

# 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

### AGENDA

Tuesday, September 20, 2016

8:30 A.M.

"Public record 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 Drive, Santa Clarita, 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. Joan Lucid, Alt (Sg) \_\_\_\_\_

Ms. Michele Gookins, Clerk (S) \_\_\_\_\_

Ms. Linette Hodson, Member (C) \_\_\_\_\_

### 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 \_\_\_\_\_

		Exhibit	Approved
			C N S Sg
I.	<b>APPROVAL OF AGENDA</b>		
II.	<b>APPROVAL OF MINUTES</b>		
	1. Approval of Board Meeting Minutes, August 16, 2016	A	C N S Sg
III.	<b>HEARING SESSION</b>		
	1. Cafeteria of the Month: Mitchell Elementary		
	2. Advance Requests to Address the Board		
	3. Comments and/or Questions on Agenda Items		
IV.	<b>CONSENT CALENDAR</b> <small>(Unless a Board Member has questions concerning a particular item and asks that it be withdrawn from the Consent Calendar, the Board of Directors approves all items at one time. The action taken by the Board in approving Consent items is set forth in the explanation of the individual items.)</small>		
	1. Removal of Items from Consent Calendar		C N S Sg
	2. B Warrants (August) #16-17-03/C1	B	C N S Sg
	3. Personnel Action Report #16-17-03/C2	C	C N S Sg
	a) New Employees		
	b) Transfers		
	c) Status Change		
	d) Temporary Assignment		
	e) Leave of Absence		
	f) Resignation		
	g) Termination		
	4. Purchase Orders (August) #16-17-03/C3	D	C N S Sg

- |  |              |   |          |
|--|--------------|---|----------|
| 5. Updated Annual Service Agreement<br>2016/2017 SY for Snacks at Emblem and<br>Rosedell Pre-Schools       | #16-17-03/C4 | E | C N S Sg |
| 6. Updated Annual Service Agreement<br>2016/2017 SY for Snacks at Saugus USD<br>Child Development Programs | #16-17-03/C5 | F | C N S Sg |
| 7. Items Removed from Consent Calendar   |              |   |          |

**VII. CONFERENCE CALENAR** (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 – August 2016   | #16-17-03/CC1  | G | C N S Sg |
| 2. Participation Report – August 2016   | #16-17-03/CC2  | H | C N S Sg |
| 3. Participation Report – Detailed 15/16 vs.<br>14/15 SY                      | #16-17-03/CC3  | I | C N S Sg |
| 4. Bi-Annual Review of Agency Joint Powers<br>Agreement                       | #16-17-03/CC4  | J | C N S Sg |
| 5. Strategic Plan Update  | #16-17-03/CC5  | K | C N S Sg |
| 6. Acknowledge Receipt of 2016-17 CSEA<br>Initial Proposal to SCVSFSA         | #16-17-03/CC6  | L | C N S Sg |
| 7. SCVSFSA Initial Proposal to CSEA for 2016-<br>17 Negotiations              | #16-17-03/CC7  | M | C N S Sg |
| 8. 1 <sup>st</sup> Reading – Update BP4030<br>Nondiscrimination in Employment | #16-17-03/CC8  | N | C N S Sg |
| 9. 1 <sup>st</sup> Reading – Update BP4040 Employee<br>Use of Technology      | #16-17-03/CC9  | O | C N S Sg |
| 10. SUPER Co-Op Report  | #16-17-03/CC10 | P | C N S Sg |

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

- |  |              |   |          |
|--|--------------|---|----------|
| 1. 2 <sup>nd</sup> Reading-Update BP3553 Reduced<br>Priced Meals | #16-17-03/A1 | Q | C N S Sg |
| 2. 2 <sup>nd</sup> Reading-Update AR3553 Reduced<br>Priced Meals | #16-17-03/A2 | R | C N S Sg |
| 3. 2 <sup>nd</sup> Reading-Update AR3550(a) Food<br>Service      | #16-17-03/A3 | S | C N S Sg |
| 4. 2 <sup>nd</sup> Reading-Update BP3555 Nutrition<br>Compliance | #16-17-03/A4 | T | C N S Sg |
| 5. Unaudited Actuals for 2015/2016                               | #16-17-03/A5 | U | C N S Sg |

**IX. CORRESPONDENCE & BOARD INFORMATION**

- |                                    |               |   |          |
|------------------------------------|---------------|---|----------|
| 1. Agency Annual Report SY 2015/16 | #16-17-03/IN1 | V | C N S Sg |
| 2. Clearbrook Dairy Prices         | #16-17-03/IN2 | W | C N S Sg |
| 3. Agency Report                   | #16-17-03/IN3 | X | C N S Sg |

**X. BOARD ITEMS FOR NEXT MEETING (October 18, 2016)**

1. First Interim Budget Workshop #1
2. 2015-16 Audit Report Presentation – Brian  
Ruff, CPA
3. Public Hearing – 2016/17 CSEA Initial  
Proposal to SCVSFSA
4. Public Hearing – 2016/17 SCVSFSA Initial  
Proposed to CSEA
5. BP Updates – 2<sup>nd</sup> Reading

**II. CLOSED SESSION**

Adjourn to Closed Session \_\_\_\_\_P.M.

**C N S Sg**

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

**III. RECONVENE TO OPEN SESSION**

Reconvened \_\_\_\_\_A. M.

**C N S Sg**

1. Report of Closed Session

**XI. ADJOURNMENT**

Meeting Adjourned \_\_\_\_\_A. M.

**C N S Sg**

**SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY****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 Drive • Valencia, CA 91355 • (661) 295-1574

**MINUTES**

**August 16, 2016**

Ms. Ronna Wolcott, President, called the Regular meeting of the Board of Directors of the Santa Clarita Valley School Food Services Agency to order at 8:35 A.M. at the Central Kitchen Office, 25210 Anza Dr., Valencia, CA 91355.

**CALL TO ORDER****MEMBERS PRESENT:**

Ms. Ronna Wolcott, (N) President	Present
Dr. Christine Hamlin, (Sg) Presiding Officer	Present
Ms. Michele Gookins, (S) Clerk	Absent
Ms. Linette Hodson, (C) Member	Present
Mr. Dean Matthews, (S) Alt. Member	Present

**ROLL CALL****STAFF PRESENT:**

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

**I. AGENDA**

The motion was made by Dr. Christine Hamlin, seconded by Ms. Linette Hodson and motion carried 4-0 to approve the Agenda.

Approval of Agenda

**M- 20** **Ayes: 4**  
 Vote: 4-0 Approved  
 Hamlin/Hodson/Matthews/Wolcott

**II. MINUTES**

1. Dr. Hamlin made the motion, seconded by Ms. Hodson to approve the minutes of the Organizational Board meeting held on June 21, 2016; motion carried 4-0.
2. Ms. Hodson made the motion, seconded by Dr. Hamlin to approve the minutes of the Regular Board Meeting held on June 21, 2016; motion carried 4-0.

Minutes Org. Mtg.

**M- 21** **Ayes: 4**  
 Vote: 4-0 Approved  
 Hamlin/Hodson/Matthews/Wolcott

Minutes Regular Mtg.

**M- 21** **Ayes: 4**  
 Vote: 4-0 Approved  
 Hamlin/Hodson/Matthews/Wolcott

**III. HEARING SESSION**

1. There were no Advance Requests to address to the Board.
2. There were no comments and/or questions on the Agenda Items.

**IV. CONSENT CALENDAR**

1. Ms. Hodson made the motion, seconded by Dr. Hamlin, to approve all of the items on the Consent Calendar; motion carried 4-0.
2. B Warrants (June & July) #16-17-02/C1
3. Personnel Action Report #16-17-02/C2
  - a) New Employees

Consent Calendar

**M- 22** **Ayes: 4**  
 Vote: 4-0 Approved  
 Matthews/Hamlin/Hodson/Wolcott

- b) Transfers
- c) Status Changes
- d) Temporary Assignments
- e) Leave of Absences
- f) Resignations
- g) Terminations
- 4. Purchase Orders (June & July) #16-17-02/C3
- 5. Renewal Agreement to furnish Food Services for Gorman School District #16-17-02/C4
- 6. Renewal Agreement to furnish Food Services for Sunshine Child Care & Learning Center #16-17-02/C5
- 7. Renewal Agreement to furnish Food Services for Castaic USD State Pre-School at Northlake Hills #16-17-02/C6
- 8. Renewal Agreement to furnish Food Services for Castaic USD State Pre-School at Val Verde #16-17-02/C7
- 9. Renewal Agreement to furnish Food Services for Castaic Pre-K (community) at CMS & Northlake Hills #16-17-02/C8
- 10. Renewal Agreement to furnish Food Services for Saugus USD Child Development Programs #16-17-02/C9
- 11. Renewal Agreement to furnish Food Services for Emblem & Rosedell Full Day Pre-K #16-17-02/C10
- 12. Renewal of Consultant Agreement for Korean Translator #16-17-02/C11
- 13. Renewal of Consultant Agreement for Nutrition Education #16-17-02/C12
- 14. Items Removed from the Consent Calendar

## V. CONFERENCE CALENDAR

- |   |  |
|---|--|
| 1. Ms. Weiss reviewed the Financial Report for 2015/2016 Year End.  | Financial Report – 15/16<br>Year End   |
| 2. Ms. Crawford reviewed the Comparison Participation Report for 2014/2015 and 2015/2016 SY. Overall participation for 2015/2016 SY was 52.05%, down from 2014/2015 SY by 1.04%.  | Participation Report-May'16  |
| 3. Dr. Grumbles reviewed the first reading of the CSBA Revision to BP 3553 Free and Reduced Meals.  | 1 <sup>st</sup> Reading-Update BP3553<br>Reduced Price Meals                         |
| 4. Dr. Grumbles reviewed the first reading of the CSBA Revision to AR 3553 Free and Reduced Price Meals.  | 1 <sup>st</sup> Reading-Update AR3553<br>Reduced Price Meals                         |
| 5. Dr. Grumbles reviewed the first reading of the CSBA Revision to AR 3550(a) Food Service/Child Nutrition Program.   | 1 <sup>st</sup> Reading –Update AR3550(a)<br>Food Service/Child Nutrition<br>Program |
| 6. Dr. Grumbles reviewed the first reading of the CSBA Revision to BP 3555 Nutrition Compliance.  | 1 <sup>st</sup> Reading-Update BP3555<br>Nutrition Compliance                        |
| 7. Dr. Grumbles reviewed the Super Co-Op Report which included an update on the Governing Council Meeting on June 23, 2016. The Financial impact will be an additional \$40,000 income for the Agency for the 2016/2017 SY as remuneration for Co-Op Lead Agency. | SUPER Co-Op Report   |

**VI. ACTION CALENDAR**

1. Ms. Hodson motioned to approve the Retirement Resolution #08-1617 for Dr. Christine Hamlin with Saugus USD, seconded by Mr. Matthews; motion carried 4-0.

**M- 23**

Vote: 4-0

Hodson/Matthews/Hamlin/Wolcott

**Ayes: 4**Approved

Board President Wolcott presented the Resolution to Dr. Hamlin, thanked her for her service and wished her well in retirement. Dr. Hamlin thanked Ms. Wolcott for her leadership and thanked the Board and Agency Staff for a job well done.

2. Dr. Hamlin motioned to approve the American Fidelity Contract ACA Compliance: Tracking and Reporting Services, seconded by Ms. Hodson; motion carried 4-0.

**M- 24**

Vote: 4-0

Hamlin/Hodson/Matthews/Wolcott

**Ayes: 4**Approved**VII. CORRESPONDENCE & BORD INFORMATION**

1. Dr. Grumbles announced that Castaic Union School District has designated a new official representative to the Agency Board of Directors. Linette Hodson is the new CBO for the District and replaces Superintendent Steven Doyle as the official representative. Ms. Janene Maxon will remain as the Alternate Board Member.

New Board Member

2. Ms. Weiss announced that LACOE has reviewed and approved the Agency's operating budget for the SY 2016-17 Budget.

LACOE Approval 2016/17  
SY Budget

3. Dr. Grumbles and Ms. Crawford requested names for the Agency's Principal Advisory Committee. Ms. Crawford gave an explanation of what the PAC committee does and noted that Sulphur Springs, Saugus and Newhall districts designate two Principals each and Castaic district designates one Principal for the 2016/2017 School Year. Ms. Schlick will be sending an email to each individual Board Member for their designated PAC members. Dr. Hamlin noted that Ms. Susan Bender will again be participating on this committee.

Request for Agency's PAC  
Members for 2016/17 SY

4. Ms. Crawford reviewed the Agency Report. The highlights were: the Agency currently has 10 NA1 positions open. The 2016/17 SY opened smoothly. Dr. Grumbles and Ms. Crawford attended the SNA Annual National Conference in San Antonio, TX July 10-14. The Agency presented a successful Employee Professional Standards Training Day on August 4<sup>th</sup>. The Agency has employees scheduled to attend Back to School Night events. The CSNA 64<sup>th</sup> Annual School Nutrition Conference will be held November 10-13 in Anaheim, CA. The Agency began Child Nutrition "Marketing" Presentations at James Foster and Bridgeport Elementary Schools and will continue presentations throughout the school year. The Final phase of the QSP4 Point of Sale and Online Ordering Installation/Implementation is continuing and Mr. Satorheyli hopes to have reached completion by the Districts' Winter Break. The Meal Application Process began on July 1, 2016 with a total of 4,780 applications mailed to current families. To date the Agency has processed over 949 free and reduced applications and has mailed 1,675 Direct Certification Notification Letters. The Annual School Food Show is scheduled for October 27, 2016 from

Agency Report

2:30-5:00 pm at the Agency Central Kitchen. The Agency welcomes Clearbrook Farms Dairy as our new dairy vendor. Ms. Crawford also updated the Board on the review of the Summer Food Program.

**VIII. ITEMS FOR NEXT MEETING (September 20, 2016)**

ITEMS FOR NEXT  
MEETING

1. 2<sup>nd</sup> Reading-Update BP3553 Reduced Price Meals
2. 2<sup>nd</sup> Reading-Update AR3553 Reduced Price Meals
3. 2<sup>nd</sup> Reading-Update AR3550(a) Food Service
4. 2<sup>nd</sup> Reading-Update BP Nutrition Program Compliance
5. Unaudited Actuals Budget Report FY2015/2016

**IX. CLOSED SESSION**

There was no closed session.

**X. RECONVENE TO OPEN SESSION**

**XI. ADJOURNMENT**

It was requested that an analysis of the new minimum wage increase be presented at the next board meeting along with starting Education Sessions for the new Board Members.

**M- 25**                      **Ayes: 4**  
**ADJOURN: 9:55 A.M.**  
Vote: 4-0                      Approved  
Hamlin/Hodson/Matthews/Wolcott

With nothing further on the Agenda to discuss, Dr. Hamlin made the motion to adjourn the Regular Board Meeting, seconded by Ms. Hodson; motion carried 4-0.

**Date**    August 16, 2016

\_\_\_\_\_  
Ms. Ronna Wolcott, President

\_\_\_\_\_  
Ms. Michele Gookins, Clerk

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

**Meeting Date:** September 20, 2016  
**Submitted By:** Dr. Lynnelle Grumbles/Susan Weiss  
**Subject:** B Warrants – August 2016

**REPORT #16-17-03/C1**

**Summary:** B Warrants for August 2016

**Financial Impact:**

**August 2016: \$214,201.49**

**Recommended Action:**

Approve item as presented.

