuitos o a precio reducido para todos los estudiantes en su hogar.** No podemos aprobar una aplicación que no está completa, así que asegúrese de completar toda la información requerida.
 2. **¿QUIÉN PUEDE RECIBIR COMIDAS GRATIS?** Todos los niños en hogares que reciben beneficios de (CALFRESH), California Work Opportunity and Responsibility to Kids (CALWORKS), programa de distribución de alimentos en reservaciones indias (FDPIR), o parentesco tutela asistencia y programa de pagos (KIN-GAP) pueden recibir comidas gratis independientemente de sus ingresos. Además, sus hijos pueden recibir comidas gratis si su ingreso bruto de está dentro de los límites de la elegibilidad del ingreso federal
 3. **SI USTED HA RECIBIDO UNA NOTIFICACIÓN DE CERTIFICACIÓN DIRECTA para alimentos GRATUITOS, NO** llene la solicitud.
- ALTO**
4. **¿NIÑOS DE CRIANZA PUEDEN RECIBIR COMIDAS GRATIS?** Sí, Niños de crianza (FOSTER) que están bajo la responsabilidad legal de un tribunal o agencia de cuidado de crianza son elegibles para las comidas gratis, pero su elegibilidad de comida no se extiende a otros niños No de Crianza que viven en el mismo hogar. Los hogares con niños de crianza son alentados a completar una Solicitud porque niños de crianza pueden ser considerados como un miembro del hogar, que puede ayudar a los niños No de Crianza de la familia adoptiva a calificar gratis o comidas a precio reducido basadas en el tamaño del hogar e ingresos.
 5. **MI APLICACIÓN DE MI HIJO FUE APROBADA EL AÑO PASADO. ¿NECESITO COMPLETAR UNA NUEVA?** Sí, La Aplicación de su hijo sólo sirve para este año escolar y para los primeros días próximo año escolar. Es necesaria una nueva solicitud, a menos que la escuela le dijo que su hijo es elegible para comidas gratis/reducidos para el año escolar.
 6. **¿SERÁ VERIFICADA LA INFORMACIÓN QUE PROPORCIONO?** Sí. También posiblemente le pidamos que envíe una prueba de ingreso y el intervalo en el que usted lo recibe.
 7. **¿QUÉ PASA SI ESTOY EN DESACUERDO CON LA DECISIÓN DE LA ESCUELA CON RESPECTO A MI SOLICITUD?** **Usted debe de hablar con un funcionario de la escuela. Usted también puede pedir una audiencia llamar o escribir a: Lynnelle Grumbles, PhD, RDN, SNS, Chief Executive Officer, 25210 Anza Dr., Valencia, CA 91355; 661-295-1574 ext. 103**
 8. **RECIBO BENEFICIOS DEL PROGRAMA (WIC); ¿MIS HIJOS PUEDEN RECIBIR COMIDAS GRATIS?** Los niños de hogares que participan en WIC pueden calificar para recibir comidas gratis o a precio reducido. Por favor, envíe una solicitud.
 9. **¿PUEDO SOLICITAR ALIMENTOS GRATUITOS O A PRECIO REDUCIDO AUNQUE NO SEA CIUDADANO ESTADOUNIDENSE?** SI, Ni usted ni sus Hijos tienen que ser ciudadanos estadounidenses para calificar.
 10. **¿QUÉ PASA SI MIS INGRESOS NO SON SIEMPRE LO MISMO?** Anote el monto que recibe regularmente. Por ejemplo, si gana regularmente \$1,000 cada mes, pero el mes pasado no trabajo parte del tiempo y solo gano \$900, ponga aun que gana regularmente e \$1,000 al mes. Si trabaja tiempo extra regularmente, incluya lo que gana. No lo incluya si trabaja tiempo extra solo algunas veces. Si perdió el empleo o le han reducido las horas. de trabajo o el sueldo, use su ingreso actual.
 11. **¿A QUIENES DEBO DE INCLUIR COMO MIEMBROS DE MI UNIDAD FAMILIAR?** Tiene que incluir a todas las personas que vivan en su hogar, aunque sean parientes (como abuelos, otros parientes o amigos) **que compartan los Ingresos y los gastos.**
 12. **ESTAMOS EN EL EJÉRCITO. ¿INCLUIMOS LO QUE RECIBIMOS "SUBSIDIO DE VIVIENDA" COMO INGRESOS?** Si usted recibe Subsidio de vivienda fuera de la base, usted debe incluir como ingresos. Sin embargo, si su vivienda es parte de la iniciativa de privatización vivienda militar no lo incluya. No incluya la cantidad que recibe de paga de combate como ingresos.

Si usted tiene cualquier pregunta o necesita ayuda, llame a SCVSFSA, Lisett Celedon at 661-295-1574 ext108 866-224-2076 ext.108

www.scvschoolnutrition.org

Sinceramente,

Dr. Lynnelle Grumbles
Jefe Ejecutivo Principal

INSTRUCCIONES PARA SOLICITAR

NO ACEPTAMOS COPIAS DE LA APLICACIÓN O APLICACIONES MANDADAS VIA FAX.

www.scvschoolnutrition.org**NOTA: UN MIEMBRO DE SU HOGAR ES CUALQUIER NIÑO O ADULTO QUE VIVE CON USTED.****SI SU HOGAR RECIBE CALFRESH, CALWORKS, FDIPIR O KIN-GAP BENEFICIOS, SIGA ESTAS INSTRUCCIONES:****SECCIÓN A:** Liste todos los miembros del hogar y el nombre de escuela de cada niño. Liste el número del caso para cualquier miembro del hogar (incluyendo adultos) que recibe beneficios de CALFRESH, CALWORKS, FDIPIR o KIN-GAP.**SECCIÓN B:** Ignore esta parte.**SECCIÓN C:** Firmar la solicitud. Los últimos cuatro dígitos del número de Seguro Social no son necesarios.**SECCIÓN D:** Responda solo si lo desea.**SI CUALQUIER NIÑO ESTA SIN HOGAR, ES MIGRANTE O FUGITIVO, O EN HEAD START, SIGA ESTAS INSTRUCCIONES:****SECCIÓN A:** liste de todos los miembros del hogar y el nombre de escuela de cada niño. Si usted está solicitando para un niño Desamparado, Migrante, en Head Start, o un Fugitivo Marque la casilla apropiada y llame a su escuela, enlace sin hogar o Fugitivo, Head Start o Coordinador de migrantes.**SECCIÓN B:** Vea las instrucciones para demás los hogares o escriba 0 si no tiene ingresos.**SECCIÓN C:** Firmar la solicitud. Los últimos cuatro dígitos del número de Seguro Social no son necesarios.**SECCIÓN D:** Responda solo si lo desea.**SI QUE ESTÁ SOLICITANDO PARA UN NIÑO DE CRIANZA TEMPORAL (FOSTER CHILD), SIGA ESTAS INSTRUCCIONES:**

• Si todos los niños en el hogar son hijos de crianza temporal:

SECCIÓN A: liste todos los niños de crianza temporal y el nombre de la escuela para cada niño. Marque la casilla para indicar niño Foster.**SECCIÓN B:** Ignore esta parte.**SECCIÓN C:** Firme la solicitud. Los últimos cuatro dígitos del número de Seguro Social no son necesarios.**SECCIÓN D:** Responda solo si lo desea.• Si Solo algunos de los niños en el hogar son hijos de crianza Temporal: **SECCIÓN A:** Liste de todos los niños del hogar y el nombre de escuela de cada niño. Para cualquier persona que no recibe ingresos, incluyendo a los niños; debe escriba "0" si no tiene ingreso. Marque la casilla para indicar cada Niño de crianza (Foster).**SECCIÓN B:** Complete solamente si un niño en su hogar no es elegible bajo la Sección A. Vea las instrucciones para todos los hogares.**SECCIÓN C:** Miembro adulto del hogar debe firmar la solicitud y la lista de los últimos cuatro dígitos de su número de Seguro Social (o marque la casilla si no tienen uno).**SECCIÓN D:** Responda solo si lo desea.**PARA LOS DEMÁS HOGARES, INCLUYENDO LOS HOGARES QUE RECIBEN WIC, SIGA ESTAS INSTRUCCIONES:****SECCIÓN A:** liste de todos los miembros del hogar y el nombre de escuela de cada niño. Para cualquier

Persona que no reciba ingresos, incluyendo los niños, debe escribir "0" si no tiene ingreso.