# Santa Clarita Valley School Food Service Agency

EXHIBIT: B

## Check Register

August 2016

Date	Num	Name	Amount
08/02/2016	23144233	AT&T/ CALNET 2 (TI)	-871.50
08/02/2016	23144234	MATT UPTON (PROFESS.STANDARDS TRAINING ) (GUEST SPEAKER)	-1,300.00
08/03/2016	23145446	SIMPATICO SYSTEMS, (FORMALLY ADAGE IT, INC. )(TECHNOLOGY)	-439.80
08/04/2016	23147592	STAPLES ADVANTAGE	-4,731.17
08/10/2016	23155143	ACCESS 1 SOURCE	-342.50
08/10/2016	23155144	ALLIANCE OF SCHOOLS FOR COOP. INS (ASCIP)(1ST INSTALL WCOMP)	-24,243.00
08/10/2016	23155145	PREPAID REFUND (LUNCH)	-25.60
08/10/2016	23155146	AT&T MOBILITY	-292.02
08/10/2016	23155147	AT&T/ CALNET 2/3	-332.18
08/10/2016	23155148	BURRTEC WASTE INDUSTRIES	-235.98
08/10/2016	23155150	EVERSOFT	-148.18
08/10/2016	23155151	PREPAID REFUND (LUNCH)	-139.60
08/10/2016	23155152	INTERNET SECURITY SYSTEMS-INC	-64.00
08/10/2016	23155153	LOS ANGELES COUNTY FIRE DEPT. (ANNUAL PERMIT)	-324.00
08/10/2016	23155154	REIMBURSEMENT EMPLOYEES (LEILANI SCHLICK MILEAGE)	-77.32
08/10/2016	23155155	PREPAID REFUND (LUNCH)	-12.40
08/10/2016	23155156	SPRINT (NEXTEL COMMUNICATIONS)	-401.85
08/10/2016	23155157	VALENCIA WATER SERVICE	-167.62
08/11/2016	23157319	ALLIANCE OF SCHOOLS FOR COOP. INS (ASCIP)( ANNUAL P&L INS.)	-51,685.00
08/11/2016	23157320	US BANK (CAL CARD)	-4,236.61
08/16/2016	23163772	A&R WHOLESALE DISTRIBUTOR	-1,433.40
08/16/2016	23163773	ADMIRAL REFRIGERATION, INC. (MAINTENANCE )	-1,340.58
08/16/2016	23163774	AT&T/ CALNET 2	-871.50
08/16/2016	23163775	CHEF'S TOYS (MAINTENANCE )	-1,064.54
08/16/2016	23163776	CHRISTIAN LEE (KOREAN MENU TRANSLATION)	-35.00
08/16/2016	23163777	CLEARBROOK FARMS (DAIRY )	-2,681.19
08/16/2016	23163778	PREPAID REFUND (LUNCH)	-5.45
08/16/2016	23163779	COSTCO (RENEWAL )	-200.00
08/16/2016	23163780	DARLING PRO SOLUTION (MAINTENANCE )	-313.71
08/16/2016	23163781	GALASSO'S BAKERY	-276.00
08/16/2016	23163782	GOLD STAR FOODS	-1,487.47
08/16/2016	23163783	IMAGE IV SYSTEMS INC	-249.64
08/16/2016	23163784	JOHNSTONE SUPPLY (MAINTENANCE )	-444.55
08/16/2016	23163785	PREPAID REFUND (LUNCH)	-40.00
08/16/2016	23163786	OLIVER PRODUCTS COMPANY	-4,352.00
08/16/2016	23163787	REMINGTON PURE (WATER)	-25.00
08/16/2016	23163788	RESPOND SYSTEMS (FIRST AID SUPPLIES)	-757.54
08/16/2016	23163789	SAUGUS UNION SCHOOL DISTRICT (FUEL)	-1,079.61
08/16/2016	23163790	THE PLATINUM PACKAGING GROUP	-5,836.50
08/16/2016	23163791	TOSHIBA AMERICA BUSINESS SOLUTIONS, INC.	-490.50
08/16/2016	23163792	VERTEX PEST SOLUTIONS	-150.00
08/18/2016	23168155	HEARTLAND (ANNUAL SUPPORT 2016-2017)	-457.25
08/18/2016	23168156	SIMPATICO SYSTEMS, (FORMALLY ADAGE IT, INC. )(TECHNOLOGY)	-1,520.00
08/19/2016	23170404	LABOR READY (TEMP. CUSTODIAN)	-86.80
08/19/2016	23170405	P & R PAPER	-6,809.57
08/19/2016	23170406	POSTAGE ONE (DIRECT CERT LETTERS)	-47.01
08/19/2016	23170407	SCSNA(CHAPTER 1) JC & LG	-130.00
08/19/2016	23170408	PREPAID REFUND (LUNCH)	-47.00
08/19/2016	23170409	VAVRINEK,TRINE,DAY & CO.,LLP	-3,600.00
8/19/2016	23170410	BOLTHOUSE (FRESH LOGISTICS )	-760.80
08/22/2016	23172549	GOLD STAR FOODS	-67,189.92

## Check Register

August 2016

Date	Num	Name	Amount
08/24/2016	23176606	STAPLES ADVANTAGE	-1,129.75
08/25/2016	23188302	SIMPATICO SYSTEMS, (FORMALLY ADAGE IT, INC. )(TECHNOLOGY)	-2,544.44
08/26/2016	23190427	ADMIRAL REFRIGERATION, INC. (MAINTENANCE )	-255.00
08/26/2016	23190428	PREPAID REFUND (LUNCH)	-12.70
08/26/2016	23190429	LABOR READY (TEMP. CUSTODIAN)	-423.15
08/26/2016	23190430	PREPAID REFUND (LUNCH)	-86.80
08/26/2016	23190431	P & R PAPER	-6,142.48
08/26/2016	23190432	PREPAID REFUND (LUNCH)	-22.93
08/26/2016	23190433	SOUTHERN CALIFORNIA EDISON	-8,727.88
08/26/2016	23190434	THE GAS CO.	-242.70
08/26/2016	23190435	BOLTHOUSE (FRESH LOGISTICS )	<u>-760.80</u>
			\$ (214,201.49)

**Meeting Date:** September 20, 2016  
**Submitted by:** Dr. Lynnelle Grumbles/Susan Weiss  
**Subject:** Personnel Action Report

### RECOMMENDATION #16-17-03/C2

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

NAME	DESCRIPTION	EFFECTIVE
<b>NEW EMPLOYEES:</b>		
Gilda Connelly	NA1 Canyon Springs 3.50	09/06/16
Diane Dunn	NA1 Plum 2.50	09/06/16
Evelyn Summerfield	NA1 Tesoro 3.75	09/06/16
<b>TRANSFERS:</b>		
Leticia Garcia	NA2 Fair Oaks 4.75 to NA2 Pinetree 4.75	09/06/16
Yu Mei Lin	NA1 Rosedell 2.75 to NA1 Santa Clarita 3.00	09/06/16
Genevieve Pullum	NA1 Pico Cyn 3.75 to NA1 Fair Oaks 3.75	08/15/16
Faria Talukder	NA1 Plum Cyn 2.50 to NA1 North Park 3.75	08/10/16
<b>STATUS CHANGE:</b>		
Edith Lopez	NA1 Emblem 3.75 to NA2 McGrath 3.75	09/06/16
<b>TEMPORARY ASSIGNMENT:</b>		
<b>39 MONTH REHIRE LIST:</b>		
<b>CORRECTION:</b>		
<b>LEAVE OF ABSENCE:</b>		
<b>RETIREMENT:</b>		
<b>RESIGNATION:</b>		
Lillian Escalante	NA1 Golden Oak 3.00	08/19/16
<b>TERMINATED:</b>		

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

**Meeting Date:** September 20, 2016  
**Submitted By:** Dr. Lynnelle Grumbles/Susan Weiss  
**Subject:** Purchase Orders for August 2016

**REPORT #16-17-03/C3**

**Summary:** Purchase orders for August 2016.

**Financial Impact:**

**August 2016:** \$247,359.36

**Recommended Action:**

Approve item as presented.

**EXHIBIT: D****Meeting Date: September 20, 2016****Submitted by: Dr. Lynnelle Grumbles / Susan Weiss****Subject: Purchase Orders - August 2016****RECOMMENDATION #16-17-02/C3**

<b>P. O. #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
33022	Gold Star Foods	\$23,000.00
33023	Galasso's Bakery	\$8,500.00
33024	Clearbrook Farms	\$4,000.00
33025	Simpatico Systems	\$18,000.00
33026	Staples Advantage	\$1,129.75
33027	Gold Star Foods	\$12,751.47
33028	Gold Star Foods	\$13,270.28
33029	A&R Foods	\$9,498.36
33030	Tama Trading	\$1,224.70
33031	Romeros Foods	\$120.96
33032	Bolthouse Farms	\$760.80
33033	A&R Foods	\$7,626.87
33034	Source Refrigeration	\$337.90
33035	P&R Paper	\$6,878.35
33036	Chef's Toys	\$441.97
33037	Gold Star Foods	\$15,389.79
33038	Gold Star Foods	\$12,832.15
33039	Tama Trading	\$2,648.68
33040	Bolthouse Farms	\$760.80
33041	A&R Foods	\$5,355.56
33042	Clarion Construction	\$2,825.00
33043	Heatland Systems (Annual Planning/Records)	\$457.25
33044	P&R Paper	\$6,204.53
33045	Gold Star Foods	\$17,638.13
33046	Gold Star Foods	\$12,386.82
33047	Tama Trading	\$2,820.10
33048	Romeros Foods	\$94.32
33049	Bolthouse Farms	\$855.90
33050	A&R Foods	\$7,538.20
33051	Tama Trading	\$2,883.50
33052	Gold Star Foods	\$13,375.14
33053	Gold Star Foods	\$8,056.44
33054	Romeros Foods	\$229.68
33055	P&R Paper	\$3,437.67

<b>P. O. #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
33056	A&R Foods	\$4,446.04
33057	Bolthouse Farms	\$951.00
33058	Gold Star Foods	\$14,490.00
33059	Tama Trading	\$2,631.05
33060	Gold Star Foods	\$182.40
33061	Admiral Refrigeration	\$250.00
33062	Bolthouse Farms	\$1,077.80
<b>Total: \$</b>		<b>247,359.36</b>

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

**Meeting Date:** September 20, 2016  
**Submitted By:** Dr. Lynnelle Grumbles / Susan Weiss  
**Subject:** Updated Agreement to Furnish Food Services for Saugus USD  
Emblem Academy and Rosedell Elementary School Full Day  
Pre-K Programs

**RECOMMENDATION # 16-17-03/C4**

**Summary**

The original agreement, approved at the August 16, 2016 Board of Directors meeting, has been revised to correct the starting date of the agreement from August 1 to July 1, 2016.

**Financial Impact**

\$460.00 in Miscellaneous Revenue, as reported at the August 2016 Board meeting

**Recommended Action:**

Approve item as presented.

**SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY**  
**AGREEMENT TO FURNISH FOOD SERVICES**

This agreement is effective on this first day of July, 2016 by and between Santa Clarita Valley School Food Services Agency (SCVSFSA), hereinafter referred to as Agency, and **Saugus Union School District Emblem & Rosedell Pre-School**, hereinafter referred to as Institution.

WHEREAS, the facilities of the Institution are not adequate for preparing meals for the food services program; and,

WHEREAS, the facilities of the Agency are adequate to prepare product for students at the Institution; and,

WHEREAS, the Agency is willing to provide such services to the Institution on a cost reimbursement basis;

THEREFORE, both parties hereto agree as follows:

Both parties will be responsible for maintaining the proper temperature of the meals/snacks until they are served.

**AGENCY AGREES TO:**

1. Prepare and deliver selected meals one day prior to consumption (no later than 8:30 a.m. the day the meal will be consumed) on each of the Institution's school days in accordance with the number of meals requested and at the cost agreed upon in this contract:

School Snacks (8:30 a.m. & 3:00 p.m.)  
AM Snacks \$ 0.92 per snack; PM Snacks \$0.92 per snack

Items will be delivered: Individual & Family Style  
All prepared meals shall meet USDA requirements for reimbursement.

2. Maintain full and accurate records that the Institution will need to meet its responsibility including the following:  
Production records, including the number of meals delivered by type. Those records must be reported to the Institution promptly at the end of the month.
3. Retain required records for a period of three (3) years after the end of the fiscal year to which they pertain (or longer, if an audit is in progress); and upon request, to make all accounts and records pertaining to the Program available to representatives of the State Department of Education, the US Department of Agriculture, and the U. S. General Accounting Office for audit or administrative review at a reasonable time and place.

**INSTITUTION AGREES TO:**

1. Request by FAX (FAX # 295-1198), or phone the SCVSFSA Central Kitchen at 661-295-1574 ext. 110 or e-mail [peggy@scvsfsa.net](mailto:peggy@scvsfsa.net) no later than 10:00 a.m. an accurate number of items to be prepared for the Institution (sites) for the following week. This is to be sent no later than the third week of every month, for the following month. **Errors in count called in shall be the responsibility of the Institution.**
2. Institution will be responsible for collecting the snack orders from the child care/pre-school directors at individual sites and then a representative from the Institution (Saugus USD) who will then give the Agency (FAX # 295-1198, or e-mail [peggy@scvsfsa.net](mailto:peggy@scvsfsa.net)) an accurate count in its entirety. If necessary the counts can be adjusted, but MUST go through the representative at the Saugus district office. The Agency requires at least 24 hours notice.
3. Consult with the Agency five days in advance regarding any special item request.
4. Pay Agency by the 10<sup>th</sup> of each month, the full amount as presented on the one itemized invoice per month. The snack will be billed in its entirety (snack, juice and milk). No credit will be given for left over items.
5. Provide Agency with calendar for deliveries (include Fall, Spring, Winter Breaks, special days off, etc.)
6. Deliveries will be made to a refrigerator or storage unit on site where it will be picked up by a representative of the child care/pre-school. The Summer schedule will be revised as needed. It is the responsibility of the Institution to maintain proper temperatures of all food delivered.

**TERMS OF THE AGREEMENT:**

This agreement shall be effective as of July 1, 2016 through June 30, 2017. It may be terminated by notification, in writing, given by any party hereto to the other parties at least 30 days prior to the date of termination.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the dates indicated below.

Dr. Lynnelle Grumbles  
Agency Official

\_\_\_\_\_  
Institution Official

Chief Executive Officer  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

**Meeting Date:** September 20, 2016  
**Submitted By:** Dr. Lynnelle Grumbles / Susan Weiss  
**Subject:** Update of Agreement to Furnish Food Services for Saugus  
USD Child Development Programs

**RECOMMENDATION # 16-17-03/C5**

**Summary**

The original renewal agreement, approved at the August 16, 2016, Board of Directors meeting, has been revised to correct the starting date from August 1 to September 1, 2016.

**Financial Impact**

\$4,800.00 in Miscellaneous Revenue, as reported at the August Board meeting.

**Recommended Action:**

Approve item as presented.

**SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY**  
**AGREEMENT TO FURNISH FOOD SERVICES**

This agreement is effective on this first day of September, 2016 by and between Santa Clarita Valley School Food Services Agency (SCVSFSA), hereinafter referred to as Agency, and **Saugus Union School District Child Development Programs**, hereinafter referred to as Institution.

WHEREAS, the facilities of the Institution are not adequate for preparing meals for the food services program; and,

WHEREAS, the facilities of the Agency are adequate to prepare product for students at the Institution; and,

WHEREAS, the Agency is willing to provide such services to the Institution on a cost reimbursement basis;

THEREFORE, both parties hereto agree as follows:

Both parties will be responsible for maintaining the proper temperature of the meals/snacks until they are served.

**AGENCY AGREES TO:**

1. Prepare and deliver selected meals one day prior to consumption (no later than 8:30 a.m. the day the meal will be consumed) on each of the Institution's school days in accordance with the number of meals requested and at the cost agreed upon in this contract:

School Snack:	\$ 0.92 per snack
Delivery Charge on Non-school days:	\$25.00 for all sites

All prepared meals shall meet USDA requirements for reimbursement.

2. Maintain full and accurate records that the Institution will need to meet its responsibility including the following:  
Production records, including the number of meals delivered by type. Those records must be reported to the Institution promptly at the end of the month.
3. Retain required records for a period of three (3) years after the end of the fiscal year to which they pertain (or longer, if an audit is in progress); and upon request, to make all accounts and records pertaining to the Program available to representatives of the State Department of Education, the US Department of Agriculture, and the U. S. General Accounting Office for audit or administrative review at a reasonable time and place.

**INSTITUTION AGREES TO:**

1. Request by FAX (FAX # 295-1198), or phone 661-295-1574 ext. 110 or e-mail [peggy@scvsfsa.net](mailto:peggy@scvsfsa.net) no later than 10:00 a.m. on every Thursday an accurate number of items to be prepared for the Institution (sites) for the following week. **Errors in count called in shall be the responsibility of the Institution.**
2. Institution will be responsible for collecting the snack orders from the child care directors at individual sites and then a representative from the Institution (Saugus USD) who will then give the Agency (FAX # 295-1198, or e-mail [peggy@scvsfsa.net](mailto:peggy@scvsfsa.net)) an accurate count in its entirety. If necessary the counts can be adjusted daily, but **MUST** go through the representative at the Saugus district office. The Agency requires at least 24 hours notice.
3. Consult with the Agency five days in advance regarding any special item request.
4. Pay Agency by the 10<sup>th</sup> of each month, the full amount as presented on the one itemized invoice per month. The snack will be billed in its entirety (snack, juice and milk). No credit will be given for left over items.
5. Provide Agency with calendar for deliveries (include Fall, Spring, Winter Breaks, special days off, etc.)
6. Deliveries will be made to each sites cafeteria where it will be picked up by a representative of the Child Development Programs. The Summer schedule will be revised as needed.

**TERMS OF THE AGREEMENT:**

This agreement shall be effective as of September 1, 2016 through June 30, 2017. It may be terminated by notification, in writing, given by any party hereto to the other parties at least 30 days prior to the date of termination.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the dates indicated below.

Dr. Lynnelle Grumbles

Agency Official

\_\_\_\_\_  
Institution Official

Chief Executive Officer

Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

8/16/16  
Date

\_\_\_\_\_  
Date

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

**Meeting Date:** September 20, 2016  
**Submitted By:** Dr. Lynnelle Grumbles/Jane Crawford  
**Subject:** Financial Report – August 2016

**REPORT #16-17-03/CC1**

**Summary:** We finished the month of **AUGUST 2016** with **\$9,273** in the black; last August we were **(\$85,734)** in the red. **YTD** the Agency's Net Income is **(\$200,764)**; last year's Net Income was **(\$265,110)**.

The balance in Union Bank & Treasury (**Fund 01.0**) as of 08/31/2016 was **\$1,439,203.90**.

**Points of interest –AUGUST 2016**

**Income:**

- Total Income was \$561,355-- **(\$2,223)** *lower* than last year
- Federal Income was *down* – **(\$10,640)**; Income from Local Sales was *up* \$4,444
- Income from the SUPPER Program was \$7,034, **up** \$2,268 over last year

**Expenses:**

- The food and supplies cost was **30.98%** of the income – last year it was 33.69%
- The total support cost was **59.17%** of the income – last year it was 55.52%

**Points of interest –YTD:**

**Income:**

- YTD Income was \$610,679 -- **(\$22,113)** *lower* than last year
- YTD Federal income is *down* – **(\$9,665)** - **(-2.63%)** from last year
- YTD local sales income is *up* \$3,847 – 2.20% over last year

**Expenses:**

- YTD food & supplies cost is *down* **(\$14,754)** - **(-7.15%)** from last year
- YTD support cost is *up* \$23,882 – 5.20% from last year
- YTD Net ordinary income (Income less Expenses) is *up* \$64,346
- YTD Income is **7.12%** of Total Budget; Expenses are **9.87%** of Total Budget

**Additional Points of Interest – YTD:**

- YTD there was (1) less operating days than last year

Data and information subject to change pending final reconciliation

**Financial Impact:**

Not evaluated.

**Recommended Action:**

For information only.

**Santa Clarita Valley School Food Service Agency**  
**Profit Loss**  
**AUGUST 2016**

	Aug-16	Aug-15	Diff. in \$	% of Income 2016	% of Income 2015	Budget	% TD
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
Total Cash Over/Shortage	\$31	\$107	(\$76)	0.01%	0.02%	\$0	0.00%
Total Interest Earned	\$0	\$0	\$0	0.00%	0.00%	\$7,406	0.00%
Total Federal Income	\$321,902	\$332,542	(\$10,640)	57.34%	59.01%	\$5,036,401	6.39%
Supper Program	\$7,034	\$4,766	\$2,268	1.25%	0.85%	\$126,000	5.58%
Total Local Sales	\$178,407	\$173,962	\$4,444	31.78%	30.87%	\$2,628,468	6.79%
Total Miscellaneous Income	\$29,587	\$26,161	\$3,426	5.27%	4.64%	\$370,000	8.00%
Total State Income	\$24,394	\$26,039	(\$1,645)	4.35%	4.62%	\$402,682	6.06%
<b>Total Income</b>	<b>\$561,355</b>	<b>\$563,578</b>	<b>(\$2,223)</b>	<b>98.75%</b>	<b>99.15%</b>	<b>\$8,570,957</b>	<b>6.55%</b>
<b>Expense</b>							
Total Food & Food Supplies	\$173,882	\$189,849	(\$15,967)	30.98%	33.69%	\$2,445,309	7.11%
Total Insurance/Contract Services	\$10,669	\$2,712	\$7,957	1.90%	0.48%	\$131,030	8.14%
Total Operating Expense	\$25,222	\$10,892	\$14,330	4.49%	1.93%	\$294,439	8.57%
Total Utilities	\$10,135	\$10,408	(\$273)	1.81%	1.85%	\$107,810	9.40%
<b>Total Expenses</b>	<b>\$219,908</b>	<b>\$213,860</b>	<b>\$6,048</b>	<b>39.17%</b>	<b>37.95%</b>	<b>\$2,978,588</b>	<b>7.38%</b>
Total Direct Salaries	\$268,444	\$253,485	\$14,959	47.82%	44.98%	\$3,749,852	7.16%
Total Fringe Benefits	\$63,730	\$59,429	\$4,301	11.35%	10.54%	\$1,390,634	4.58%
Total Support Costs	\$332,174	\$312,913	\$19,260	59.17%	55.52%	\$5,140,486	6.46%
Capital Outlay/Vehicle Payments/Bldg Improv'ts	\$0	\$122,539	(\$122,539)	0.00%	21.74%	\$100,000	0.00%
<b>Total Expense</b>	<b>\$552,082</b>	<b>\$649,312</b>	<b>(\$97,230)</b>	<b>98.35%</b>	<b>115.21%</b>	<b>\$8,219,074</b>	<b>6.72%</b>
<b>Net Ordinary Income</b>	<b>\$9,273</b>	<b>(\$85,734)</b>	<b>\$95,007</b>	<b>1.65%</b>	<b>-15.21%</b>	<b>\$351,883</b>	<b>2.64%</b>
<b>DIRECT COST REIMBURSEMENTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$300,000</b>	<b>0.00%</b>
<b>Net Income</b>	<b>\$9,273</b>	<b>(\$85,734)</b>	<b>\$95,007</b>	<b>1.65%</b>	<b>-15.21%</b>	<b>\$51,883</b>	<b>17.87%</b>

# Santa Clarita Valley School Food Services Agency

## PROFIT LOSS

JULY 2016-AUGUST 2016

	JULY-AUG 2016	JULY-AUG 2015	Difference in \$	Difference in %	% of Income 2016	% of Income 2015	Budget	% TD
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
Total Cash Over/Shortage	\$31	\$107	(\$76)	-70.73%	0.01%	0.02%	\$0.00	0.00%
Total Interest Earned	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$7,406	0.00%
Total Federal Income	\$358,342	\$368,007	(\$9,665)	-2.63%	58.68%	58.16%	\$5,036,401	7.12%
Supper Program (CACFP)	\$7,034	\$4,766	\$2,268	0.00%	1.15%	0.75%	\$126,000	5.58%
Total Local Sales	\$179,005	\$175,159	\$3,847	2.20%	29.31%	27.68%	\$2,628,468	6.81%
Total Miscellaneous Income	\$41,572	\$38,180	\$3,393	8.89%	6.81%	6.03%	\$370,000	11.24%
Champions For Healthy Kids GRANT	\$0	\$20,000	(\$20,000)	-100.00%	0.00%	3.16%	\$0	0.00%
Total State Income*	\$24,694	\$26,574	(\$1,880)	-7.07%	4.04%	4.20%	\$402,682	6.13%
<b>Total Income</b>	<b>\$610,679</b>	<b>\$632,792</b>	<b>(\$22,113)</b>	<b>-3.49%</b>	<b>98.85%</b>	<b>96.09%</b>	<b>\$8,570,957</b>	<b>7.12%</b>
<b>Expense</b>								
Total Food & Supplies	\$191,583	\$206,337	(\$14,754)	-7.15%	31.37%	32.61%	\$2,445,309	7.83%
Total Insurance/Contract Services	\$69,269	\$59,066	\$10,203	17.27%	11.34%	9.33%	\$131,030	52.87%
Total Operating Expense	\$47,952	\$29,581	\$18,371	62.11%	7.85%	4.67%	\$294,439	16.29%
Total Utilities	\$19,816	\$20,740	(\$924)	-4.45%	3.24%	3.28%	\$107,810	18.38%
Total Expenses	\$328,621	\$315,724	\$12,897	4.08%	53.81%	49.89%	\$2,978,588	11.03%
Total Direct Salaries	\$380,800	\$363,684	\$17,116	4.71%	62.36%	57.47%	\$3,749,852	10.16%
Total Fringe Benefits	\$102,023	\$95,257	\$6,766	7.10%	16.71%	15.05%	\$1,390,634	7.34%
Total Support Costs	\$482,823	\$458,941	\$23,882	5.20%	79.06%	72.53%	\$5,140,486	9.39%
Capital Outlay/Vehicle payments/Bldg. Improv'ts	\$0	\$123,237	(\$123,237)	-100.00%	0.00%	19.48%	\$100,000	0.00%
<b>Total Expense</b>	<b>\$811,443</b>	<b>\$897,902</b>	<b>(\$86,459)</b>	<b>-9.63%</b>	<b>132.88%</b>	<b>141.90%</b>	<b>\$8,219,074</b>	<b>9.87%</b>
Net Ordinary Income	(\$200,764)	(\$265,110)	\$64,346	-24.27%	-32.88%	-41.90%	\$351,883	-57.05%
<b>DIRECT COST REIMBURSEMENTS</b>							<b>\$300,000</b>	<b>0.00%</b>
<b>Net Income</b>	<b>(\$200,764)</b>	<b>(\$265,110)</b>	<b>\$64,346</b>	<b>-24.27%</b>	<b>-32.88%</b>	<b>-41.90%</b>	<b>\$51,883</b>	<b>-386.96%</b>

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

**Meeting Date:** September 20, 2016  
**Submitted By:** Jane Crawford/Lynnelle Grumbles  
**Subject:** August 2016 Participation

**REPORT #16-17-03/CC2**

**Summary:** The Overall participation for **AUGUST 2016** was *up slightly* from the previous year. Breakfast participation was *up slightly* over last year. Lunch participation was *up slightly* over the previous year. Overall one (1) less operating day (Castaic, +2 days, Newhall, -4 days, Saugus, +2 days, Sulphur, no change)

**COMBINED (Overall) PARTICIPATION**

Combined participation for AUGUST 2016 was **45.95%** - 0.23% *higher* than the last year.

**LUNCH PARTICIPATION**

The AUGUST 2016 Lunch participation was **34.92%** - 0.25% *higher* than last year. The ADP *increased* from 8,441 lunches per day to 8,447.

**BREAKFAST PARTICIPATION**

The breakfast ADP for AUGUST 2016 was **14.55%** - 0.13% *higher* than last year. We averaged 3,520 breakfasts per day, 10 *more* breakfasts per day than last year.

**STUDENT SALES**

The spending per student per day *decreased* from \$0.077 to \$0.075 – **(\$0.002)**

**SUPER SNACK (SUPPERS):**

We served 2,075 Suppers in AUGUST 2016.

**Additional Points of Interest for AUGUST 2016 vs AUGUST 2015:**

- Combined enrollment is *down* by 156 students over last year
- Overall, (3,074) *less* lunches served: {2,150 *more* paid lunches, 189 *more* reduced lunches, (5,421) *less* free lunches}
- Total Free & Reduced priced lunches served was **60.83%**; last year we served **63.75%**

Note: Pre-School meals served in August are not included in the data: Breakfasts: 2,020 /Lunches: 1,996

**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

Data is subject to change pending final reconciliation

**Financial Impact**

Not applicable

**Recommended Action:**

For information only – no action required.

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

EXHIBIT: H

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	1346	1564	124	126	404	501	1874	2191	13	15	144	146	549	511	26.26%	28.58%	28.18%	28.62%
CASTAIC MIDDLE	490	469	165	245	985	1066	1640	1780	13	15	126	119	584	579	21.60%	20.50%	70.12%	73.65%
LIVE OAK	820	1006	287	249	1655	1711	2762	2966	13	15	212	198	619	576	34.32%	34.33%	70.31%	66.08%
NORTHLAKE HILLS*	850	1002	345	261	1785	1918	2980	3181	13	15	229	212	614	574	37.33%	36.95%	71.48%	68.50%
<b>CASTAIC DISTRICT</b>	<b>3506</b>	<b>4041</b>	<b>921</b>	<b>881</b>	<b>4829</b>	<b>5196</b>	<b>9256</b>	<b>10118</b>	<b>52</b>	<b>60</b>	<b>712</b>	<b>675</b>	<b>2366</b>	<b>2240</b>	<b>30.09%</b>	<b>30.11%</b>	<b>62.12%</b>	<b>60.06%</b>
MCGRATH*	591	475	523	420	6029	3811	7143	4706	14	10	510	471	722	705	70.67%	66.75%	91.73%	89.91%
MEADOWS	862	626	215	121	739	421	1816	1168	14	10	130	117	642	634	20.20%	18.42%	52.53%	46.40%
NEWHALL*	252	179	578	397	6149	4303	6979	4879	14	10	499	488	662	630	75.30%	77.44%	96.39%	96.33%
OLD ORCHARD	634	403	151	99	2040	1403	2825	1905	14	10	202	191	462	450	43.68%	42.33%	77.56%	78.85%
PEACHLAND*	260	363	188	153	2996	2058	3444	2574	14	10	246	257	478	523	51.46%	49.22%	92.45%	85.90%
STEVENSON RANCH	2039	1582	47	64	432	256	2518	1902	14	10	180	190	792	791	22.71%	24.05%	19.02%	16.82%
PICO CANYON	1991	1285	303	209	804	572	3098	2066	14	10	221	207	952	938	23.24%	22.03%	35.73%	37.80%
VALENCIA VALLEY	943	611	156	159	453	357	1552	1127	14	10	111	113	691	700	16.04%	16.10%	39.24%	45.79%
WILEY CANYON	446	299	424	410	3978	2702	4848	3411	14	10	346	341	638	611	54.28%	55.83%	90.80%	91.23%
OAK HILLS	1544	1385	41	79	204	164	1789	1628	14	10	128	163	589	713	21.70%	22.83%	13.69%	14.93%
<b>NEWHALL DISTRICT</b>	<b>9562</b>	<b>7208</b>	<b>2626</b>	<b>2111</b>	<b>23824</b>	<b>16047</b>	<b>36012</b>	<b>25366</b>	<b>140</b>	<b>100</b>	<b>2572</b>	<b>2537</b>	<b>6628</b>	<b>6695</b>	<b>38.81%</b>	<b>37.89%</b>	<b>73.45%</b>	<b>71.58%</b>
BRIDGEPORT	2113	2617	119	183	385	493	2617	3293	14	16	187	206	927	859	20.16%	23.96%	19.26%	20.53%
CEDARCREEK *	594	595	528	676	3836	4603	4958	5874	14	16	354	367	508	486	69.71%	75.54%	88.02%	89.87%
EMBLEM	1237	1715	137	171	424	620	1798	2506	14	16	128	157	705	743	18.22%	21.08%	31.20%	31.56%
FOSTER	1121	1298	103	143	574	676	1798	2117	14	16	128	132	601	591	21.37%	22.39%	37.65%	38.69%
HELMERS	1515	1921	171	151	280	448	1966	2520	14	16	140	158	731	731	19.21%	21.55%	22.94%	23.77%
HIGHLANDS	901	907	246	366	706	818	1853	2091	14	16	132	131	429	385	30.85%	33.94%	51.38%	56.62%
MOUNTAINVIEW	1026	1509	35	21	243	325	1304	1855	14	16	93	116	761	803	12.24%	14.44%	21.32%	18.65%
NORTH PARK	1484	1596	252	257	658	685	2394	2538	14	16	171	159	747	700	22.89%	22.66%	38.01%	37.12%
PLUM CANYON	1386	1722	97	141	563	431	2046	2294	14	16	146	143	687	643	21.27%	22.30%	32.26%	24.93%
RIO VISTA*	960	1164	562	637	3032	3879	4554	5680	14	16	325	355	619	633	52.55%	56.08%	78.92%	79.51%
ROSEDELL	1116	1160	384	480	1029	1337	2529	2977	14	16	181	186	779	774	23.19%	24.04%	55.87%	61.03%
SANTA CLARITA	705	987	303	328	811	680	1819	1995	14	16	130	125	417	433	31.16%	28.80%	61.24%	50.53%
SKYBLUE MESA	1298	1466	251	297	1175	1299	2724	3062	14	16	195	191	514	513	37.85%	37.31%	52.35%	52.12%
TESORO	1521	1516	231	304	393	422	2145	2242	14	16	153	140	629	613	24.36%	22.86%	29.09%	32.38%
WEST CREEK	2506	3067	103	171	205	221	2814	3459	14	16	201	216	931	957	21.59%	22.59%	10.95%	11.33%
<b>SAUGUS DISTRICT</b>	<b>19483</b>	<b>23240</b>	<b>3522</b>	<b>4326</b>	<b>14314</b>	<b>16937</b>	<b>37319</b>	<b>44503</b>	<b>210</b>	<b>240</b>	<b>2666</b>	<b>2781</b>	<b>9985</b>	<b>9864</b>	<b>26.70%</b>	<b>28.20%</b>	<b>47.79%</b>	<b>47.78%</b>
CANYON SPRINGS*	254	267	395	392	4020	3688	4669	4347	13	13	359	334	513	516	70.01%	64.80%	94.56%	93.86%
FAIR OAKS RANCH	1823	1923	656	595	2450	2329	4929	4847	13	13	379	373	955	973	39.70%	38.32%	63.01%	60.33%
LEONA COX	886	671	379	371	2364	2310	3629	3352	13	13	279	258	557	487	50.12%	52.95%	75.59%	79.98%
MINT CANYON*	460	514	447	592	2904	2911	3811	4017	13	13	293	309	492	464	59.58%	66.59%	87.93%	87.20%
MITCHELL	1089	1148	498	471	2050	2013	3637	3632	13	13	280	279	650	628	43.04%	44.49%	70.06%	68.39%
PINETREE	1253	1215	302	284	1154	1081	2709	2580	13	13	208	198	547	576	38.10%	34.46%	53.75%	52.91%
SULPHUR SPRINGS	1417	1481	233	261	1219	1088	2869	2830	13	13	221	218	635	633	34.75%	34.39%	50.61%	47.67%
VALLEY VIEW	556	593	381	336	2866	2920	3803	3849	13	13	293	296	557	552	52.52%	53.64%	85.38%	84.59%
GOLDEN OAK	1389	1527	253	190	689	742	2331	2459	13	13	179	189	462	563	38.81%	33.60%	40.41%	37.90%
<b>SULPH. SPR. DISTRICT</b>	<b>9127</b>	<b>9339</b>	<b>3544</b>	<b>3492</b>	<b>19716</b>	<b>19082</b>	<b>32387</b>	<b>31913</b>	<b>117</b>	<b>117</b>	<b>2491</b>	<b>2455</b>	<b>5368</b>	<b>5392</b>	<b>46.41%</b>	<b>45.53%</b>	<b>71.82%</b>	<b>70.74%</b>
<b>DISTRICTS TOTAL</b>	<b>41678</b>	<b>43828</b>	<b>10613</b>	<b>10810</b>	<b>62683</b>	<b>57262</b>	<b>114974</b>	<b>111900</b>	<b>519</b>	<b>517</b>	<b>8441</b>	<b>8447</b>	<b>24347</b>	<b>24191</b>	<b>34.67%</b>	<b>34.92%</b>	<b>63.75%</b>	<b>60.83%</b>