SECCIÓN B: Siga estas instrucciones para declarar los ingresos recibidos durante el mes pasado.**Liste:** todos los miembros del hogar.**Ingresos Brutos** y con qué frecuencia se recibieron: Para cada miembro del hogar, liste el tipo de ingreso recibido durante el mes. Tiene que decirnos con cual frecuencia recibe el dinero—semanalmente, cada dos semanas, dos veces al mes o mensualmente.**Para declarar ingresos por trabajo** asegúrese de anotar el Ingreso bruto, no el dinero que lleva a la casa. El ingreso bruto es el monto que usted gana antes que le descuenten los impuestos y otras deducciones.**Ingresos provenientes de:** beneficencia pública, manutención de menores, pensión alimenticia, pensiones de jubilación, seguro social, seguro suplementario (SSI), beneficios de veteranos y beneficios por discapacidad: Liste la cantidad por cada persona recibida.**Todos los demás ingresos:** anoten compensación a trabajadores los beneficios por desempleo o huelga. No incluya los ingresos de los programas SNAP, FDIPIR, WIC, Para las personas que trabajan por cuenta propia, declare los ingresos después de los gastos. Eso se refiere a su negocio. Si usted está en la iniciativa de vivienda militar privatizada o recibe paga de combate, no incluya estos subsidios como ingresos.**SECCIÓN C:** Miembro adulto del hogar debe Firmar la solicitud y liste de los últimos cuatro dígitos de su número de Seguro Social (o marque la casilla si no tienen uno).**SECCIÓN D:** Responda solo si lo desea.**Guia de Ingresos Elegibles**

Julio 1, 2017–Junio 30, 2018

Personas En Hogar	Anual	Mensual	Quincenal	Cada Dos Semanas	Semanal
1	\$ 22,311	\$ 1,860	\$ 930	\$ 859	\$ 430
2	30,044	2,504	1,252	1,156	578
3	37,777	3,149	1,575	1,453	727
4	45,510	3,793	1,897	1,751	876
5	53,243	4,437	2,219	2,048	1,024
6	60,976	5,082	2,541	2,346	1,173
7	68,709	5,726	2,863	2,643	1,322
8	76,442	6,371	3,186	2,941	1,471
Para cada miembro adicional del hogar añada:					
	\$ 7,733	\$ 645	\$ 323	\$ 298	\$ 149

* Un hogar de uno significa un niño Foster, un niño en cuidado fuera del hogar o un estudiante que es su único apoyo.

Se le notificará por la escuela cuando su solicitud para alimentos gratis o a precio reducido sea aprobada o negada. Conserve la carta de elegibilidad para sus registros.

El Departamento de Agricultura de Estados Unidos prohíbe la discriminación en contra de sus clientes, empleados y solicitantes de empleo sobre la base de raza, color, origen nacional, edad, discapacidad, sexo, identidad de género, la religión, la represalia, y donde, creencias políticas, estado civil aplicable, estado familiar o parental, orientación sexual, o la totalidad o parte de los ingresos de un individuo se deriva de cualquier programa de asistencia pública, o protegerse la información genética en el empleo o en cualquier programa o actividad realizada o financiada por el Departamento. (No todas las prohibiciones se aplicarán a todos los programas y / o actividades de empleo.) Si usted desea presentar una queja programa de Derechos Civiles de la discriminación, completar el Formulario de Queja USDA Programa de Discriminación, que se encuentra en línea en http://www.ascr.usda.gov/complaint_filing_cust.html, o en cualquier oficina de USDA, o llame al (866) 632-9992 para solicitar el formulario. También puede escribir una carta que contiene toda la información solicitada en el formulario. Envíe su formulario de queja o una carta a nosotros por correo en el Departamento de Agricultura, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410, Estados Unidos, por fax (202) 690 a 7442 o al correo electrónico program.intake@usda.gov. Las personas sordas, con problemas de audición o discapacidades del habla pueden comunicarse con USDA a través del Servicio de Retransmisión Federal al (800) 877-8339; o (800) 845-6136 (español).

El USDA es un proveedor y empleador igualitario."

Santa Clarita Valley School Food Services Agency

25210 Anza Dr., Valencia, CA 91355
661-295-1574 x108 866-224-2076
2017/2018

SOLICITUD PARA ALIMENTOS ESCOLARES GRATIS Y A PRECIO REDUCIDO

*****utilice tinta azul o negro , complete con letra del molde *****
www.scvschoolnutrition.org

PRESENTAR SÓLO UNA SOLICITUD POR FAMILIA

SECCIÓN A. TODOS LOS HOGARES COMPLETEN ESTA SECCION

FOR SCHOOL USE ONLY – ELIGIBILITY DETERMINATION			
HSHLD SIZE:		HSHLD INCOME:	
FREE:	REDUCED: \$	DENIED	<input type="checkbox"/> RETURN incomplete Date:
FREE with: FS / CalWORKs / Kin-GAP / FDIPIR		DC as: H M R EP <input type="checkbox"/>	
Annual Income Conversion Factors: Weekly X 52, Every 2 Weeks X 26, Twice A Month X 24, Monthly X 12			
DETERM OFFICIAL:		DATE:	
VERIFICATION OFFICIAL:		DATE:	
			Site#

INFORMACION DE ESTUDIANTES /NIÑOS

Liste todos los niños de su hogar que asistan o no a la escuela

APELLIDO	NOMBRE	NOMBRE DE LA ESCUELA (MARQUE "NA" SI NO VA A LA ESCUELA))	GRADO	FECHA DE NACIMIENTO	EL ESTUDIANTE ES NUEVO?	ESTUDIANTE DE REINGRESO?	NIÑOS DE CRIANZA TEMPORAL (FOSTER) SI/NO	INGRESO PERSONAL DEL NIÑO <u>ESCRIBA "0" SI NO TIENE INGRESOS</u>	FUENTE DE INGRESO: SEGURO SOCIAL, FOSTER, ASISTENCIA A DE ADOPCION??	¿Algún miembro de la familia participa actualmente en uno de los siguientes programas de asistencia? EN CASO AFIRMATIVO MARQUE LA CASILLA APLICABLE CALFRESH <input type="checkbox"/> CALWORKS <input type="checkbox"/> KIN-GAP <input type="checkbox"/> FDPIR <input type="checkbox"/> NUMERO DE CASO: <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>
2.				/ /	<input type="checkbox"/>	<input type="checkbox"/>		\$		
3.				/ /	<input type="checkbox"/>	<input type="checkbox"/>		\$		
4.				/ /	<input type="checkbox"/>	<input type="checkbox"/>		\$		
5.				/ /	<input type="checkbox"/>	<input type="checkbox"/>		\$		
6.				/ /	<input type="checkbox"/>	<input type="checkbox"/>		\$		

Si el niño por quien está aplicando esta es Desamparado, Migrante o Fugitivo, póngase en contacto con la escuela y circule la letra apropiada: H M R. los hogares presentar una solicitud con número de caso de beneficio de Cal fresca/CalWORKs para cada niño o un adulto miembro del hogar, por favor vaya a la sección C y complete. Un niño Foster que está bajo la responsabilidad legal de un tribunal o agencia de cuidado de crianza temporal es elegible para comidas gratis. Esta elegibilidad no se extiende a los demás niños en el hogar.