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

EXHIBIT: H

<b>BREAKFAST PROGRAM</b>	<b>PAID</b>		<b>REDUCED</b>		<b>FREE</b>		<b>TOTAL</b>		<b>ADP</b>		<b>ENROLLMENT</b>		<b>PARTICIPATION</b>	
	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	298	536	46	46	207	326	551	908	42	61	549	511	7.72%	11.85%
CASTAIC MIDDLE	39	14	42	84	371	260	452	358	35	24	584	579	5.95%	4.12%
LIVE OAK	260	253	190	135	1205	1099	1655	1487	127	99	619	576	20.57%	17.21%
NORTHLAKE HILLS*	45	45	122	89	740	776	907	910	70	61	614	574	11.36%	10.57%
<b>CASTAIC DISTRICT</b>	<b>642</b>	<b>848</b>	<b>400</b>	<b>354</b>	<b>2523</b>	<b>2461</b>	<b>3565</b>	<b>3663</b>	<b>274</b>	<b>244</b>	<b>2366</b>	<b>2240</b>	<b>11.59%</b>	<b>10.90%</b>
MCGRATH*	87	108	289	164	2629	1518	3005	1790	215	179	722	705	29.73%	25.39%
MEADOWS	125	65	58	28	319	198	502	291	36	29	642	634	5.59%	4.59%
NEWHALL*	53	41	186	117	2223	1868	2462	2026	176	203	662	630	26.56%	32.16%
OLD ORCHARD	137	182	77	73	1358	863	1572	1118	112	112	462	450	24.30%	24.84%
PEACHLAND*	37	58	75	43	1414	981	1526	1082	109	108	478	523	22.80%	20.69%
STEVENSON RANCH	428	421	12	16	238	106	678	543	48	54	792	791	6.11%	6.86%
PICO CANYON	409	247	137	106	354	254	900	607	64	61	952	938	6.75%	6.47%
VALENCIA VALLEY	365	231	63	71	244	206	672	508	48	51	691	700	6.95%	7.26%
WILEY CANYON	105	63	204	203	2232	1386	2541	1652	182	165	638	611	28.45%	27.04%
OAK HILLS	471	536	25	46	84	60	580	642	41	64	589	713	7.03%	9.00%
<b>NEWHALL DISTRICT</b>	<b>2217</b>	<b>1952</b>	<b>1126</b>	<b>867</b>	<b>11095</b>	<b>7440</b>	<b>14438</b>	<b>10259</b>	<b>1031</b>	<b>1026</b>	<b>6628</b>	<b>6695</b>	<b>15.56%</b>	<b>15.32%</b>
BRIDGEPORT	286	431	49	108	242	266	577	805	41	50	927	859	4.45%	5.86%
CEDARCREEK *	192	158	363	404	2180	2617	2735	3179	195	199	508	486	38.46%	40.88%
EMBLEM	278	333	46	40	261	266	585	639	42	40	705	743	5.93%	5.38%
FOSTER	343	322	42	19	248	349	633	690	45	43	601	591	7.52%	7.30%
HELMERS	450	515	101	58	161	207	712	780	51	49	731	731	6.96%	6.67%
HIGHLANDS	300	330	126	189	373	504	799	1023	57	64	429	385	13.30%	16.61%
MOUNTAINVIEW	85	157	34	12	76	110	195	279	14	17	761	803	1.83%	2.17%
NORTHPARK	236	205	89	135	310	204	635	544	45	34	747	700	6.07%	4.86%
PLUM CANYON	173	711	25	71	123	200	321	982	23	61	687	643	3.34%	9.55%
RIO VISTA*	335	258	368	374	2097	2197	2800	2829	200	177	619	633	32.31%	27.93%
ROSEDELL	444	611	237	290	723	955	1404	1856	100	116	779	774	12.87%	14.99%
SANTA CLARITA	104	103	114	129	286	210	504	442	36	28	417	433	8.63%	6.38%
SKYBLUE MESA	253	353	163	177	677	817	1093	1347	78	84	514	513	15.19%	16.41%
TESORO	554	614	260	294	375	428	1189	1336	85	84	629	613	13.50%	13.62%
WEST CREEK	655	881	37	89	113	159	805	1129	54	71	931	957	5.76%	7.37%
<b>SAUGUS DISTRICT</b>	<b>4688</b>	<b>5982</b>	<b>2054</b>	<b>2389</b>	<b>8245</b>	<b>9489</b>	<b>14987</b>	<b>17860</b>	<b>1067</b>	<b>1116</b>	<b>9985</b>	<b>9864</b>	<b>10.68%</b>	<b>11.32%</b>
CANYON SPRINGS*	151	201	302	317	2476	2445	2929	2963	225	228	513	516	43.92%	44.17%
FAIR OAKS RANCH	343	345	345	323	1334	1452	2022	2120	156	163	955	973	16.29%	16.76%
LEONA COX	96	171	216	184	1421	1273	1733	1628	133	125	557	487	23.93%	25.71%
MINT CANYON*	79	103	224	265	1476	1549	1779	1917	137	147	492	464	27.81%	31.78%
MITCHELL	213	366	298	264	1126	1029	1637	1659	126	128	650	628	19.37%	20.32%
PINETREE	166	171	183	100	457	458	806	729	62	56	547	576	11.33%	9.74%
SULPHUR SPRINGS	290	294	130	181	787	610	1207	1085	93	83	635	633	14.62%	13.19%
VALLEY VIEW	188	183	266	219	2028	2023	2482	2425	191	187	557	552	34.28%	33.79%
GOLDEN OAK	48	42	21	21	129	153	198	216	15	17	462	563	3.30%	2.95%
<b>SULPH.SPR.DISTRICT</b>	<b>1574</b>	<b>1876</b>	<b>1985</b>	<b>1874</b>	<b>11234</b>	<b>10992</b>	<b>14793</b>	<b>14742</b>	<b>1138</b>	<b>1134</b>	<b>5368</b>	<b>5392</b>	<b>21.20%</b>	<b>21.03%</b>
<b>DISTRICTS TOTAL</b>	<b>9121</b>	<b>10658</b>	<b>5565</b>	<b>5484</b>	<b>33097</b>	<b>30382</b>	<b>47783</b>	<b>46524</b>	<b>3510</b>	<b>3520</b>	<b>24347</b>	<b>24191</b>	<b>14.42%</b>	<b>14.55%</b>

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

EXHIBIT: H

<b>A la Carte and Overall</b>	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	\$166.50	\$39.40	\$12.81	\$2.63	172	178	31.28%	34.76%	\$0.023	\$0.005
CASTAIC MIDDLE	\$4,369.48	\$3,842.05	\$336.11	\$256.14	312	259	53.36%	44.68%	\$0.576	\$0.442
LIVE OAK	\$202.00	\$188.55	\$15.54	\$12.57	284	254	45.86%	44.03%	\$0.025	\$0.022
NORTHLAKE HILLS*	\$745.55	\$573.84	\$57.35	\$38.26	293	262	47.69%	45.56%	\$0.093	\$0.067
<b>CASTAIC DISTRICT</b>	<b>\$5,483.53</b>	<b>\$4,643.84</b>	<b>\$421.81</b>	<b>\$309.59</b>	<b>1,060</b>	<b>951</b>	<b>44.80%</b>	<b>42.47%</b>	<b>\$0.178</b>	<b>\$0.138</b>
MCGRATH*	\$383.10	\$940.35	\$27.36	\$94.04	631	607	87.43%	86.12%	\$0.038	\$0.133
MEADOWS	\$154.15	\$85.80	\$11.01	\$8.58	153	136	23.85%	21.39%	\$0.017	\$0.014
NEWHALL*	\$801.89	\$333.30	\$57.28	\$33.33	615	606	92.91%	96.17%	\$0.087	\$0.053
OLD ORCHARD	\$300.67	\$392.90	\$21.48	\$39.29	269	266	58.15%	59.12%	\$0.046	\$0.087
PEACHLAND*	\$374.60	\$0.00	\$26.76	\$0.00	314	312	65.66%	59.56%	\$0.056	\$0.000
STEVENSON RANCH	\$863.87	\$567.63	\$61.71	\$56.76	235	246	29.66%	31.07%	\$0.078	\$0.072
PICO CANYON	\$524.47	\$509.75	\$37.46	\$50.98	272	262	28.59%	27.98%	\$0.039	\$0.054
VALENCIA VALLEY	\$17.77	\$10.85	\$1.27	\$1.09	135	139	19.61%	19.81%	\$0.002	\$0.002
WILEY CANYON	\$212.20	\$169.80	\$15.16	\$16.98	445	432	69.69%	70.73%	\$0.024	\$0.028
OAK HILLS	\$542.15	\$632.65	\$38.73	\$63.27	168	227	28.50%	31.77%	\$0.066	\$0.089
<b>NEWHALL DISTRICT</b>	<b>\$4,174.87</b>	<b>\$3,643.03</b>	<b>\$298.21</b>	<b>\$364.30</b>	<b>3,237</b>	<b>3,232</b>	<b>48.84%</b>	<b>48.27%</b>	<b>\$0.045</b>	<b>\$0.054</b>
BRIDGEPORT	\$1,149.02	\$1,374.30	\$82.07	\$85.89	249	274	26.81%	31.89%	\$0.089	\$0.100
CEDARCREEK *	\$1,361.85	\$1,214.15	\$97.28	\$75.88	500	504	98.52%	103.79%	\$0.191	\$0.156
EMBLEM	\$21.60	\$1.50	\$1.54	\$0.09	150	177	21.29%	23.77%	\$0.002	\$0.000
FOSTER	\$631.72	\$802.80	\$45.12	\$50.18	174	179	28.88%	30.28%	\$0.075	\$0.085
HELMERS	\$1,019.10	\$1,235.97	\$72.79	\$77.25	202	220	27.67%	30.16%	\$0.100	\$0.106
HIGHLANDS	\$15.11	\$650.00	\$1.08	\$40.63	161	183	37.63%	47.52%	\$0.003	\$0.106
MOUNTAINVIEW	\$563.57	\$558.85	\$40.26	\$34.93	120	142	15.80%	17.70%	\$0.053	\$0.043
NORTHPARK	\$654.84	\$332.10	\$46.77	\$20.76	217	186	29.06%	26.57%	\$0.063	\$0.030
PLUM CANYON	\$1,116.75	\$1,032.15	\$79.77	\$64.51	197	206	28.75%	32.09%	\$0.116	\$0.100
RIO VISTA*	\$256.18	\$184.55	\$18.30	\$11.53	434	449	70.18%	70.96%	\$0.030	\$0.018
ROSEDELL	\$610.70	\$971.95	\$43.62	\$60.75	253	274	32.43%	35.46%	\$0.056	\$0.078
SANTA CLARITA	\$694.90	\$644.43	\$49.64	\$40.28	173	159	41.43%	36.64%	\$0.119	\$0.093
SKYBLUE MESA	\$645.01	\$525.70	\$46.07	\$32.86	257	250	49.93%	48.71%	\$0.090	\$0.064
TESORO	\$286.30	\$176.45	\$20.45	\$11.03	206	187	32.74%	30.57%	\$0.033	\$0.018
WEST CREEK	\$564.20	\$0.50	\$40.30	\$0.03	250	251	26.84%	26.28%	\$0.043	\$0.000
<b>SAUGUS DISTRICT</b>	<b>\$9,590.85</b>	<b>\$9,705.40</b>	<b>\$685.06</b>	<b>\$606.59</b>	<b>3,543</b>	<b>3,643</b>	<b>35.49%</b>	<b>36.93%</b>	<b>\$0.069</b>	<b>\$0.061</b>
CANYON SPRINGS*	\$1,047.50	\$1,147.60	\$80.58	\$88.28	512	492	99.82%	95.44%	\$0.157	\$0.171
FAIR OAKS RANCH	\$1,125.26	\$1,078.80	\$86.56	\$82.98	500	496	52.38%	50.96%	\$0.091	\$0.085
LEONA COX	\$693.70	\$742.05	\$53.36	\$57.08	372	349	66.87%	71.66%	\$0.096	\$0.117
MINT CANYON*	\$549.70	\$511.20	\$42.28	\$39.32	383	402	77.79%	86.72%	\$0.086	\$0.085
MITCHELL	\$664.95	\$758.65	\$51.15	\$58.36	368	372	56.66%	59.29%	\$0.079	\$0.093
PINETREE	\$142.60	\$3.00	\$10.97	\$0.23	245	227	44.77%	39.34%	\$0.020	\$0.000
SULPHUR SPRINGS	\$890.02	\$866.30	\$68.46	\$66.64	301	293	47.46%	46.25%	\$0.108	\$0.105
VALLEY VIEW	\$874.93	\$1,180.75	\$67.30	\$90.83	422	435	75.70%	78.76%	\$0.121	\$0.165
GOLDEN OAK	\$4.64	\$705.55	\$0.36	\$54.27	187	225	40.50%	39.89%	\$0.001	\$0.096
<b>SULPH.SPR.DISTRICT</b>	<b>\$5,993.30</b>	<b>\$6,993.90</b>	<b>\$461.02</b>	<b>\$537.99</b>	<b>3,291</b>	<b>3,291</b>	<b>61.30%</b>	<b>61.03%</b>	<b>\$0.086</b>	<b>\$0.100</b>
<b>DISTRICTS TOTAL</b>	<b>\$25,242.55</b>	<b>\$24,986.17</b>	<b>\$1,866.10</b>	<b>\$1,818.47</b>	<b>11,131</b>	<b>11,117</b>	<b>45.72%</b>	<b>45.95%</b>	<b>\$0.077</b>	<b>\$0.075</b>

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

**Meeting Date:** September 20, 2016  
**Submitted By:** Dr. Lynnelle Grumbles  
**Subject:** Detailed Participation Comparison Report for SY2014-15 and SY2015-16

**REPORT #16-17-03/CC3**

**Summary**

At the August 16, 2016, Board of Directors meeting, there was a request to compare program participation of free, reduced-price, and free students for SY2014-15 and SY2015-16 to identify if there were any significant differences in participation by eligibility category. The attached reports compare the percentage of students in each category who participated in the program by school site.

The number of free eligible students decreased by 492 and the number of reduced-price eligible students decreased by 44 between 2014-15 and 2015-16. While the total number of meals served decreased, differences in percentage participation by eligibility category appears negligible.

**Financial Impact**

None.

**Recommended Action:**

For discussion only.