SECCION B. DECLARE LOS INGRESOS DE TODOS LOS MIEMBROS DEL HOGAR (ANTES DE IMPUESTOS).

Para cada miembro del hogar que recibe ingresos declare los ingresos totales de cada fuente en números REDONDOS. Si no reciben ingresos de ninguna fuente, Escriba "0".

TODOS LOS ADULTOS MIEMBROS DEL HOGAR APELLIDO NOMBRE	INGRESOS DEL TRABAJO	¿Frecuencia?				PENSIÓN, JUBILACIÓN, SEGURO SOCIAL, WELFARE	¿Frecuencia?				AYUDA ECONÓMICA PARA NIÑOS, ASISTENCIA DE DIVORCIO, CUALQUIER OTRO INGRESO	¿Frecuencia?			
		SEMANAL	CADA 2 SEMANAS	2 VECES AL MES	MENSUAL		SEMANAL	CADA 2 SEMANAS	2 VECES AL MES	MENSUAL		SEMANAL	CADA 2 SEMANAS	2 VECES AL MES	MENSUAL
1.	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

La Ley Nacional del Almuerzo Escolar Richard B. Russell, exige la información en esta solicitud. Usted no tiene que proveerla información pero si no lo hace, no podemos autorizar que sus hijos reciban comidas gratis o a precio reducido. Usted debe incluir el número de seguro social del adulto del hogar quien firma la solicitud. El número de seguro social no es necesario si su solicitud es para un NIÑO de crianza (Foster) o si usted incluye un número de caso (o uno de los siguientes programas : Calfresh, CalWorks(opportunidades de trabajo) Kin-Gap) Asistencia de pago Kinship Guardián, o el programa de distribución de Alimentos en Reservas Indígenas (FDPIR) o cuando usted indica que el adulto que firma la solicitud no tiene número de seguro social. Usaremos su información para determinar si su hijo reúne los requisitos para recibir comidas gratis o a precio reducido y para la administración y el cumplimiento de los programas de los almuerzos y desayunos.

SECCIÓN C. TODOS LOS HOGARES DEBEN LEER Y COMPLETAR ESTA SECCION

★ EL ADULTO DEBE DE FIRMAR LA SOLICITUD

Código de Educación 49557(a): solicitudes para desayunos y comidas gratis o a precio reducido pueden presentarse en cualquier momento durante el año escolar. Los niños que participan en el programa nacional de almuerzos escolares no serán abiertamente identificados mediante el uso de fichas especiales, boletos especiales, líneas de servicio especiales, entradas separadas, comedores separados, o por cualquier otro medio. Yo certifico que toda la información anterior es verdadera y correcta (promesa) y que todos los ingresos son declarados. Entiendo que esta información se da en relación con el recibo de fondos federales que los funcionarios escolares pueden verificar la información sobre la aplicación en cualquier momento, y que la falsificación deliberada de datos me expone a ser enjuiciado bajo las leyes federales y estatales aplicables.

DOMICILIO	CIUDAD & CODIGO POSTAL	NUMERO DE TELÉFONO:	CELULAR:
NOMBRE EN LETRA DE MOLDE DEL ADULTO QUE FIRMA LA APLICACIÓN	ULTIMOS 4 NUMEROS DE SEGURO SOCIAL # ***-**-____-____ <input type="checkbox"/> YO NO TENGO SEGURO SOCIAL		
★ FIRMA	FECHA	CORREO ELECTRÓNICO	

SECCION D. IDENTIDADES ETNICOS Y RACIALES DE NINOS (OPCIONAL)

1. Apunte uno o más identidades raciales : Indígena Americano o Nativo de Alaska Asiático Negro o Africano – Americano Hawaiano u otro Islas del Pacifico Blanco
2. Apunte identidad étnico: De origen Latino o Hispano No de origen Latino o Hispano

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

Meeting Date: May 16, 2017
Submitted By: Dr. Lynnelle Grumbles
Subject: Award RFP No. 1704 - Distribution of Processed USDA Foods and Commercial Food Products for Super Co-Op Member Districts

RECOMMENDATION # 16-17-11/A7

Summary

Request for Proposal No. 1704 is for the pricing of distribution of end products using USDA Foods as made available by USDA to the State of California and the Super Cooperative and for commercial food products (grocery and frozen). Eighty-seven (87) Member Districts of the Super Co-Op opted to participate in this Proposal, as named on the attached list. Member Districts were divided into 7 geographic regions, numbered 1, 2, 3, 4, 7, 8, and 9. Bidders could bid on regions individually, bidding on one, several, or all regions.

The RFP was issued on March 29, 2017, with an optional bidders' conference held on April 10, 2017. An addendum was published on April 14, 2017 and proposals were due on May 5, 2017.

Pricing was requested in two categories: Processed USDA Foods end products and commercial equivalents and additional commercial food products (frozen and groceries). Vendors were to utilize Super Co-Op manufacturer pricing for USDA Foods end products from the following solicitation documents released and awarded by the Santa Clarita Valley School Food Services Agency:

RFP No. 1702 for Processed USDA Foods Products and Commercial Equivalents (Market Basket) For Super Co-Op Member Districts, released January 25, 2017 and awarded March 21, 2017, and

RFP No. 1703 for Processed USDA Foods Products and Commercial Equivalents of Potato, Tomato, and Cheese Products For Super Co-Op Member Districts, released January 25, 2017 and awarded March 21, 2017.

Estimated quantities of USDA Foods processed end products from RFP Nos. 1702 and 1703 were collected from participating Member Districts and provided as part of the solicitation.

Landed Cost to be used by the Provisioner in calculating each of the above delivered costs was defined as invoice cost from the manufacturer plus freight if freight is not

EXHIBIT: P

included with invoice cost. Bidders were asked to quote both landed cost and a per case delivery fee by Region for products in this category, based on number of stops per district.

A delivery fee for additional commercial food products not quoted on the above RFP documents was requested, in addition to the vendor's landed cost. Landed Cost is defined as invoice cost from the manufacturer plus freight if freight is not included with invoice cost. Pricing was to be quoted as a per case delivery fee above landed cost by Region and Product Category.

Proposals were received from three (3) companies: A & R Food Distributors, Gold Star Foods, and Sysco Ventura. Proposals were considered by a group of 20 individuals from participating Member Districts on May 10, 2017.

The award was determined based the following criteria:

Part 1:	Evaluation Criteria	Maximum Points
	Experience, Competence, Responsive Customer Service and References	20
	Responsibility and Business Sustainability	20
	Food Safety - HACCP Plan and Plant Security	20

The following scores were received on Part 1 by the proposing companies:

Bidder	Part 1 Score
A&R Food Distributors	65.3
Gold Star Foods	75.9
Sysco Ventura	59.1

Vendors receiving 60 points or more on the above rubric forwarded to Part 2.

Part 2:	Evaluation Criteria
	Price

As Sysco Ventura did not receive 60 points or more, their pricing was not considered in the final award. For Regions 1, 2, 3, and 4, Gold Star Foods was the only bidder remaining so the award for those four regions went to Gold Star Foods. For Regions 7, 8, and 9, the following price totals were used to determine the award. For all three regions, Gold Star Foods had the lowest total cost as follows.

	Gold Star Foods			A&R Food Distributors		
	Region 7	Region 8	Region 9	Region 7	Region 8	Region 9
Product Cost	\$ 4,970,170.55	\$ 7,137,701.64	\$ 5,075,900.67	\$ 4,975,011.55	\$ 7,140,642.64	\$ 5,072,754.67
Delivery	\$ 617,830.85	\$ 726,160.85	\$ 424,826.10	\$ 839,364.00	\$ 1,207,051.00	\$ 812,259.00
Total Cost	\$ 5,588,001.40	\$ 7,863,862.49	\$ 5,500,726.77	\$ 5,814,375.55	\$ 8,347,693.64	\$ 5,885,013.67

Award recommendations are as follows:

Region 1 – Gold Star Foods
Region 2 – Gold Star Foods
Region 3 – Gold Star Foods
Region 4 – Gold Star Foods
Region 7 – Gold Star Foods
Region 8 – Gold Star Foods
Region 9 – Gold Star Foods

The Santa Clarita Valley School Food Services Agency is in Region 4.

For the Agency, as part of Region 4, the attached contract will be entered into with Gold Star Foods to provide delivery of processed USDA Foods, commercial equivalents, and additional commercial products at the prices stated on the attached contract.

Recommended Action:

Approve the Award of RFP 1704 to Gold Star Foods for all seven Regions and approve the attached contract for Agency purchases for SY2017-18.

Santa Clarita Valley School Food Services Agency
Request for Proposal No. 1704
Distribution of Processed USDA Foods and Commercial Food Products
for Super Co-Op Member Districts

Attachment A: Regional Groups List

<u>District</u>	<u>Region</u>
Natomas Unified School District	1
Oroville Union High School District	1
Thermalito Union School District	1
Alameda Unified School District	2
Antioch Unified School District	2
Brentwood Union School District	2
Byron Union School District	2
Castro Valley Unified School District	2
County of Santa Clara Probation Department	2
Cupertino Union School District	2
Fremont Unified School District	2
Live Oak School District	2
Monterey Peninsula Unified School District	2
Morgan Hill Unified School District	2
Mt. Diablo Unified School District	2
North County Joint Union School District	2
Novato Unified School District	2
Pajaro Valley Unified School District	2
Salinas City Elementary School District	2
San Lorenzo Unified School District	2
San Mateo-Foster City School District	2
San Rafael City Elementary School District	2
Santa Cruz Elementary School District	2
Sonoma Valley Unified School District	2
South San Francisco School District	2
Armona Union Elementary School District	3
Central Unified School District	3
Central Union School District	3
Chowchilla Elementary School District	3
Clovis Unified School District	3
Coalinga-Huron Unified School District	3
Cutler-Orosi School District	3
Dinuba Unified School District	3
Exeter Unified School District	3
Fowler Unified School District	3
Golden Valley Unified School District	3

<u>District</u>	<u>Region</u>
Hanford Elementary School District	3
Kings Canyon Unified School District	3
Kings River Hardwick School District	3
Kingsburg Joint Union School District	3
Laton Joint Unified School District	3
Lemoore Union High School District	3
Lemoore Union School District	3
Lindsay Unified School District	3
Los Banos Unified School District	3
Merced Union High School District	3
Pioneer Union Elementary School District	3
Pixley Union School District	3
Riverdale Unified School District	3
Sanger Unified School District	3
Sierra Unified School District	3
Tipton Elementary School District	3
Tulare City School District	3
Woodlake Union High School District	3
Santa Clarita Valley School Food Services Agency	4
Hueneme Elementary City School District	4
Lompoc Unified School District	4
Ojai Unified School District	4
Oxnard Elementary School District	4
Santa Maria Bonita Elementary School District	4
ABC Unified School District	7
Compton Unified School District	7
Cypress Unified School District	7
Downey Unified School District	7
La Habra City School District	7
Magnolia School District	7
Orange County Department of Education	7
Orange Unified School District	7
Walnut Valley Unified School District	7
Alta Loma School District	8
Bonita Unified School District	8
Chaffey Joint High School District	8
Chino Valley Unified School District	8
Claremont Unified School District	8
Pomona Unified School District	8
Rialto Unified School District	8
Riverside Unified School District	8
San Bernardino Unified School District	8
Val Verde Unified School District	8
Beaumont Unified School District	9

<u>District</u>	<u>Region</u>
Coachella Valley Unified School District	9
Escondido Union School District	9
Hemet Unified School District	9
Menifee Union School District	9
Morongo Unified School District	9

<u>District</u>	<u>Region</u>
Palm Springs Unified School District	9
Perris Union High School District	9

**Santa Clarita Valley School Food Services Agency
Request for Proposal No. 1704
Distribution of Processed USDA Foods and Commercial Food Products
for Super Co-Op Member Districts**

PROVISIONING CONTRACT

THIS PROVISIONING CONTRACT (this “**Contract**”) is made and entered into as of this 16th day of May, 2017, by and between **Gold Star Foods (“Provisioner”)**, and the **Santa Clarita Valley School Food Services Agency** (the “**Agency**”).

RECITALS

- A. The Santa Clarita Valley School Food Services Agency has solicited proposals for the distribution of processed USDA Foods end products and commercial food products for participating Member Districts of the Super Co-Op, via Request for Proposal Number 1704 (the “RFP”), whereby the Agency and participating Member Districts may agree to purchase specified products for the Agency use from the successful bidder(s).
- B. Provisioner are the successful bidders under such request for proposal, and the Agency and Provisioner hereby desire to set forth their agreement with respect to the sale to the Agency, and the purchase from Provisioner, of Products on the terms and conditions hereinafter set forth.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Provisioner and the Agency hereby agree as follows:

1. **Provision of Products.** Provisioner shall provide to the Agency, from time to time as ordered by the Agency or their successor or assign (the “**Agency Contact Person**”) in accordance with the procedure described in Section 2 below, Products as described in the **Request for Proposals** information attached hereto.
2. **Delivery of Products.** The Agency Contact Person shall order Products from time to time by delivery to Provisioner of a Purchase Order. Provisioner shall deliver Products of the type, kind and quantity ordered in any such Purchase Order F.O.B. to Agency location. The Distributor hereby agrees that the minimum delivery time required for the delivery of any Products is _____ days, and the Distributor shall not deliver any Purchase Order requiring delivery of Products within less than _____ days after the delivery of such Purchase Order to Provisioner.
3. **Price.** The price shall be per case or unit. The Provisioner shall provide pricing based on case packaging, catalog, price list, or any other commonly recognized methodology that is standard in the specific industry. The per case/unit delivery fee per this contract shall be as follows:

Per paragraph 2 of the Proposal Worksheet, the delivery cost per case of USDA Foods processed end products and commercial equivalents shall be:

Number of agreed weekly stops for the Agency	1
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Region No.	Delivery cost per case
4	\$ 2.65

Per paragraph 3 of the Proposal Worksheet, the delivery cost per case of commercial product not covered by the above pricing shall be:

Product Category	A-1-40 cases per stop	B-41-99 cases per stop	C-100-299 cases per stop	D-300+ cases per stop
Frozen	\$ 2.65	\$ 2.65	\$ 2.65	\$ 2.65
Refrigerated	\$ 2.65	\$ 2.65	\$ 2.65	\$ 2.65
Dry	\$ 2.65	\$ 2.65	\$ 2.65	\$ 2.65

This delivery price per case is above landed cost. Landed Cost is defined as invoice cost from the manufacturer plus freight if freight is not included with invoice cost. The Provisioner shall provide the Agency with price list at the time this contract is signed. The Agency has the right to examine documents of the Provisioner used to determine landed cost.

Per Addendum No. 1, the Provisioner shall, at the option of the Agency, order products from RFPs 1702 and 1703 in minimum quantities as per manufacturer offer, delivered directly to the Agency warehouse, report Value Pass Through as appropriate, and invoice the Agency on a per case fee. That per case fee shall be:

Price per case	\$ 0.40
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The provisions of this contract shall in no way prohibit the Agency from making incidental purchases from another supplier for the same services listed herein. The Agency reserves the right to make purchases direct from manufacturers.

Provisioner shall enter into a Memorandum of Understanding (MOU) for Distribution Services for Delivery of USDA Foods End Products for Super Co-Op Member Districts in the State of California. Provisioner agrees to fulfill all terms of that MOU, including but not limited to prompt USDA Foods end product sales reporting; maintain records of inventory, sales, and delivery; clearly state Value Pass Through on delivery invoice; and hold/recall responsibilities.

Provisioner agrees to report sales of USDA Foods end products on behalf of the manufacturer on a daily basis to the manufacturer's reporting agency (i.e.

ProcessorLink, K-12 Foodservice, etc.) Prompt reporting is imperative to ensure proper draw down of Member District entitlement balance. Value Pass Through method and amounts shall be clearly indicated on all invoices for USDA Foods end product sales.

4. **Term of Contract.** Minimum contract term is one (1) year starting July 1, 2017. Quoted prices must stay in effect for one (1) year after award of bid and may be extended upon mutual consent of Agency and vendor for an additional two (2) one year periods in accordance with provisions contained in the California Education Code, Sections 17596 (K-12) and 81644 (Community Colleges). In the event of a general price decrease the Agency reserves the right to revoke the bid award unless the decrease is passed on to the Agency and its members.

5. **Insurance.**

(a) Provisioner shall carry and maintain during the entire term of this Contract the following insurance coverage:

- (i) Comprehensive General Liability Insurance for Combined Single Limit Bodily Injury and/or Property Damage of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. The policy(ies) so secured and maintained shall include, among other things, coverage for contractual or assumed liability, products liability, and owned, hired and non-owned automobiles insurance and shall be maintained with so self-insured retention;
- (ii) Workers' Compensation Insurance in such amounts as may be required by law; and
- (iii) Such other insurance as is customarily maintained by large-scale processors and distributors of food products of the type, quality and grade provided for under this Contract.

(b) Provisioner shall furnish to the Agency certificates of insurance, signed by an authorized representative of the insurance carrier no later than thirty (30) days after the Agency board's approval of the Contract or prior to the first delivery of food products hereunder, whichever occurs first, which certificates shall be endorsed as follows:

"This policy shall not be suspended, cancelled, reduced in coverage or required limits of liability or amounts of insurance or non-renewed until notice has been mailed to the Agency. Date of suspension, cancellation, reduction or non-renewal may not be less than thirty (30) days after the date of mailing such notice. The insurance afforded by this policy is primary and any other insurance carried by the Agency with respect to the matters covered by such policy shall be excess and non-contributing."

- (c) The certificates of insurance and insurance policies required under this Contract shall name the Agency indemnities named in the Request for Proposals as additional insured. Facsimile or reproduced signatures are not acceptable. If complete and proper insurance certificates as required hereunder are not delivered to the Agency within the time period provided in subsection (b) above, the Agency may declare the Contract unexecuted and void. The Agency reserves the right to require complete certified copies of the required insurance policies.
- (d) The insurance companies providing the insurance required under this Contract shall be subject to the Agency's prior written approval, which shall not be unreasonably withheld.
- (e) If Provisioner fails to purchase and maintain any insurance required under this Section 5, the Agency may, but shall not be obligated to, upon five (5) days' written notice to Provisioner, purchase such insurance on behalf of Provisioner and shall be entitled to be reimbursed by Provisioner promptly thereafter or deduct the amount of such premiums from amounts otherwise due to Provisioner hereunder. Any amounts expended by the Agency hereunder shall bear interest from the date expended until repaid to the Agency at the rate of ten percent (10%) per annum.

6. **Indemnification.** Provisioner shall hold harmless, indemnify and defend (with counsel acceptable to the Agency) the Agency, its Member Districts, their boards, directors, employees, agents and consultants from and against any and all obligations, liabilities, claims, losses, damages, costs and expenses (including attorneys' fees and costs) arising from or in connection with (a) any defects in the food products, (b) Provisioner conduct or negligent, willful or improper procedures in connection with the discharge of its responsibilities and obligations hereunder (including, without limitation, the processing of food products) or any other negligent behavior or willful misconduct of Provisioner, or (c) any breach or default by Provisioner under this Contract. The terms and provisions of this Section 6 shall survive the expiration or earlier termination of this Contract.

7. **Default Remedies.** The delivery of defective products, or the breach of any other term or provision of this Contract by Provisioner, shall constitute a "Default" of Provisioner hereunder. Provisioner shall have seven (7) days after delivery of notice of any Default from the Agency to cure any such Default, other than a Default relating to the delivery of defective products. No cure period shall be provided Provisioner with respect to any Default relating to the delivery of defective products. If Provisioner fails to cure the Default within the aforementioned cure period (or the Default relates to the delivery of defective products for which no cure period applies), the Agency may, without prejudice to any other right or remedy of the Agency, elect to terminate this Contract by delivery of a written termination notice to Provisioner. Immediately upon the delivery of such termination notice, this Contract shall be terminated and all rights and obligations of the parties hereunder, except those that expressly survive the termination of this Contract, shall terminate and be of no further force or effect. In addition to the right to

terminate the Contract pursuant in the preceding sentence, the Agency may pursue any other right or remedy that may be available to it at law or in equity, which may include an action for damages measured by all additional costs and expenses incurred by the Agency to procure food products from other sources for the remaining term of this Contract (including, without limitation, the difference between the price charged by such other sources for the food products and the price that would have been charged for the same or similar food products hereunder).

8. **Provisions Required by Law.** Each and every provision of law and clause required to be inserted into this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted or is not inserted correctly, then upon application of either party this Contract shall forthwith be physically amended to make such insertion or correction.