YEAR END PARTICIPATION  
14/15 versus 15/16 All

BREAKFAST PROGRAM	PAID	PAID	CHANGE	REDUCED	REDUCED	CHANGE	FREE	FREE	CHANGE	TOTAL	TOTAL	CHANGE	OP.DAYS	OP.DAYS	ADP	ADP	CHANGE	ENROLLMENT	ENROLLMENT	CHANGE	PARTICIPATION	PARTICIPATION	FREE ELIGIBLE	CHANGE	REDUCED-PRICE ELIGIBLE	CHANGE	
	14/15	15/16		14/15	15/16		14/15	15/16		14/15	15/16		14/15	15/16	14/15	15/16		14/15	15/16		14/15	15/16	14/15	15/16		14/15	15/16
CASTAIC ELEMENTARY	58.62%	56.44%	-2.19%	8.82%	4.71%	-4.11%	32.56%	38.85%	6.29%	8,662	10,695	2,033	180	178	48	60	12	491	551	60	9.80%	10.90%	44	54	10	15	12
CASTAIC MIDDLE	5.09%	10.25%	5.16%	15.75%	11.57%	-4.18%	79.16%	78.18%	-0.98%	12,825	7,378	-5,447	180	178	71	41	-30	974	606	-368	7.32%	6.84%	207	126	-81	47	31
LIVE OAK	15.58%	20.04%	4.46%	13.43%	9.95%	-3.48%	70.99%	70.01%	-0.98%	25,168	24,863	-305	180	178	140	140	0	554	623	69	25.24%	22.42%	171	180	9	44	34
NORTHLAKE HILLS	13.74%	7.73%	-6.01%	17.27%	15.40%	-1.87%	68.99%	76.87%	7.88%	17,891	16,846	-1,045	180	178	99	95	-5	616	642	26	16.14%	14.74%	182	209	27	51	42
CASTAIC DISTRICT	18.76%	21.87%	3.11%	14.34%	10.75%	-3.59%	66.90%	67.38%	0.48%	64,546	59,782	-4,764	720	712	359	336	-23	2,635	2,422	-213	13.61%	13.87%	604	569	-35	157	119
MCGRATH	2.12%	4.23%	2.11%	9.40%	10.02%	0.62%	88.48%	85.75%	-2.73%	49,832	46,026	-3,806	180	180	277	256	-21	782	761	-21	35.40%	33.60%	617	583	-34	67	75
MEADOWS	21.96%	23.60%	1.64%	18.84%	12.13%	-6.71%	59.20%	64.27%	5.07%	11,360	8,632	-2,728	180	180	63	48	-15	643	666	23	9.82%	7.20%	96	104	8	45	42
NEWHALL	2.68%	3.32%	0.63%	7.24%	9.23%	1.99%	90.08%	87.45%	-2.63%	41,480	44,066	2,586	180	180	230	245	14	748	758	10	30.81%	32.30%	590	626	36	64	73
OLD ORCHARD	11.48%	13.35%	1.87%	5.11%	6.91%	1.80%	83.42%	79.75%	-3.67%	24,107	24,547	440	180	180	134	136	2	477	488	11	28.08%	27.95%	178	181	3	17	20
PEACHLAND	3.94%	3.53%	-0.41%	7.13%	6.65%	-0.48%	88.93%	89.82%	0.89%	32,657	24,356	-8,301	180	180	181	135	-46	537	504	-33	33.79%	26.85%	303	268	-35	33	36
STEVENSON RANCH	75.61%	72.06%	-3.55%	3.18%	3.56%	0.38%	21.21%	24.37%	3.17%	12,297	11,598	-.699	180	180	68	64	-4	806	814	8	8.48%	7.92%	43	41	-2	11	13
PICO	48.00%	49.21%	1.20%	15.29%	15.47%	0.17%	36.71%	35.33%	-1.38%	15,976	15,020	-.956	180	180	89	83	-5	982	968	-14	9.04%	8.62%	105	100	-5	55	45
VALENCIA VALLEY	51.24%	54.26%	3.02%	14.52%	15.47%	0.95%	34.24%	30.27%	-3.97%	12,566	11,441	-1,125	180	180	70	64	-6	695	699	4	10.04%	9.09%	86	66	-20	33	37
WILEY CANYON	5.19%	4.32%	-0.87%	9.14%	10.57%	1.42%	85.67%	85.11%	-0.55%	41,751	36,391	-5,360	180	180	232	202	-30	696	643	-53	33.33%	31.44%	420	393	-27	52	63
OAK HILL	83.52%	80.92%	-2.61%	2.16%	7.49%	5.32%	14.31%	11.60%	-2.71%	11,150	11,475	325	180	180	62	64	2	607	590	-17	10.21%	10.81%	32	29	-3	9	20
NEWHALL DISTRICT	17.22%	18.15%	0.93%	8.73%	9.53%	0.80%	74.05%	72.32%	-1.73%	253,176	233,562	-19,624	1,800	1,800	1,407	1,298	-109	6,973	6,891	-82	20.17%	18.83%	2470	2391	-79	386	424
BRIDGEPORT	57.57%	52.92%	-4.65%	6.96%	11.84%	4.87%	35.47%	35.24%	-0.23%	13,187	10,789	-2,398	180	181	73	60	-14	964	937	-27	7.60%	6.36%	64	64	0	15	21
CEDARCREEK	7.57%	6.86%	-0.71%	15.53%	15.69%	0.15%	76.89%	77.45%	0.56%	41,726	40,024	-1,702	180	181	232	221	-11	570	549	-21	40.67%	40.28%	363	346	-17	70	80
EMBLEM	38.98%	48.41%	9.44%	11.39%	6.90%	-4.49%	49.63%	44.69%	-4.94%	9,544	8,483	-1,061	180	181	53	47	-6	692	716	24	7.66%	6.55%	73	61	-12	26	16
FOSTER	54.70%	59.44%	4.74%	11.73%	6.49%	-5.24%	33.58%	34.07%	0.50%	9,236	10,217	981	180	181	51	56	5	614	603	-11	8.36%	9.36%	60	58	-2	10	15
HELMERS	68.42%	73.36%	4.94%	10.20%	6.76%	-3.44%	21.39%	19.88%	-1.51%	11,667	10,720	-.947	180	181	65	59	-6	739	758	19	8.77%	7.81%	44	49	5	21	17
HIGHLANDS	33.99%	39.09%	5.10%	15.74%	18.72%	2.98%	50.27%	42.19%	-8.08%	14,526	12,374	-2,152	180	181	81	68	-12	435	430	-5	18.55%	15.90%	86	78	-8	35	33
MOUNTAINVIEW	54.47%	52.08%	-2.39%	10.16%	9.89%	-0.27%	35.37%	38.03%	2.66%	4,874	3,752	-1,122	180	181	27	21	-6	789	782	-7	3.43%	2.65%	46	40	-6	15	5
NORTHPARK	43.60%	41.06%	-2.54%	18.98%	15.46%	-3.52%	37.42%	43.48%	6.06%	10,984	9,055	-1,929	180	181	61	50	-11	774	748	-26	7.88%	6.69%	77	73	-4	35	34
PLUM CANYON	41.73%	64.63%	22.90%	15.80%	8.65%	-7.16%	42.46%	26.72%	-15.74%	5,765	6,396	631	180	181	32	35	3	648	686	38	4.94%	5.15%	56	54	-2	21	16
RIO VISTA	11.41%	11.16%	-0.25%	15.71%	15.51%	-0.20%	72.88%	73.33%	0.44%	34,832	34,951	119	180	181	194	193	0	650	667	17	29.77%	28.95%	327	326	-1	79	94
ROSEDELL	37.13%	28.98%	-8.16%	19.92%	14.66%	-5.26%	42.95%	56.36%	13.41%	23,237	22,578	-.659	180	181	129	125	-4	736	781	45	17.54%	15.97%	121	150	29	57	49
SANTA CLARITA	22.52%	21.95%	-0.57%	22.23%	27.25%	5.02%	55.25%	50.80%	-4.45%	7,669	7,740	71	180	181	43	43	0	462	427	-35	9.22%	10.01%	94	88	-6	46	45
SKYBLUE MESA	17.53%	25.04%	7.51%	19.68%	15.35%	-4.33%	62.79%	59.61%	-3.18%	23,414	17,937	-5,477	180	181	130	99	-31	532	514	-18	24.45%	19.28%	136	124	-12	47	36
TESORO	43.78%	46.80%	3.02%	21.49%	28.05%	6.56%	34.73%	25.15%	-9.58%	16,632	18,833	2,201	180	181	92	104	12	638	636	-2	14.48%	16.36%	45	32	-13	26	38
WEST CREEK ACADEMY	71.53%	80.85%	9.33%	12.58%	6.69%	-5.89%	15.90%	12.46%	-3.44%	13,525	15,193	1,668	180	181	75	84	9	795	945	150	9.45%	8.88%	34	22	-12	19	18
SAUGUS DISTRICT	32.26%	34.44%	2.18%	15.87%	14.87%	-1.00%	51.87%	50.69%	-1.18%	240,818	229,042	-11,776	2,700	2,715	1,338	1,265	-72	10,038	10,179	141	13.33%	12.43%	1626	1565	-61	522	517
CANYON SPRINGS	5.66%	5.82%	0.16%	11.42%	10.25%	-1.17%	82.92%	83.93%	1.01%	51,878	52,623	745	180	180	288	292	4	650	625	-25	44.34%	46.78%	495	460	-35	73	69
FAIR OAKS RANCH	21.67%	18.55%	-3.12%	19.61%	13.44%	-6.17%	58.72%	68.01%	9.29%	32,527	32,534	7	180	180	181	181	0	920	963	43	19.64%	18.77%	252	252	0	96	96
LEONA COX	7.26%	9.01%	1.75%	13.91%	14.17%	0.26%	78.83%	76.82%	-2.01%	32,136	29,937	-2,199	180	180	179	166	-12	603	583	-20	29.61%	28.53%	279	266	-13	56	64
MINT CANYON	4.43%	5.29%	0.85%	17.41%	12.91%	-4.49%	78.16%	81.80%	3.64%	35,843	32,188	-3,655	180	180	199	175	-20	569	540	-29	35.00%	33.12%	372	349	-23	73	75
MITCHELL	16.64%	21.11%	4.46%	17.77%	18.26%	0.49%	65.59%	60.63%	-4.95%	29,874	29,636	-.238	180	180	166	169	-1	622	630	8	26.68%	26.13%	247	224	-23	66	69
PINETREE	23.06%	25.99%	2.93%	26.61%	16.79%	-9.82%	50.33%	57.22%	6.89%	13,213	12,463	-.750	180	180	73	69	-4	567	549	-18	12.95%	12.61%	115	140	25	67	41
SULPHUR SPRINGS	22.68%	29.74%	7.05%	18.22%	13.71%	-4.51%	59.10%	56.55%	-2.55%	19,941	18,056	-1,885	180	180	111	100	-10	635	637	2	17.45%	15.75%	164	156	-8	50	43
VALLEY VIEW	10.20%	9.07%	-1.13%	13.94%	10.72%	-3.21%	75.87%	80.21%	4.35%	36,686	37,399	713	180	180	204	208	4	594	560	-34	34.31%	37.10%	309	315	6	67	52
GOLDEN OAK	40.69%	32.63%	-8.06%	9.04%	12.20%	3.16%	50.26%	55.17%	4.90%	4,180	4,722	542	180	180	23	26	3	539	568	29	4.31%	4.62%	71	71	0	51	51
SULPH.SP.R.DISTRICT	12.44%	13.34%	0.90%	15.98%	13.11%	-2.87%	71.57%	73.55%	1.97%	256,278	249,558	-6,720	1,620	1,620	1,424	1,386	-37	5,699	5,655	-44	24.98%	24.52%	2304	2233	-71	599	560
DISTRICTS TOTAL	20.29%	21.72%	1.43%	13.57%	12.37%	-1.20%	66.15%	65.92%	-0.23%	814,818	771,934	-42,884	6,840	6,847	4,527	4,285	-242	25,345	25,147	-198	17.86%	17.04%	7004	6758	-246	1664	1620