9. **Due Authorization.** This Contract is duly authorized, executed and delivered by Provisioner, is the legal, valid and binding obligation of Provisioner enforceable against Provisioner in accordance with its terms (except to the extent that such enforcement may be limited by applicable bankruptcy, insolvency, moratorium and other principles relating to or limiting the rights of contracting parties generally), and does not and will not violate any provisions of any agreement to which Provisioner is a party or may become a party or to which is it subject or may become subject. Each individual and entity executing this Contract hereby represents and warrants that he, she or it has the capacity set forth on the signature page hereof with full power and authority to bind the party on whose behalf he, she or it is executing this Contract to the terms and provisions hereof.

10. **Assignment.** Provisioner shall not assign or transfer, by operation of law or otherwise, any or all of its rights, burdens, duties or obligations under this Contract (or any part hereof) without the prior written consent of the Agency, which may be granted or withheld in the Agency's sole and absolute discretion.

11. **Notices.** All notices, requests, demands, consents, instructions or other communications hereunder shall be in writing (which shall include telex, telegram or telecopy) and shall be deemed to have been duly given or made upon transmittal thereof by telex, answer back received, if transmitted on a business day, otherwise on the first business day after transmittal, or on the date of confirmed dispatch if sent by telecopy on a business day, otherwise on the first business day thereafter, or upon the delivery thereof to the telegraph office if sent by telegraph on a business day, otherwise on the first business day thereafter, or three (3) business days after deposit in the mail if sent by certified mail, postage prepaid, return receipt requested, or on the next business day if sent by overnight personal delivery, in each case addressed to the party to which such notice is requested or permitted to be given or made hereunder, at the addresses and facsimile numbers set forth underneath such party's signature line to this Contract, or at such other address and/or facsimile number of which such party shall have notified in writing the party giving such notice. For purpose of this Contract, the term "business day" shall mean a day other than a Saturday, Sunday or any day on which the Agency is authorized or required by law to be closed.

12. Attorneys' Fees. In the event of any dispute between the Agency and Provisioner pertaining to this Contract or the services or products provided for hereunder, the prevailing party (as determined by the court or arbitrator in any such action) shall be entitled to recover from the other party its reasonable attorneys' fees, costs and expenses incurred in connection therewith. The term "attorneys' fees" or "attorneys' fees and costs" shall mean the fees and expenses of counsel to the parties hereto, which may include printing, photo-stating, duplicating and other expenses, air freight charges, and fees billed for law clerks, paralegals and other persons not admitted to the bar but performing services under the supervision of an attorney, and the costs and fees incurred in connection with the enforcement or collection of any judgment obtained in any such proceeding. The terms and provisions of this Section 12 shall survive the expiration or earlier termination of this Contract.

13. Waiver. No action or failure to act by the Agency or any Agency representative shall constitute a waiver of a right or duty afforded them under this Contract, nor shall such action or failure to act constitute approval of, or acquiescence in, a breach there under, except as may be specifically agreed in writing.

14. Entire Agreement: Amendments. This Contract and all documents comprising the RFP constitute the entire and integrated agreement between the parties hereto with respect to the matters set forth therein and supersede all prior negotiations, representations or agreements, either written or oral. The documents comprising the RFP are hereby incorporated into this Contract and made a part hereof. The Contract may be amended or modified only by a writing executed by both parties hereto.

IN WITNESS WHEREOF, this Contract has been duly executed by the above-named parties, on the day and year first above written.

AGENCY:

Santa Clarita Valley School
Food Services Agency

By: Lynnelle Grumbles
Its (Title): CEO

Address:

25210 Anza Drive
Santa Clarita, CA 91355

Phone No.: (661) 295-1574 x103
FAX No.: (661) 295-0981

PROVISIONER:

Gold Star Foods

By: _____
Its (Title): _____

Address:

Phone No.:
FAX No.:

**Authorized Officers
Or Agents**

(CORPORATE SEAL if required)

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

Meeting Date: May 16, 2017
Submitted By: Dr. Lynnelle Grumbles / Jane Crawford
Subject: City Proclamation declaring May 5, 2017 as School Lunch Hero Day

RECOMMENDATION # 16-17-11/IN2

Summary

Nancy Haddock, an Agency Supervisor, requested that the City Council of the City of Santa Clarita declare May 5, 2017 as School Lunch Hero Day. Several members of the Agency Management staff attended the April 25, 2017 City Council Meeting to receive the Proclamation alongside Mrs. Haddock.

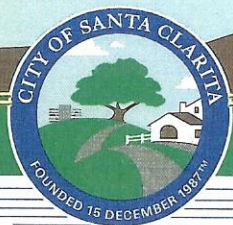
On May 5, 2017, Agency management staff visited all school cafeterias and the Central Kitchen to present our staff members with a copy of the City Proclamation and “Super Hero” balloons to honor our heroes in action. School staff had been sent information on how to honor their School Lunch Heroes several weeks in advance and many of our kitchen staff received cards, gifts, and other honorariums for their outstanding work.

Financial Impact

None.

Recommended Action:

For information only.



City of Santa Clarita

School Lunch Hero Day May 5, 2017

Whereas, nutritious meals at school are an essential part of the school day; and

Whereas, the staff of the Santa Clarita Valley Food Services Agency are committed to providing healthy, nutritious meals to our school children; and

Whereas, the staff of the Santa Clarita Valley Food Services Agency serve approximately 4,000 breakfasts and 10,000 lunches to our children each day; and

Whereas, the men and women who prepare and serve school meals help nurture our children through their daily interaction and support; and

Whereas, School Lunch Heroes greet students with a smile and try to make cafeterias a happy place for them; and

Whereas, we express our deep appreciation to these valuable lunch heroes and commend their good work on behalf of our children.

NOW, THEREFORE, the Santa Clarita City Council does hereby proclaim May 5, 2017, as **School Lunch Hero Day** in the City of Santa Clarita and encourages everyone to celebrate the men and women who make our children's school days a little better!

Signed this 25th day of April, 2017.



Cameron Smyth, Mayor
Santa Clarita, California

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

Meeting Date: May 16, 2017
Submitted By: Dr. Lynnelle Grumbles / Jane Crawford
Subject: Signal Article on Summer Meal Programs

RECOMMENDATION # 16-17-11/IN3

Summary

The following article appeared in the Signal on Tuesday May 2, 2017.

Financial Impact

Uncertain, however could improve summer meal program participation.

Recommended Action:

For information only.

Free meals coming during summer

Santa Clarita Valley School Food Services Agency to offer breakfast and lunch to low-income children

By **Christina Cox**
Signal Staff Writer

With support from the USDA Summer Food Service Program, the Santa Clarita Valley School Food Services Agency is helping ensure that no child goes hungry this summer.

"To participate in a free breakfast and free lunch is a huge thing," said Jane Crawford, director of food service for the agency. "I think it's a very important program because we're able to provide access to nutritious meals throughout the summer that students might not have access."

The Summer Food Services Program serves nutritious meals to low-income children when school is not in session. This year, the organization expects to serve more than 200 million free meals to children at its sites throughout the country.

During the summer months, the agency provides roughly 6,800 breakfasts and

16,000 lunches to students at its various site locations, according to Leilani Schlick, executive assistant to the CEO at the agency.

"It provides a healthy meal for them," Schlick said. "It gives them a meal where they can eat healthy and they don't have to go and buy junk food at the store."

Crawford said the meals are self-contained and usually include a salad with cucumbers and tomatoes, fruits, vegetables, whole grains and a lean protein to create a well-balanced meal.

"Statistics have shown that students gain more weight over the summer time than during school and it is because of the meals that are not provided during the school day," she said. "There are quality, nutritious meals available over the summer."

Children between the ages of 1 and 18 are welcome to participate in the free meal program at the food service

agency's seven different site locations.

The program does not have income restrictions and provides meals, free of charge, to children at the sites where it serves summer meals - Boys & Girls Club in Newhall And Santa Clarita, Val Verde Youth Activity League, Newhall Community Center, Leona Cox Elementary, Cedar-creek Elementary and Rio Vista Elementary.

It also provides free meals to disabled individuals 19 years and older who participate during regular school periods in public or private, non-profit school programs for the mentally or physically disabled.

"We would invite all of our kids in our community to come and participate, especially in the areas where there isn't a summer school program going on," Crawford said. "This is just an extension of our National School Lunch Program during school year."

Here are the following locations for free meals for kids:

Newhall Boys & Girls Club

24909 Newhall Ave

June 19 through Aug. 11

Breakfast served from 8 a.m. to 9 a.m.

Lunch served from 12 p.m. to 1 p.m.

SCV Boys & Girls Club

19425 Stillmore St.

June 19 through Aug. 11

Breakfast served from 8 a.m. to 9 a.m.

Lunch served from 12 p.m. to 1:30 p.m.

Val Verde Youth Activity League

30300 Arlington St

June 5 through Aug. 16

Lunch served from 12 p.m. to 2 p.m.

City of Santa Clarita: Newhall Community Center

22421 Market St.

June 19 through Aug. 11

Lunch served from 12:30 p.m. to 1:30 p.m.

Leona Cox Elementary

18643 Oakmoor St.

June 26 through July 21

Breakfast served from 8 a.m. to 8:30 a.m.

Lunch served from 11:30 a.m. to 12:30 p.m.

Cedarcreek Elementary

27792 Camp Plenty Rd.

June 19 through July 14

Breakfast served from 8:30 a.m. to 9 a.m.

Lunch served from 12 p.m. to 12:30 p.m.

Rio Vista Elementary

20417 Cedar-creek St.

June 20 through July 15

Breakfast served from 8:30 a.m. to 9:30 a.m.

--All locations will be closed on July 4 to observe the national holiday.

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

Meeting Date: May 16, 2017
Submitted By: Dr. Lynnelle Grumbles / Jane Crawford
Subject: USDA Proclamation: Commitment to School Meals

RECOMMENDATION # 16-17-11/IN4

Summary

Newly appointed Secretary of Agriculture Sonny Perdue signed a Proclamation on May 1, 2017, announcing that the U.S. Department of Agriculture (USDA) will provide greater flexibility in nutrition requirements for school meal programs “in order to make food choices both healthful and appealing to students.” The changes include exemptions of the 100% whole-grain rich rule, different targets for sodium, and additional milk choices. These flexibilities offer schools an option, not a mandate. The official Proclamation and a USDA press release are attached.

Financial Impact

Not evaluated.

Recommended Action:

For information only.

UNITED STATES
DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

USDA COMMITMENT TO SCHOOL MEALS
May 1, 2017

By the Secretary of Agriculture of the United States of America

A PROCLAMATION

WHEREAS schools across the Nation are committed to serving healthy and appealing school meals, giving millions of children the opportunity to enjoy foods that contribute to a nutritious diet; and

WHEREAS schools have worked diligently to overcome operational challenges in the National School Lunch and School Breakfast Programs created by meeting sodium, whole grain-rich, and milk requirements; and

WHEREAS schools need flexibility in menu planning so they can serve nutritious and appealing meals and encourage student participation in the meal programs;

NOW, THEREFORE, because States need continued flexibility in serving whole grain-rich foods in school meals, I, Sonny Perdue, Secretary of Agriculture, direct the U.S. Department of Agriculture (USDA) to begin the regulatory process to provide schools with additional options in regard to the serving of whole grains. While the process is underway, I will continue to provide States the authority to grant exemptions to schools experiencing hardship in obtaining whole grain-rich products acceptable to students, for any type of grains on the menu for school year 2017–2018.

Additionally, schools that meet sodium Target I for school years 2017–2020 will be considered compliant with USDA sodium requirements. The Department will take all necessary regulatory actions to implement this change. I am also dedicating USDA resources to provide significant technical assistance to schools as they continue to develop menus that are healthy and appealing to students.

Because milk is a critical component of school meals, and providing schools with the discretion to serve flavored, 1 percent fat milk provides more options for students selecting milk as part of their lunch or breakfast, I am directing USDA to begin the regulatory process to provide that discretion to schools. In addition, I am committed to providing USDA resources for technical assistance during implementation of the new regulations to ensure that schools may use this option effectively.

IN WITNESS WHEREOF, I have hereunto set my hand this 1st day of May 2017, the two-hundred forty-first year of the Independence of the United States of America.

SONNY PERDUE
Secretary

Ag Secretary Perdue Moves to Make School Meals Great Again

Local Control of Whole Grains, Sodium, Milk to Make Meals Healthful, Appealing



Release & Contact Info

Press Release

Release No. 0032.17

Contact: USDA Press

Phone: (202) 720-4623

Email: press@oc.usda.gov

Ag Secretary Sonny Perdue, joined by Sen. Pat Roberts (left) & Tom Marshall, Loudoun County School Board, signs a proclamation.

LEESBURG, VA, May 1, 2017 - U.S. Secretary of Agriculture Sonny Perdue today announced that the U.S. Department of Agriculture (USDA) will provide greater flexibility in nutrition requirements for school meal programs in order to make food choices both healthful and appealing to students. Perdue made the announcement during a visit to Catoctin Elementary School in Leesburg, Virginia to mark School Nutrition Employee Week. Perdue signed a proclamation which begins the process of restoring local control of guidelines on whole grains, sodium, and milk. Perdue was joined by Sen. Pat Roberts (KS), Chairman of the Senate Committee on Agriculture, Nutrition, and Forestry, and Patricia Montague, CEO of the School Nutrition Association.

“This announcement is the result of years of feedback from students, schools, and food service experts about the challenges they are facing in meeting the final regulations for school meals,” Perdue said. “If kids aren’t eating the food, and it’s ending up in the trash, they aren’t getting any nutrition – thus undermining the intent of the program.”

“I commend Secretary Perdue for taking this important step,” said Montague. “We have been wanting flexibility so that schools can serve meals that are both nutritious and palatable. We don’t want kids wasting their meals by throwing them away. Some of our schools are actually using that food waste as compost. That shouldn’t be happening.”

Schools have been facing increasing fiscal burdens as they attempt to adhere to existing, stringent nutrition requirements. According to USDA figures, school food requirements cost school districts and states an additional \$1.22 billion in Fiscal Year 2015. At the same time costs

are going up, most states are reporting that they've seen a decrease in student participation in school lunches, as nation-wide about one million students choose not to have a school lunch each day. This impacts schools in two ways: The decline in school lunch participation means reduced revenue to schools while they simultaneously are encountering increased costs.