YEAR END PARTICIPATION  
14/15 versus 15/16 All

LUNCH PROGRAM	PAID		CHANGE	REDUCED		CHANGE	FREE		CHANGE	TOTAL		CHANGE	ADP		CHANGE	ENROLLMENT		CHANGE	PARTICIPATION		FREE ELIGIBLE		CHANGE	REDUCED-PRICE ELIGIBLE		CHANGE
	14/15	15/16		14/15	15/16		14/15	15/16		14/15	15/16		14/15	15/16		14/15	15/16		14/15	15/16	14/15	15/16		14/15	15/16	
CASTAIC ELEMENTARY	73.87%	73.79%	-0.07%	6.83%	4.45%	-2.38%	19.30%	21.75%	2.45%	31,216	31,862	646	173	179	6	491	551	60	35.32%	32.49%	44	54	10	15	12	-3
CASTAIC MIDDLE	27.21%	27.22%	0.01%	11.65%	11.33%	-0.32%	61.14%	61.45%	0.31%	36,540	24,729	-11,811	203	139	-64	974	606	-368	20.84%	22.93%	207	126	-81	47	31	-16
LIVE OAK	31.61%	35.58%	3.96%	11.97%	9.14%	-2.83%	56.41%	55.29%	-1.13%	45,442	45,619	177	252	256	4	554	623	69	45.57%	41.14%	171	180	9	44	34	-10
NORTHLAKE	36.28%	32.93%	-3.35%	12.63%	10.10%	-2.53%	51.09%	56.97%	5.89%	46,306	47,334	1,028	257	266	9	616	642	26	41.76%	41.42%	182	209	27	51	42	-9
<b>CASTAIC DISTRICT</b>	<b>40.23%</b>	<b>41.50%</b>	<b>1.27%</b>	<b>11.08%</b>	<b>8.81%</b>	<b>-2.28%</b>	<b>48.69%</b>	<b>49.69%</b>	<b>1.01%</b>	<b>159,504</b>	<b>149,544</b>	<b>-9,960</b>	<b>886</b>	<b>840</b>	<b>-46</b>	<b>2,635</b>	<b>2,422</b>	<b>-213</b>	<b>33.63%</b>	<b>34.69%</b>	<b>604</b>	<b>569</b>	<b>-35</b>	<b>157</b>	<b>119</b>	<b>-38</b>
MCGRATH	5.77%	5.70%	-0.08%	8.97%	10.09%	1.13%	85.26%	84.21%	-1.05%	105,309	104,563	-746	585	581	-4	782	761	-21	74.81%	76.33%	617	583	-34	67	75	8
MEADOWS	45.72%	47.78%	2.06%	14.86%	13.14%	-1.72%	39.42%	39.08%	-0.34%	28,883	29,220	337	160	162	2	643	666	23	24.96%	24.37%	96	104	8	45	42	-3
NEWHALL	4.75%	2.69%	-2.06%	8.11%	8.59%	0.47%	87.13%	88.72%	1.59%	96,150	104,111	7,961	534	578	44	748	758	10	71.41%	76.31%	590	626	36	64	73	9
OLD ORCHARD	25.67%	25.92%	0.25%	5.66%	6.22%	0.56%	68.67%	67.86%	-0.81%	42,115	39,699	-2,416	234	221	-13	477	488	11	49.05%	45.19%	178	181	3	17	20	3
PEACHLAND	8.78%	11.73%	2.95%	5.97%	8.47%	2.50%	85.24%	79.79%	-5.45%	52,399	50,301	-2,098	291	279	-12	537	504	-33	54.21%	55.45%	303	268	-35	33	36	3
STEVENSON RANCH	85.08%	83.84%	-1.24%	2.70%	2.35%	-0.36%	12.21%	13.81%	1.60%	41,230	41,190	-40	229	229	0	806	814	8	28.42%	28.11%	43	41	-2	11	13	2
PICO	63.37%	66.34%	2.96%	11.70%	9.68%	-2.02%	24.92%	23.98%	-0.94%	49,646	46,382	-3,264	276	258	-18	982	968	-14	28.09%	26.62%	105	100	-5	55	45	-10
VALENCIA VALLEY	64.03%	65.71%	1.67%	10.28%	12.79%	2.51%	25.68%	21.51%	-4.18%	31,741	26,500	-5,241	176	147	-29	695	699	4	25.37%	21.06%	86	66	-20	33	37	4
WILEY CANYON	10.81%	9.13%	-1.68%	9.63%	10.79%	1.16%	79.56%	80.08%	0.52%	78,270	75,621	-2,649	435	420	-15	696	643	-53	62.48%	65.34%	420	393	-27	52	63	11
OAK HILL	86.23%	84.51%	-1.72%	2.91%	6.29%	3.38%	10.86%	9.20%	-1.66%	28,634	30,447	1,813	159	169	10	607	590	-17	26.21%	28.67%	32	29	-3	9	20	11
<b>NEWHALL DISTRICT</b>	<b>28.73%</b>	<b>28.15%</b>	<b>-0.58%</b>	<b>8.23%</b>	<b>8.94%</b>	<b>0.71%</b>	<b>63.04%</b>	<b>62.91%</b>	<b>-0.13%</b>	<b>554,377</b>	<b>548,034</b>	<b>-6,343</b>	<b>3,080</b>	<b>3,045</b>	<b>-35</b>	<b>6,973</b>	<b>6,891</b>	<b>-82</b>	<b>44.17%</b>	<b>44.18%</b>	<b>2470</b>	<b>2391</b>	<b>-79</b>	<b>386</b>	<b>424</b>	<b>38</b>
BRIDGEPORT	80.60%	79.01%	-1.58%	3.12%	5.66%	2.54%	16.28%	15.33%	-0.96%	52,859	47,833	-5,026	294	264	-29	964	937	-27	30.46%	28.20%	64	64	0	15	21	6
CEDARCREEK	12.33%	13.30%	0.97%	13.64%	15.18%	1.54%	74.03%	71.52%	-2.51%	75,876	72,222	-3,654	422	399	-23	570	549	-21	73.95%	72.68%	363	346	-17	70	80	10
EMBLEM	60.98%	70.89%	9.91%	10.42%	6.75%	-3.67%	28.59%	22.36%	-6.23%	29,059	29,879	820	161	165	4	692	716	24	23.33%	23.06%	73	61	-12	26	16	-10
FOSTER	71.69%	67.48%	-4.21%	4.88%	6.96%	2.09%	23.43%	25.56%	2.12%	29,777	28,206	-1,571	165	156	-10	614	603	-11	26.94%	25.84%	60	58	-2	10	15	5
HELMERS	81.18%	80.09%	-1.08%	7.45%	4.97%	-2.48%	11.38%	14.94%	3.57%	32,896	34,650	1,754	183	191	9	739	758	19	24.73%	25.26%	44	49	5	21	17	-4
HIGHLANDS	47.22%	48.46%	1.24%	13.12%	14.65%	1.53%	39.67%	36.90%	-2.77%	30,539	27,584	-2,955	170	152	-17	435	430	-5	39.00%	35.44%	86	78	-8	35	33	-2
MOUNTAINVIEW	75.58%	81.58%	6.00%	7.48%	2.02%	-5.46%	16.95%	16.41%	-0.54%	26,549	23,594	-2,955	147	130	-17	789	782	-7	18.69%	16.67%	46	40	-6	15	5	-10
NORTHPARK	66.98%	64.08%	-2.90%	9.35%	10.57%	1.22%	23.67%	25.35%	1.68%	38,202	36,935	-1,267	212	204	-8	774	748	-26	27.42%	27.28%	77	73	-4	35	34	-1
PLUM CANYON	62.75%	72.21%	9.46%	10.95%	5.46%	-5.49%	26.30%	22.33%	-3.97%	29,321	30,443	1,122	163	168	5	648	686	38	25.14%	24.52%	56	54	-2	21	16	-5
RIO VISTA	20.78%	18.72%	-2.06%	13.78%	16.91%	3.13%	65.44%	64.37%	-1.07%	72,301	71,429	-872	402	395	-7	650	667	17	61.80%	59.17%	327	326	-1	79	94	15
ROSEDELL	50.10%	39.05%	-11.06%	15.93%	14.07%	-1.86%	33.96%	46.89%	12.92%	42,858	37,924	-4,934	238	210	-29	736	781	45	32.35%	26.83%	121	150	29	57	49	-8
SANTA CLARITA	41.71%	41.94%	0.23%	19.26%	18.13%	-1.13%	39.04%	39.93%	0.90%	28,189	28,093	-96	157	155	-1	462	427	-35	33.90%	36.35%	94	88	-6	46	45	-1
SKYBLUE MESA	43.31%	49.67%	6.37%	13.27%	10.65%	-2.63%	43.42%	39.68%	-3.74%	43,747	40,765	-2,982	243	225	-18	532	514	-18	45.68%	43.82%	136	124	-12	47	36	-11
TESORO	72.13%	71.57%	-0.56%	10.31%	14.67%	4.36%	17.56%	13.76%	-3.80%	33,460	34,678	1,218	186	192	6	638	636	-2	29.14%	30.12%	45	32	-13	26	38	12
WEST CREEK ACADEMY	85.41%	91.03%	5.62%	5.48%	4.01%	-1.47%	9.11%	4.96%	-4.14%	44,860	47,926	3,066	249	265	16	795	945	150	31.35%	28.02%	34	22	-12	19	18	-1
<b>SAUGUS DISTRICT</b>	<b>53.38%</b>	<b>54.43%</b>	<b>1.05%</b>	<b>10.75%</b>	<b>10.69%</b>	<b>-0.06%</b>	<b>35.87%</b>	<b>34.88%</b>	<b>-0.99%</b>	<b>610,493</b>	<b>592,161</b>	<b>-18,332</b>	<b>3,392</b>	<b>3,272</b>	<b>-120</b>	<b>10,038</b>	<b>10,179</b>	<b>141</b>	<b>33.79%</b>	<b>32.14%</b>	<b>1626</b>	<b>1565</b>	<b>-61</b>	<b>522</b>	<b>517</b>	<b>-5</b>
CANYON SPRINGS	6.15%	5.89%	-0.26%	10.77%	11.32%	0.55%	83.08%	82.80%	-0.28%	82,638	74,247	-8,391	459	412	-47	650	625	-25	70.63%	66.00%	495	460	-35	73	69	-4
FAIR OAKS RANCH	38.65%	36.93%	-1.71%	17.25%	13.14%	-4.12%	44.10%	49.93%	5.83%	79,427	80,250	823	441	446	5	920	963	43	47.96%	46.30%	252	252	0	96	96	0
LEONA COX	21.16%	21.04%	-0.12%	11.57%	13.08%	1.51%	67.27%	65.88%	-1.39%	56,649	55,677	-972	315	309	-5	603	583	-20	52.19%	53.06%	279	266	-13	56	64	8
MINT CANYON	11.53%	11.28%	-0.25%	13.76%	14.24%	0.48%	74.71%	74.48%	-0.23%	65,859	63,135	-2,724	366	351	-15	569	540	-29	64.30%	64.95%	372	349	-23	73	75	2
MITCHELL	28.46%	30.89%	2.43%	14.73%	15.20%	0.46%	56.80%	53.91%	-2.90%	59,472	59,862	390	330	333	2	622	630	8	53.12%	52.79%	247	224	-23	66	69	3
PINETREE	45.93%	44.49%	-1.44%	17.58%	10.41%	-7.17%	36.49%	45.10%	8.61%	43,508	44,116	608	242	245	3	567	549	-18	42.63%	44.64%	115	140	25	67	41	-26
SULPHUR SPRINGS	45.41%	47.58%	2.17%	12.11%	9.11%	-3.00%	42.49%	43.31%	0.82%	47,767	49,375	1,608	265	274	9	635	637	2	41.79%	43.06%	164	156	-8	50	43	-7
VALLEY VIEW	18.31%	15.60%	-2.72%	13.39%	10.52%	-2.87%	68.30%	73.89%	5.59%	64,820	61,606	-3,214	360	342	-18	594	560	-34	60.62%	61.12%	309	315	6	67	52	-15
GOLDEN OAK	59.13%	58.85%	-0.28%	15.87%	12.45%	-3.42%	25.00%	28.70%	3.70%	38,004	40,355	2,351	211	224	13	539	568	29	39.17%	39.47%	71	71	0	51	51	0
<b>SULPH.SPR.DISTRICT</b>	<b>27.56%</b>	<b>27.96%</b>	<b>0.41%</b>	<b>13.96%</b>	<b>12.28%</b>	<b>-1.68%</b>	<b>58.48%</b>	<b>59.76%</b>	<b>1.28%</b>	<b>538,144</b>	<b>528,623</b>	<b>-9,521</b>	<b>2,990</b>	<b>2,937</b>	<b>-53</b>	<b>5,699</b>	<b>5,655</b>	<b>-44</b>	<b>52.46%</b>	<b>51.93%</b>	<b>2304</b>	<b>2233</b>	<b>-71</b>	<b>599</b>	<b>560</b>	<b>-39</b>
<b>DISTRICTS TOTAL</b>	<b>37.46%</b>	<b>37.75%</b>	<b>0.29%</b>	<b>10.95%</b>	<b>10.47%</b>	<b>-0.49%</b>	<b>51.59%</b>	<b>51.78%</b>	<b>0.19%</b>	<b>1,862,518</b>	<b>1,818,362</b>	<b>-44,156</b>	<b>10,347</b>	<b>10,093</b>	<b>-254</b>	<b>25,345</b>	<b>25,147</b>	<b>-198</b>	<b>40.83%</b>	<b>40.14%</b>	<b>7004</b>	<b>6758</b>	<b>-246</b>	<b>1664</b>	<b>1620</b>	<b>-44</b>

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

**Meeting Date:** September 20, 2016  
**Submitted By:** Dr. Lynnelle Grumbles  
**Subject:** Bi-Annual Review of Agency Joint Powers Agreement

**INFORMATION #16-17-03/CC5**

**Summary**

The Santa Clarita Valley School Food Services Agency was originally organized in 1989 with a Joint Powers Agreement between Castaic, Newhall, and Sulphur Springs School Districts. The Agreement has been revised several times since its organization, most recently in 2014. At that time, it was agreed that the Joint Powers Agreement would be reviewed on a bi-annual basis. This item is on the agenda for review and discussion. Any changes made would be brought back to the Board of Directors at a later date for consideration of approval.

**Financial Impact**

None.

**Recommended Action:**

For discussion only.

## JOINT POWERS AGREEMENT

### TO ESTABLISH, OPERATE AND MAINTAIN THE SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY

THIS AGREEMENT is entered into pursuant to the provisions of the Joint Exercise Powers Act, Title 1, Division 7, Chapter 5, Article 1 (Sections 6500, et seq.) of the California Government Code, and to the provisions of Title 2, Division 3, Part 23, Chapter 5, Articles 5, 6, and 7 in (Sections 39870 et seq.) of the California Education Code dealing with cafeterias, between the public educational agencies which are, and which may hereafter become, signatory hereto for the purpose of operating the Santa Clarita Valley School Food Services Agency.

### WITNESSETH

WHEREAS, it is to the mutual benefit and in the best public interest of the parties herein subscribed to join together to establish this joint powers agency to accomplish the purposes set forth; and

WHEREAS, the parties hereto have determined that there is a need for a more economical school food services program which may be accomplished through a joint powers agency for school food services providing for centralized operations, purchasing, service and maintenance; and

WHEREAS, a joint powers agency for school food service can adequately serve the needs of all such signatories;

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL ADVANTAGES TO BE DERIVED THEREFROM, AND IN CONSIDERATION OF THE EXECUTION OF THIS AGREEMENT BY OTHER PUBLIC EDUCATIONAL AGENCIES, each of the parties hereto does agree as follows:

### A. FORMATION OF ENTITY

#### CREATION OF A JOINT POWERS ENTITY

A joint powers entity, separate and apart from the public educational agencies signatory hereto, shall be and is hereby created and shall hereinafter be designated as the Santa Clarita Valley School Food Services Agency (hereinafter referred to as the "Agency".) The Agency shall maintain a nonprofit school food service as required in Title 7, Part 210 of the Code of Federal Regulations (hereinafter "CFR".)

#### DEFINITIONS

The following definitions shall apply throughout this Agreement:

"cafeteria" is synonymous with "food service";

"member" means any public educational agency which is a party to this Agreement;

"party" shall be synonymous with "member" after the effective date of this Agreement or the effective date of the party's membership, whichever occurs later;

"P2 ADA" means the average daily attendance at the second principal apportionment;

"nonprofit school food service" shall have the meaning set out in 7 CFR sections 210.2 and 210.14;

## FUNCTIONS OF THE AGENCY

The Agency is established for the purposes of administering this Agreement, pursuant to the joint exercise of powers provisions of the California Government Code, and for providing the services and other items necessary and appropriate for the establishment, operation, and maintenance of an efficient system of public school food services for the parties hereto.

Powers and duties of the Agency are:

To provide food services as authorized in Articles 5, 6, and 7 of Chapter 5, part 23, division 3, Title 2 of the California Education Code (commencing with Section 29870) for authorized pupils, employees and such other agencies, events and activities authorized or permitted by law;

To make and enter into contracts;

To employ agents and employees;

To acquire, construct, manage, maintain or operate any building, works or improvements;

To provide the necessary equipment and fixed assets required to provide food service at the Central Kitchen (CK). Equipment at the individual school sites within each member District including all necessary reheating and serving equipment shall stay under the individual member's jurisdiction; however, the Agency will reimburse the members for costs related to Direct expenses/costs.

To acquire, hold, manage, maintain, operate, or dispose of real or personal property;

To provide for the upkeep, care, and operation of said property;

To incur debts, liabilities, and obligations;

To receive contributions from the parties hereto; to receive payments of public funds to defray costs incurred by the Agency; to receive advances of public funds subject to repayment as provided herein; and to use personnel, equipment, or property of one or more of the parties in lieu of contributions or advances, all for the purposes set forth in this Agreement;

To maintain such general and cafeteria accounts, sinking funds and other special accounts as the Board of Directors deems necessary;

To invest surplus reserve funds as deemed appropriate by the Board of Directors;

To secure proper and adequate insurance for public liability, errors and omissions, property damage, fire, theft, workers compensation, and other risks or exposures in amounts and in forms prescribed by the Board of Directors and to co-insure each of the parties hereto;

To sue and be sued in the name of the Agency;

To perform such other functions as may be necessary or appropriate to carry out this Agreement, so long as such other functions so performed are not prohibited by any provision of law;

To adhere to the Federal and State Food Service agreements (see attached addendums numbers 1 through 5);

To enter into contracts and agreements regarding, and to receive on behalf of or in place of the parties hereto, public funds for food services and surplus food stuffs and supplies as may be available from any local, state or federal public entity;

The agency is not responsible for providing and each member agrees to provide:

The cafeteria building or rooms at each school, including eating and serving areas and necessary furniture and equipment, to be used by the pupils, employees and other authorized food purchasers;

Custodial and other maintenance services necessary to clean and maintain each cafeteria site may be provided either by the agency or the individual district. If custodial and maintenance services are to be provided by the agency to any one or more districts the Board of Directors (as defined in Section B below) shall determine the amount to be charged to each such district for these services.

The Board of Directors (as defined in Section B below) shall determine the amount to be reimbursed to each such district for ~~some~~-related services.

#### POWERS OF THE AGENCY

The Agency shall have the power and authority to exercise any power common to the public educational agencies which are members to this Agreement, provided that the same are in furtherance of the functions and objectives of this Agreement as herein set forth. Pursuant to Section 6509 of the California Government Code, the exercise of the aforesaid powers of the Agency shall be subject to the restrictions upon the manner of exercising such powers by a public educational agency having the same status as any public school district of Los Angeles County, except as otherwise provided in this Agreement.

#### TERM OF THE AGREEMENT

This Agreement shall become effective on March 1<sup>st</sup>, 1989 and shall become operative at 12:00 A. M. on July 1, 1989. This Agreement shall continue in effect until lawfully terminated as provided herein. In the event of a reorganization of one or more of the public educational agencies participating in this Agreement, the successor in interest or successors in interest to the obligations of any such reorganized public educational agency may be substituted as a member or members to this Agreement.

### **B. ORGANIZATION**

#### MEMBERSHIP IN THE AGENCY

Membership in the Agency shall consist of public educational agencies which agree to comply with the terms of this Agreement. Each party which becomes a member of the Agency shall be entitled to the rights and privileges of, and shall be subject to the obligations of, membership as provided in this Agreement.

Parties originally forming the Agency and agreeing to comply with the terms of this Agreement shall become members of the Agency upon the effective date of this Agreement.

Every public educational agency which desires to become a member of the Agency after the effective date of this Agreement must submit to the Agency a written request for membership. Each new membership must be approved in writing by two-thirds (2/3) of the governing boards of the members of the Agency. The requesting agency must execute a copy of this Agreement, thereby agreeing to comply with the terms of this Agreement and any other amendments adopted pursuant to Section 17 below.

### BOARD OF DIRECTORS

A Board of Directors is hereby established to direct and control the Agency.

Each member of the Agency shall be entitled to appoint to the Board of Directors one representative and one alternate who shall be designated in writing. Said representative and said alternate must be either officers or employees of the member, and shall serve at the pleasure of the member by whom appointed. Only the designated representative or designated alternate may represent a member and both shall be invited to attend all meetings of the Board of Directors.

Each member shall have one vote, which may be cast only by the designated representative or the designated alternate. No proxy or absentee votes shall be permitted. Except as otherwise provided, a vote of a majority of those members present at a meeting of the Board of Directors shall be sufficient to take action, provided that a quorum is present. A quorum shall consist of a majority of the members of the Agency.

The Board of Directors may conduct regular, adjourned regular, special, and adjourned special meetings, provided, however, that it will hold at least one regular meeting each quarter. The date, time and place for each such meeting shall be fixed by resolution of the Board of Directors, which resolution shall be publicly posted prior to the meeting on a public bulletin board to be designated by the Board of Directors and shall be filed with each member of the Agency. All meetings of the Board of Directors shall be called, held, and conducted in accordance with the terms and provisions of the Ralph M. Brown Act, Sections 54950, et seq. of the California Government Code, as said Act may be modified by subsequent legislation, and as the same may be augmented by rules of the Board of Directors not inconsistent therewith. Except as otherwise provided or permitted by the Brown Act, the Education Code or any other provision of law, all meetings of the Board of Directors shall be open and public. The Board of Directors shall cause minutes of its meetings to be kept, and shall promptly transmit to the members of the Agency true and correct copies of the minutes of such meetings.

The Board of Directors may establish rules governing its own conduct and procedure, and have such expressed or implied authority as is not inconsistent with or contrary to the laws of the State of California and this Agreement.

The Board of Directors may appoint and dissolve working committees from its active membership.

The Board of Directors shall annually, on or before June 1<sup>st</sup>, adopt a tentative budget showing each of the purposes for which the Agency will need money and the estimated amount of money that will be needed for each such purpose for the ensuing fiscal year. A copy of the budget shall promptly be transmitted to each of the members of the Agency.

No one serving on the Board of Directors shall receive any salary or compensation from the Agency for service on the Board of Directors.

Revised 4/15/2014

Page 4 of 11

OFFICERS

The principal officers of the Agency and the Board of Directors shall be elected by the Board of Directors and shall be a President, a Vice President, and a Clerk, and shall each serve a term of office as may be established by the Board of Directors in its rules. Any person elected or appointed as an officer may be removed at any time, with or without cause, by a vote of a majority of the Board of Directors and all vacancies arising may be filled at any time by the affirmative vote of a majority of the Board of Directors.

The President shall have general supervision and direction of the business of the Agency and shall see that all orders and resolutions of the Board of Directors are put into effect. The President shall have such other powers and perform such other duties as may be prescribed from time to time by the Board of Directors.