“I was talking to some folks in Washington about this, and they said that the current program is working. ‘How do you know?’ I asked. They said it’s because 99 percent of schools are at least partially compliant. Well, only in Washington can that be considered proof that the system is working as it was intended,” Perdue said. “A perfect example is in the south, where the schools want to serve grits. But the whole grain variety has little black flakes in it, and the kids won’t eat it. The school is compliant with the whole grain requirements, but no one is eating the grits. That doesn’t make any sense.”



Secretary of Agriculture Sonny Perdue eats lunch with students at Catocin Elementary School.

The specific flexibilities are:

- **Whole grains:**
 - Schools are experiencing challenges in finding the full range of products they need and that their students enjoy in whole grain-rich form. They need continued flexibility in meeting the whole grain requirements for school meals.
 - USDA will allow states to grant exemptions to schools experiencing hardship in serving 100 percent of grain products as whole-grain rich for School Year 2017-2018. USDA will take all necessary regulatory actions to implement a long-term solution.
- **Sodium:**
 - For School Years 2017-2018 through 2020, schools will not be required to meet Sodium Target 2. Instead, schools that meet Sodium Target 1 will be considered compliant.
 - The time frame will provide schools and the school nutrition industry with the certainty and predictability they need to make appropriate plans for creating foods with the appropriate amount of sodium. During this period, USDA will take all necessary regulatory actions to implement a long-term solution.

- USDA will dedicate significant resources to providing technical assistance to schools as they continue to develop menus that are low in sodium and appealing to students.
- **Milk:**
 - Milk is a key component of school meals, meaning schools must have more options for students who select milk as part of their lunch or breakfast.
 - Perdue will direct USDA to begin the regulatory process for schools to serve 1 percent flavored milk through the school meals programs. USDA will seek to publish an interim rule as soon as possible to effect the change in milk policy.

“I’ve got 14 grandchildren, and there is no way that I would propose something if I didn’t think it was good, healthful, and the right thing to do,” Perdue said. “And here’s the thing about local control: it means that this new flexibility will give schools and states the *option* of doing what we’re laying out here today. These are not mandates on schools.”

Perdue lauded the efforts of the nation’s food service staff in serving healthful, appealing meals and underscored USDA’s commitment to help them overcome any remaining challenges they face in meeting the nutrition standards.

“The hard work and dedication of the people who prepare nutritious meals for our children should serve as an example to all, and we will continue to support them,” Perdue said. “We also have a responsibility to our shareholders and our customers – the American taxpayers – to provide our school children with healthful and nutritious meals in the most efficient and cost effective way possible.”

For more information, please view [a copy of Secretary Perdue’s proclamation](#) (PDF, 123 KB).

USDA's Food and Nutrition Service administers 15 nutrition assistance programs that include the National School Lunch Program, School Breakfast Program, Supplemental Nutrition Assistance Program (SNAP), Special Supplemental Nutrition Program for Women, Infants and Children (WIC), and the Summer Food Service Program. Together, these programs comprise America's nutrition safety net. For more information, visit www.fns.usda.gov.

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USDA is an equal opportunity provider, employer and lender.

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

Meeting Date: May 16, 2017
Submitted By: Dr. Lynnelle Grumbles
Subject: Board Education Session #5 – USDA Foods and Super Co-Op

RECOMMENDATION # 16-17-11/IN5

Summary

Dr. Grumbles will present the fifth Board Education Session on USDA Foods and the Super Co-Op.

Financial Impact

None.

Recommended Action:

For information only.

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

Meeting Date: May 16, 2017
Submitted By: Ms. Jane Crawford
Subject: Agency Report

INFORMATION #16-17-11/IN6

Staff: The Agency currently has 7 open positions. Two NA1 positions at: Castaic Elementary for 3.25 hours and Wiley Canyon Elementary for 2.25 hours. There are also four NA2 positions: Oak Hills Elementary for 3.75 hours, Peachland Elementary for 3.75 hours, Helmers Elementary for 4 hours and Stevenson Ranch Elementary for 4.5 hours. In addition, there is 1 Site Team Leader position at Skyblue Elementary for 5.75 hours.

Operations: The Agency has received approval for all summer programs and is currently soliciting employee applications for summer positions. We have received the district calendars for the 2017-18 school year. Thank you!

Valencia Valley 6th Grade Nutrition Advisory Class: On April 19, 2017, Jane Crawford, Tracy Fiscella, Sue Peak and Karen Nosala, the Site Team Leader at Valencia Valley Elementary, enjoyed a very creative, action-packed performance by Ms. Draves' 6th grade "Nutrition Advisory Class". The students created and performed a lively series of skits which showcased their understanding and real life application of the topics discussed by Sue Peak, RDN, and Nutrition Educator during their Nutrition Advisory classes this school year. The topics included: My Plate, label reading, healthy snacking, food safety & sanitation, ReThink Your Drink and the power of advertising.

The students also performed the skits for the other 6th grade classes, as well as their 3rd grade buddy class. These 6th graders are truly role models for their fellow students as "Student Voices for Healthy Choices". They have shared their healthy eating messages with their buddy class throughout the school year. In addition, the entire school body has been reminded of colorful eating by posters the students have created and displayed outside the cafeteria.

The students will be wrapping up the school year by participating in a taste testing with Chef Brittany and providing recommendations for the menu next school year.

Direct Certification Workshop. On Wednesday, April 19th, Joe Satorhelyi and Faviola Roberson attended a Workshop that focused on the new procedures and best practices in relation to the Medicaid Direct Certification process.

EXHIBIT: V

Agency Pizza Delivery Driver Training: On April 28, 2017, The Agency provided all pizza truck delivery drivers with lift gate operation safety and transport procedure training.

Annual Employee Emergency Drill: At 12:00 p.m. on May 4, 2017, Susan Weiss led the Agency employees in our Annual Emergency Drill Training exercise. The managerial staff was notified in advance. The day of the training exercise the employees followed the “Buddy List” evacuation process and the search and rescue procedures in place.

GATE District Advisory Committee (GDAC): On Thursday, May 4, 2017, Agency staff participated and judged in the “1st Annual Cooking Challenge”, sponsored by the Newhall School District. The event was led by Sarah Johnson, Coordinator of Special Programs, and held at Wiley Canyon Elementary School. On the evening of the event, the students were grouped in teams, which competed against 9 other teams. Each group was given “5 required ingredients” to create their recipes with, then optional ingredients to choose from. The event was an amazing success!! **Congratulations to all of our Jr. Chefs!!!**

Castaic Middle School Culinary Arts Class: On May 12th & 15th, Chef Brittany will be providing hands on culinary training, and demonstrating food preparation techniques, to Ms. Karen Cowell’s Culinary Arts students. The students will be utilizing the pizza ovens to prepare fresh pizza.

Principal Advisory Committee Meeting (PAC): The final PAC meeting of this school year is scheduled for Tuesday, May 23rd, at 1:30 p.m. in the Agency Boardroom.

“24th” Annual Employee Recognition Banquet: All Agency Employees and Board Members are invited to attend our 24th Annual Employee Recognition Banquet on Friday, June 2, 2017, at the Valencia Country Club. Recognizing the outstanding achievements of our employees is one of the greatest highlights for our Agency!

Mandatory Employee Professional Standards Training Workshop: The 2017-2018 Professional Standards Training Workshop is scheduled for Thursday, August 3, 2017, at Meadows Elementary School.

Annual Child Nutrition Conference: This year’s Annual Child Nutrition Conference is scheduled for July 8th – 13th in Atlanta, Georgia.