The Vice President shall have such powers and perform such duties as may be prescribed from time to time by the Board of Directors or the President. During the absence or disability of the President, the Vice-President shall be vested with all the powers and authorized to perform all the duties of the President until the return of the President.

The Clerk shall have such powers and perform such duties as may be prescribed from time to time by the Board or the President. In the absence of both the President and Vice President, the Clerk shall call the meeting to order and possess the powers and perform the duties of the President until the return of the President or Vice President.

ADMINISTRATION

The Board of Directors shall select and employ a Chief Executive Officer (CEO) who shall report directly to the Board of Directors.

The CEO shall be the chief administrative officer of the Agency and serve as secretary to the Board of Directors. The CEO shall recommend all additional employees to the Board of Directors for its approval and/or ratification.

The CEO shall, subject to review by the Board of Directors, direct the overall operations of the Agency. The CEO shall have such additional specific duties, functions, and powers as are established by the Board of Directors, including but not limited to preparation, submission, and revision of the Agency budget, assignment and transfer of employees, and entering into contracts for or on behalf of the Agency pursuant to Section 39656 of the Education Code.

The CEO shall attend all meetings of the Board of Directors except as otherwise authorized by the Board.

C. OPERATIONSACQUISITION OF PROPERTY

As provided in the Education Code and the Public Contract Code any party or parties to this Agreement may sell, exchange, grant, quit claim, or lease for a term not to exceed ninety-nine (99) years, to the agency all or any of its interests in any real property belonging to the party or parties, if such property is not or will not at the time of delivery of title or possession be needed for school classroom buildings by the party owning it.

Such sale, exchange lease, or grant of an interest in real property shall be upon such terms and conditions as the party or parties and the Agency may agree.

It shall be competent to provide that, in any lease of real property between a party or parties and the Agency, the lessee may purchase the property at an agreed purchase price and any rental already paid for the use of the property may be applied in whole or in part to the purchase price.

The proceeds of the sale of Agency property shall accrue to the Agency.

As provided in the Education Code and the Public Contract Code any party or parties to this Agreement may sell or lease any personal property or school supplies belonging to the party to the Agency. The selling price and the terms of the sale, or the lease price and the terms of lease shall be fixed by the party or parties and the Agency and approved by the County Superintendent of Schools.

The Agency may purchase, lease, or lease with option to purchase real or personal property from private parties or from public agencies not parties to this Agreement. Such purchase, lease, or lease with option to purchase shall be made only as prescribed by the Education Code and the Public Contract Code.

Expenditures by the Agency for the purchase, exchange, lease, or lease with option to purchase of real or personal property are appropriate charges against the funds of the Agency.

#### FINANCES

The Agency shall operate on a fiscal year from July 1 to June 30. The Agency shall maintain a nonprofit food service.

If the Board of Directors determine that additional operating funds are needed, each member shall pay to Agency upon invoice its pro-rata share of that cost.

#### Payments, Charges and Assessments

If necessary, each participating District shall pay monthly, upon invoice, its pro-rata share of regular food service actual cost less any reimbursement received. Pro-ration shall be on the basis of prior year average daily participation (ADP).

Additionally, each member shall pay monthly, upon invoice, the actual costs of food services provided to that member by the Agency on a special contract basis, i. e. services provided apart from the regular food service program. Such services may include, but are not limited to, food for school sponsored activities, summer school, twelve month school during summer months, custodial and other maintenance services (provided under section 3d above) and such other non-regular food services the Districts may request.

Should the actual costs of the Agency in any year exceed the total income of the Agency for that year, the members may be assessed an additional amount based upon each member's pro-rata share of the prior year's ADP.

#### Additional Members' Investment

Additional public educational agencies may apply to become members of the Agency and, subject to the conditions of Section 6c of this Agreement, may be granted membership.

The initial investment requirements for public educational agencies joining the Agency after the initial date of formation shall be determined by the Board of Directors of the Agency.

#### ACCOUNTS AND RECORDS

The Treasurer of Los Angeles County is the designated depository of the Agency.

The Agency is strictly accountable for all funds received and dispersed by it and, to that end, the Agency shall establish and maintain such funds and accounts as may be required by good accounting practice or by any provision of law or any resolution of the Agency. Books and records of the Agency in the hands of the Treasurer shall be open to inspection at all reasonable times by representatives of the members. Accounts shall be maintained in accordance with state regulations and the California School Accounting Manual.

The Agency, as soon as practical after the close of each fiscal year, shall give, or cause to be given, a complete written report of all financial activities for such fiscal year to each member of the Board of Directors and to the CEO.

The Board of Directors shall make, or contract with a Certified Public Accountant to make, an annual audit of the operations, accounts, records, and financial affairs of the Agency. In each case, the minimum requirements of the audit shall be those prescribed by the State Controller for special districts under Section 26909 of the California Government Code and shall conform to generally accepted auditing standards and accounting principles. When such an audit of accounts and records is made by a Certified Public Accountant, a report thereof shall be filed as a public record with each of the members of the Agency and also with the Auditor-Controller of Los Angeles County. Such reports shall be filed within four months of the end of the fiscal year under examination. Any costs of the audit, including contracts with, or employment of, a Certified Public Accountant in making the audit provided herein, shall be born by the Agency.

The Auditor-Controller of Los Angeles County shall draw warrants to pay demands against the Agency when such demands have been duly approved by the Board of Directors and the Treasurer.

#### INVESTMENT OF SURPLUS FUNDS

The Board of Directors shall have the power to invest or cause to be invested in compliance with Section 6509.5 of the California Government Code, such reserve surplus funds as are not necessary for the immediate operation of the Agency in such securities as allowed by Section 53601 of the California Government Code.

The level of cash to be retained for the actual operation of the Agency shall be determined by the Board of Directors but shall not, as required by 7 CFR Section 210.9 exceed of three (3) months average expenditures for its nonprofit food service or other such amount as may be approved by the appropriate California State Agency.

#### D. DISSOLUTION OF AGENCY AND DISPOSITION OF FUNDS AND PROPERTY

##### TERMINATION OF AGREEMENT

This Agreement may be terminated at the end of any fiscal year by affirmative action of two-thirds (2/3) of the then participating members; provided, however, that the Agency and this Agreement shall continue to exist for the purpose of disposing of liabilities, distribution of assets, and all other functions necessary to wind up the affairs of the Agency.

#### WITHDRAWAL OR REMOVAL FROM MEMBERSHIP

Any member of the Agency may withdraw from its status as a member and party to the joint powers agreement at the end of any fiscal year by notifying the Board of Directors of the Agency in writing prior to January 1 of that fiscal year. Each member of the Agency shall commit to membership for a minimum of three (3) years.

The withdrawing member shall continue to be responsible for all regular and special food service costs, charges, and assessments and for all liabilities and contingencies incurred by or attributable to the member arising from membership in the Agency.

Upon the withdrawal of any member, the Board of Directors shall establish a reserve account for all Agency expenses and liabilities against the withdrawing member arising out of facts occurring while the withdrawing member was a member of the Agency but submitted after said member has withdrawn from same. The amount of said reserve account shall be set by the Board of Directors. Any and all amounts remaining in the member's reserve account after all expense claims and liabilities against the member have been fully paid and satisfied shall be returned to the withdrawing member.

A party's membership in the Agency may be involuntarily terminated at any time upon recommendation of the Board of Directors and a vote of two-thirds (2/3) of the governing boards of the members of the Agency. Involuntary termination shall have the effect of eliminating the party as a signatory of the joint powers agreement and as a member of the Agency effective at the end of the fiscal year in which the action is taken or upon such other date as the parties continuing membership in the Agency may specify. Should a party's membership be involuntarily terminated, reserve accounts shall be established pursuant to subparagraph © of this article as though the party were voluntarily withdrawing, and the party shall continue to be responsible for all Agency costs and liabilities attributable to or incurred by the party to the effective date of termination of membership. Grounds for involuntary termination include, but are not limited to, the following:

Failure or refusal of a member to abide by this Agreement or any amendment to this Agreement which has been duly adopted by the parties to this Agreement;

Failure or refusal to make payments to the Agency as provided in Article 11;

Persistent failure or refusal to follow established practices and procedures of the Agency;

Such other grounds as determined by the Board of Directors with the approval of two-thirds (2/3) of the parties to this Agreement.

#### DISPOSITION OF PROPERTY AND FUNDS

In the event of the dissolution of the Agency or the complete ~~rescission~~ recension or other final termination of the joint powers agreement by all members then party to the Agreement, any real or personal property interest and other assets remaining in the Agency following a discharge of all obligations shall be disposed of by the Agency. The Board of Directors, with the approval of the parties, shall then determine the distribution of such assets based on the proportionate contribution of each party to the various properties and assets. The Board's

Revised 4/15/2014

Page 8 of 11

objective shall be to return to each party then a member a proportionate return on the payments made to such properties and assets by such parties. Each member's pro rata share shall be determined in the same manner as for a withdrawing member as provided in subparagraph (b) below.

In the event a member withdraws from the Agency or has its membership terminated involuntarily, the Board of Directors, with the approval of the parties, shall pay to the withdrawing or terminated member its pro rata share of the then current fair market value of the total tangible assets of the Agency less obligations. A withdrawing or terminated member's pro rata share is defined as the total regular and special payments, charges, assessments and contributions in kind made by the member divided by the total regular and special payments, charges, assessments and contributions in kind made by all members from the inception of Agency to the date of the member's withdrawal or termination.

The Board of Directors shall determine whether the obligation to pay a member's pro rata share shall be discharged through a transfer of property or through a payment of funds. If requested in writing by the member, and if determined by the Board of Directors to be feasible and equitable, the member's pro rata share shall be discharged by returning to the member the same or similar property, real or personal, initially owned by the member and conveyed to the Agency in satisfaction of the member's financial obligations. Said transfer or payment shall be made within a reasonable time following withdrawal or termination.

The current fair market value of Agency properties and buildings shall be determined by the Board of Directors. If the terminated member disagrees with the current fair market value of Agency properties and buildings as determined by the Board of Directors, the current market value of said properties and buildings shall be determined by a panel of three disinterested and qualified appraisers: one appraiser shall be appointed by the Board of Directors of the Agency; one appraiser shall be appointed by the Governing Board of the withdrawing or terminated member; and the third appraiser shall be appointed jointly by the first two. One-half of the fee of each said appraiser shall be a proper charge against the funds of Agency, and the other half to the terminated or withdrawing member.

## **E. MISCELLANEOUS PROVISIONS**

### **AMENDMENTS**

This Agreement may be amended at any time with a subsequent written agreement approved and signed by two-thirds (2/3) of the public educational agencies then members of the Agency. Any such amendment shall be effective upon the date of final execution thereof, unless otherwise provided in the amendment. The State Department of Education shall be informed of and provided copies of any amendment, some of which may require its approval.

This agreement shall be reviewed every 2 years by the Board of Directors during its annual Organizational Meeting.

### **SEVERABILITY**

Should any portion, term, condition, or provision of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions, and provisions shall not be affected thereby.

### **LIABILITY**

Revised 4/15/2014

Page 9 of 11

Pursuant to the provision of Section 895, et seq., of the California Government Code, the public educational agencies which are members hereto are jointly and severally liable upon any liability which is otherwise imposed by law upon any one of the members or upon the Agency for injury caused by a negligent or wrongful act or omission occurring in the performance of the Agreement. If a member or the Agency is held liable upon any judgment for damages caused by such an act or omission and makes payment in excess of its pro rata share on such judgment, such member or the Agency is entitled to contribution from each of the other members that are members of the Agreement. A member's pro rata share shall be determined in the same manner as for the disposition of property and funds as provided in the Agreement.

The Agency may insure itself, to the extent required by law and deemed appropriate by the Board of Directors, against loss, liability, and claims arising out of or connected with this Agreement.

#### ENFORCEMENT

The Agency is hereby given authority to enforce this Agreement. In the event suit is brought upon this Agreement by the Agency and judgment is recovered against a member, the member shall pay all costs incurred by the Agency including reasonable attorney's fees as fixed by the court.

#### ASSURANCES

The Agency, its programs and services shall be in compliance with: Title VI and Title VII of the Civil Rights Act of 1964; the California Fair Employment Practices Act; Title IX of the Education Amendments of 1972; Affirmative Action provisions of the Education Amendments of 1972; and Age Discrimination Act of 1975.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers as set forth below.

#### NEWHALL SCHOOL DISTRICT

By: *Donna W. McCall*  
 Title: Assistant Supt. Business Services

Date: 6/17/2014

#### CASTAIC UNION SCHOOL DISTRICT

By: *Marcia Davis*  
 Title: Director of Administrative Services

Date: 6/17/2014

## SULPHUR SPRINGS UNION SCHOOL DISTRICT

By: *John David* Date: 6/17/14  
Title: Asst. Supt. Business Services

## SAUGUS UNION SCHOOL DISTRICT

By: *Christine Affanlin* Date: 6-17-14  
Title: Asst. Supt. Curriculum & Instruction

APPROVED AS TO FORM

\_\_\_\_\_, County Counsel

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

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

**Meeting Date:** September 20, 2016  
**Submitted By:** Dr. Lynnelle Grumbles  
**Subject:** Strategic Plan Update

**INFORMATION # 16-17-03/CC5**

**Summary**

A strategic planning process was undertaken in Spring and Fall 2015, first presented to the Board of Directors at the February 2016 meeting. An update will be presented at the Board meeting by Dr. Grumbles.

**Financial Impact**

None.

**Recommended Action:**

For information only – no action required.

## Santa Clarita Valley School Food Services Agency

### 3-Year Strategic Plan 2015-2018

#### Mission

To provide students of the Santa Clarita Valley with high quality, healthy, and affordable school meals to support successful learning.

#### Core Values

High quality meals, excellent customer service, commitment to fiscal responsibility, teamwork, mutual respect, personal responsibility, professional development, and nutrition education to promote lifelong healthy habits.



Objective	Strategy	Action Steps	Timeline	Responsibility	Progress
<b>Objective: Improve student participation</b>					
	Strategy – Improve meal quality and appearance				
		Evaluate and improve salad bar presentation as needed	January – December 2016	Director, Chef, Managers	-All sites reviewed, new pans purchased for some sites to improve display -Installed 2 Smart Choice produce stands @ Emblem & Meadows, 2 more ordered
		Evaluate and improve serving line presentation as needed (equipment and food presentation)	January – December 2016	Director, Chef, Managers	-Cooking instructions binder created and provided to each site -Point of Sale color ads for special menu items and new snack items have been distributed to display on serving line -Assisted all member districts with evaluation of equipment and recommended replacement items 5/2016
		Evaluate new products regularly for addition to menu	Ongoing	Director, Chef, Managers	-Implemented monthly menu committee -Staff attended 2 large food shows (CSNA in November and Super Co-Op in January) to evaluate products -Manufacturer and broker visits at Agency -New Rich's ice cream products
		Taste test new items with students prior to menu	Ongoing	Director, Chef	-Vendor faire results/over 300 attendees -NAC group taste tests
		Eliminate low selling menu items and replace with more popular items	Ongoing	Director, Chef, Menu planner	-Continuous process with monthly menu committee
	Strategy – Improve customer service				
		Provide customer service training for site staff	December 2015 – August 2016	Director, Chef, Managers	-Training provided at Site Team Leader meetings -Area Supervisors provide one-on-one training on regular site visits and assist with production and service efficiency -08/04/16 Matt Upton paid speaker @ Education Day

Objective	Strategy	Action Steps	Timeline	Responsibility	Progress
	Strategy – Improve program access				
		Member district personnel contact families who previously qualified but have not completed meal applications for current year	Annually in August & September	CEO, Director, Board of Directors	-Information provided to member districts in September 2015 with confidentiality instructions
		Evaluate POS system and upgrade as needed	Ongoing	Cabinet, Tech	-Newhall and Sulphur Springs schools completed. Saugus and Castaic upgrades Fall 2016.
		Implement online application system	Fall 2016	Cabinet, Tech	-Projected for January 2017
	Strategy – Improve customer perception of the cafeteria by rebranding the Agency				
		Create new Agency logo	Fall 2015	Cabinet	-Complete
		Display new logo at point of sale, on staff uniforms, Agency emails, post in member district and school offices	2015-16 school year	Cabinet, Chef, Managers, Dietitian	-Uniforms, email, posting in member district offices complete
		Participate in PTA meetings and community events to improve Agency identity	Ongoing	Director, Chef, Dietitian	-Marketing Committee formed and functioning -Staff is presenting to school teacher groups targeting lower participation schools first -Attended most back-to-school nights showcasing salad bars & offering free samples
		New signage to improve “red cart” acceptance	Spring 2016	CEO, Director	-“Smart Choice” signage pending
<b>Objective: Maintain fiscal responsibility</b>					
	Strategy – Create long-term facilities plan				
		Assess Central Kitchen facilities and create 5-year plan for refurbishment and replacement as needed	Spring 2016, ongoing	Cabinet, Maintenance Lead	-Pending -Rental BBQs refurbished July 2016 -Exterior Paint bid released for summer 2016 painting of Central Kitchen, insufficient bids received to award, postponed
	Strategy – Create technology plan				
		Assess status of technology and create 5-year plan for replacement	Fall 2016	Cabinet, Tech	-Newhall & Sulphur Springs site computers have been replaced and updated software installed -Saugus & Castaic computers pending

Objective	Strategy	Action Steps	Timeline	Responsibility	Progress
	Strategy – Provide appropriate levels of staffing based on production and service needs				
		Evaluate staffing levels based on individual site needs; facilitate additions, reductions, and eliminations as indicated	Ongoing	Cabinet, Managers	-All open positions are evaluated before being filled. -2014-15 eliminated/reduced 36.75 work hours across 17 positions -2015-16 eliminated/reduced 23.25 hours across 13 positions
		Evaluate division of labor at Agency office; facilitate indicated changes.	Spring 2016	Cabinet	-Hiring process committee organized
	Strategy – Assess condition of equipment				
		Evaluate status of equipment and create replacement plan	Spring 2016, ongoing	Cabinet, Maintenance Lead	-Pending
		Evaluate status of vehicle fleet and create replacement plan	Spring 2016, ongoing	Cabinet, Maintenance Lead	-Pending
	Strategy – Create efficient and effective purchasing practices				
		Evaluate all menu items for cost effectiveness; make changes as indicated	Ongoing	Director, Chef, Menu planner	-Menu committee formed, evaluating menu items and costs -New Rich's ice cream products selling well at menu schools, replacing inferior quality items
		Evaluate use of supply items; make changes as indicated	Ongoing	Director, Chef, Managers	-Food & supply costs reduced by \$366,064 (12.7%) in SY2015-16 from previous year
		Evaluate status of food and supply bids; make changes as indicated using USDA procurement standards	Spring annually	CEO	-Ongoing -Spring 2016: RFPs written, released, & awarded for bakery, dairy, produce, and dry goods that meet USDA procurement standards
<b>Objective: Provide quality professional development for staff</b>					
	Strategy – Provide professional development training per USDA regulations				
		Topics meet needs of individual employees based on position tasks	Ongoing	Director, Chef, Managers	-Education Day added to Agency calendar preceding school opening in Fall 2016
	Strategy – Improve staff morale				
		Improve communication at all levels of staffing	Ongoing	Director	-Meeting notes sent out to Site Team Leaders following monthly meetings
		Reinstate every other year evaluation system	Ongoing	Director	-New schedule planned and implemented SY2015-16. 50% of staff evaluated by June 2016.

Objective	Strategy	Action Steps	Timeline	Responsibility	Progress
<b>Objective: Provide nutrition education to member district students and parents</b>					
	Strategy – Maintain contract with consultant dietitian to work with Nutrition Advisory Councils at school sites				
		Retain current consultant dietitian	Ongoing	Cabinet	-Champions for Healthy Kids Grant from ANDF used to fund SY2015-16
	Strategy – Continue to plan and host annual “Kids Cooking” events				
		Host 5 “Kids Cooking” sessions annually	Annually in Spring	Cabinet, Managers, Chef, Dietitian	-5 sessions complete SY2015-16
	Strategy – Participate in Family Cooking Nights and classroom nutrition events				
		Participate in nutrition related events with available staff	Ongoing	Cabinet, Managers, Chef, Dietitian	-Family Cooking Night @ Wiley Canyon 04/27/16 Wiley Canyon 5/11/16 -Family Fit Night @ Mint Canyon 5/04/16
	Strategy – Implement Champions for Healthy Kids Grant				
		Implement grant per award criteria	July 2015 – June 2016	Cabinet, Dietitian	-Successful completion 05/30/16, final report to Board of Directors 6/21/16
	Strategy – Continue to plan and host Annual Vendor Show				
		Conduct annual vendor show in October; encourage staff, student, and family attendance	Annually in October	Cabinet, Managers, Chef, Dietitian	-Complete 10/29/15. Over 300 visitors, 20 vendors representing 40 manufacturers.
<b>Objective: Effectively manage the Super Co-Op</b>					
	Strategy – Promote transparency in Co-Op business decisions				
		Encourage input and involvement of Governing Council and interested member districts	Ongoing	CEO	-Six Governing Council meetings held in SY2015-16 with 10-18 individuals attending each meeting -Minutes sent to those in attendance and forwarded to Member Districts by Governing Council Members.
	Strategy – Improve procurement process				
		Implement ethical procurement practices that meet current USDA regulations.	Ongoing	CEO	-RFP process for SY2016-17 was split into Market Basket and Potato-Tomato-Cheese categories. Awarded to primary and secondary manufacturers. Eliminated commercial only product bids.

02.16.2016 Presented to Board

02.17.2016 Updated

09.20.2016 Progress Update to Board

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

**Meeting Date:** September 20, 2016  
**Submitted By:** Dr. Lynnelle Grumbles / Susan Weiss  
**Subject:** Acknowledge Receipt of SY2016-17 CSEA Initial Proposal to SCVSFSA

**INFORMATION # 16-17-03/CC6**

**Summary**

California Government Code 3547 requires that the initial proposals of both a Union and a Board of Directors be “sunshined” at public meetings, that a Board publicly acknowledge receipt of the proposal from the Union, and that a public hearing be held at a subsequent meeting to allow for public comment on each proposal.

The Agency received the attached proposal from CSEA Santa Clarita JPA Chapter #782 on September 8, 2016 as an initial proposal for SY2016-17 re-opener negotiations.

**Financial Impact**

Unknown.

**Recommended Action:**

For information only – no action required.

September 8, 2016

Lynnelle Grumbles  
 Chief Executive Officer  
 Santa Clarita Valley School Food Services Agency  
 25210 Anza Drive  
 Santa Clarita, CA 91355

**Re: Initial Proposal for 2016-2017 Re-opener Negotiations**

Dear Dr. Grumbles,

California School Employees Association (CSEA) relies on having accurate contact The California School Employees Association and its Santa Clarita JPA Chapter #782 (herein after "Association") looks forward to working with the Santa Clarita Valley School Food Service Agency (herein after "Agency") during 2016-2017 yearly negotiations to provide represented bargaining unit members fair compensation and other enhancements under the re-opener agreement.

The Association presents their initial proposal for a reopener contract under the provisions of the current bargaining agreement. It is the Association's intent to alter or amend the following articles as indicated, and present our proposals for public discussion in accordance with Government Code § 3547:

Article 6: Salary

The Association's interests include negotiating a more favorable compensation and language for all employees that will reflect the current positive economic climate.

Article 7: Employee Benefits

The Association's interests include obtaining a higher, more competitive contribution from the Agency to the existing health and welfare benefits package for all employees.

Article 10: Sick Leave

The Association's interests includes seeking improvements to the use of the catastrophic leave bank.

All Other Articles

Status Quo

In the spirit of collaboration, additional articles may be reopened as mutually agreed upon between the parties. The Association reserves the right to freely submit alternate proposals with amendments or alterations to the aforementioned articles.

Thank you for your time and prompt attention to this matter. I look forward to hearing from you at your earliest convenience.

Kind regards,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

A handwritten signature in blue ink that reads "Mari Nikogosyan". The signature is fluid and cursive, with a large loop at the end of the last name.

Mari Nikogosyan  
Labor Relations Representative

C/C: Deborah Beltran, Chapter President; Mia Reed, Regional Representative; Rameldia Mark, Area D Director; Espie Mendellin, Field Director; Andrew Prickett, Senior Labor Relations Representative; Mari Nikogosyan, Labor Relations Representative; file.

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

**Meeting Date:** September 20, 2016  
**Submitted By:** Dr. Lynnelle Grumbles / Susan Weiss  
**Subject:** Present SCVSFSA Initial Proposal for SY2016-17 to CSEA

**INFORMATION # 16-17-03-CC7**

**Summary**

California Government Code 3547 requires that the initial proposals of both a Union and a Board of Directors be “sunshined” at public meetings, that a Board publicly acknowledge receipt of the proposal from the Union, and that a public hearing be held at a subsequent meeting to allow for public comment on each proposal.

Agency staff has reviewed the current Collective Bargaining Agreement with CSEA Santa Clarita JPA Chapter #782 and prepared an initial proposal for SY2016-17 re-opener negotiations, as attached.

**Financial Impact**

Unknown.

**Recommended Action:**

For information only – no action required.

# SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY

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

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September 20, 2016

Debra Beltran  
President, CSEA Santa Clarita JPA Chapter #782  
28006 Oaklar Drive  
Santa Clarita, CA 91350

**Re: SCVSFSA Interests for SY2016-17 CSEA Contract Negotiations**

Dear Debra,

Government Code Section 3547 requires all initial contract proposals of the Board of Directors and an employee organization which relate to matters within the scope of representation be presented at a public meeting and be made available to public review at the Agency office for a reasonable period of time.

The Santa Clarita Valley School Food Services Agency looks forward to continuing the good faith negotiations process that has developed between the Agency and the Bargaining Unit Team for the California School Employees Association and its Santa Clarita JPA Chapter #782. The Agency's intentions are to maintain staff at the most efficient level, providing adequate salary and benefits for services rendered, while promoting the nutritional health and welfare of the children our programs serve. The Agency intends to alter or amend the following articles for SY 2016-17 negotiations:

**Article VI – Salary and Compensation**

The agency's interests include adjusting compensation to align with California minimum wage laws.

**Article VII – Employee Benefits**

The agency's interests include reviewing current benefit packages and the agency contribution towards purchase thereof.

Other Articles not mentioned here shall remain Status Quo. Additional articles may be reopened as mutually agreed upon by both parties.

We look forward to working with you in a collaborative manner through the negotiations process.

Sincerely,



Dr. Lynnelle Grumbles, RDN, SNS  
Chief Executive Officer  
Santa Clarita Valley School Food Services Agency

cc: Mari Nikogosyan, Labor Relations Representative.

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

**Meeting Date:** September 20, 2016  
**Submitted By:** Dr. Lynnelle Grumbles  
**Subject:** CSBA Revision to BP4030 Nondiscrimination in Employment –  
First Reading

**INFORMATION # 16-17-03/CC8**

**Summary**

Board policies and administrative regulations are routinely developed and revised as a result of changes in law, mandates, regulations, and current practice.

Per recommendation from the California School Boards Association, Board Policy (BP) 3040 regarding nondiscrimination in employment has been revised to add prohibited discrimination against an employee or job applicant on the basis of his/her association with a person or group with one or more of the listed characteristics.

New language is in **bold underline** and old language to be deleted is in **~~bold strikethrough~~**.

**Financial Impact**

None.

**Recommended Action:**

For discussion only at this time. The second and final reading will be considered for approval at the October 18, 2016, Board Meeting.

**All Personnel**

BP 4030(a)

**NONDISCRIMINATION IN EMPLOYMENT**

The Board of Directors is determined to provide Santa Clarita Valley School Food Services Agency (SCVSFSA) employees and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, and protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. The Board prohibits SCVSFSA employees from discriminating against or harassing any other SCVSFSA employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation, **or association with a person or group with one or more of these actual or perceived characteristics.**

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)*

The Board also prohibits discrimination against any employee or job applicant in compensation, terms, conditions, and other privileges of employment and the taking of any adverse employment action, including, but not limited to, termination or the denial of employment, promotion, job assignment, or training, against an employee or job applicant based on any of the categories listed above.

*(cf. 4032 – Reasonable Accommodation)*

*(cf. 4154/425/4354 – Health and Welfare Benefits)*

Prohibited discrimination on the basis of religious creed includes discrimination based on an employee's or job applicants religious belief or observance including his/her religious dress or grooming practices. In accordance with Government Code 12940, prohibited discrimination on the basis of religious creed also includes the SCVSFSA's failure or refusal to use reasonable means to accommodate an employee's or job applicant's religious belief, observance, or practices which conflicts with an employment requirement. However, the SCVSFSA shall not accommodate an employee's religious dress practice or religious grooming practice if it requires segregation of the individual from other employees or the public or if it would result in a violation of this policy or any law prohibiting discrimination.

Prohibited sex discrimination includes discrimination based on an employee's or job applicant's pregnancy, childbirth, breastfeeding, or any related medical conditions. (Government Code 12926, 12940)

*(cf. 4033 – Lactation Accommodation)*

Harassment consists of any unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe or pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.

BP 4030(b)

**NONDISCRIMINATION IN EMPLOYMENT** (continued)

*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*

The Board also prohibits retaliation against any SCVSFSA employee or job applicant, who opposes any discriminatory employment practice by the SCVSFSA or its employee, agent, or representative or who complains, testifies, assists, or in any way participates in the SCVSFSA's complaint procedures pursuant to this policy. No employee or job applicant who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination, or harassment, shall report the incident to the CEO or designated SCVSFSA coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The SCVSFSA shall protect any employee who does report such incidents from retaliation.

Any SCVSFSA employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

The following position is designated as Coordinator for Nondiscrimination in Employment:

Chief Executive Officer (CEO)  
25210 Anza Drive  
Valencia, CA 91355  
(661) 295-1574 ext. 103

Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of SCVSFSA policy should, as appropriate, immediately contact his/her supervisor, the Coordinator, or the CEO who shall advise the employee or applicant about the SCVSFSA's procedures for filing, investigating, and resolving any such complaint.

Complaints regarding employment discrimination or harassment shall immediately be investigated in accordance with AR 4031 - Complaints Concerning Discrimination in Employment.

*(cf. 4031 - Complaints Concerning Discrimination in Employment)*

**NONDISCRIMINATION IN EMPLOYMENT** (continued)

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Coordinator or CEO as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.

**Training and Notifications**

The CEO or designee shall provide training to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of SCVSFSA's policies and regulations regarding discrimination.

(cf. 4131- Staff Development)

(cf. 4231- Staff Development)

(cf. 4331- Staff Development)

The CEO or designee shall regularly publicize, within SCVSFSA and in the community, SCVSFSA's nondiscrimination policy and the availability of complaint procedures. Such publication shall be included in each announcement, bulletin, or application form that is used in employee recruitment. (34 CFR 100.6, 106.9)

SCVSFSA's policy shall be posted in all SCVSFSA district schools. (5 CCR 4960)

*Legal Reference:*EDUCATION CODE

200-262.4 Prohibition of discrimination

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

11138 Rules and Regulations

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.56 Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2

~~7287.6~~ **11019** Terms, conditions and privileges of employment

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age discrimination in federally assisted programs

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

BP 4030(d)

**NONDISCRIMINATION IN EMPLOYMENT** (continued)

*35.101-35.190 Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 34

*100.6 Compliance information*

*104.7 Designation of responsible employee for Section 504*

*104.8 Notice*

*106.8 Designation of responsible employee and adoption of grievance procedures*

*106.9 Dissemination of policy*

*110.1-110.39 Nondiscrimination on the basis of age*

COURT DECISIONS

*Thompson v. North American Stainless LP*, (2011) 131S.Ct. 863

*Shephard v. Loyola Marymount*, (2002) 102 Cal.App.4th 837

*Management Resources:*

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

*California Law Prohibits Workplace Discrimination and Harassment, December 2014*

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

*Notice of Non-Discrimination, August 2010*

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

*Questions and Answers: Religious Discrimination in the Workplace, 2008*

*New Compliance Manual Section 15: Race and Color Discrimination, April 2006*

*Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999*

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

(4/13 4/15) 12/15

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

**Meeting Date:** September 20, 2016  
**Submitted By:** Dr. Lynnelle Grumbles  
**Subject:** CSBA Revision to BP4040 Employee Use of Technology – First Reading

**INFORMATION # 16-17-03/CC9**

**Summary**

Board policies and administrative regulations are routinely developed and revised as a result of changes in law, mandates, regulations, and current practice.

Per recommendation from the California School Boards Association, Board Policy (BP) 4040 regarding employee use of technology has been revised to reorganize language, update employee notification practices, and add new technology devices.

New language is in **bold underline** and old language to be deleted is in **~~bold strikethrough~~**.

**Financial Impact**

None.

**Recommended Action:**

For discussion only at this time. The second and final reading will be considered for approval at the October 18, 2016, Board Meeting.

All Personnel

BP 4040(a)

**EMPLOYEE USE OF TECHNOLOGY**

The Board of Directors recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting Santa Clarita Valley School Food Services Agency (SCVSFSA) operations, and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

*(cf. 0440 - District Technology Plan)*

**(cf. 1100 – Communication with the Public)**

*(cf. 1113 - District and School Web Sites)*

*(cf. 4032 - Reasonable Accommodation)*

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

*(cf. 6163.4 - Student Use of Technology)*

Employees shall be responsible for the appropriate use of technology and shall use SCVSFSA's technological resources primarily for purposes related to their employment.

*(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)*

**The CEO or designee shall annually notify employees in writing that they have no reasonable expectations of privacy in the use of any equipment or other technological resources provided by or maintained by the agency, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, even when provided their own password. To ensure proper use, the CEO or designee may monitor employee usage of district technology at any time without advance notice or consent and for any reason allowed by law.**

**In addition, employees shall be notified that records maintained on any personal device or messages sent or received on a personal device that is being used to conduct agency business may be subject to disclosure, pursuant to a subpoena or other lawful request.**

**Employees shall report any security problem or misuse of district technology to the CEO or designee.**

~~Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or SCVSFSA operations without authority.~~

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

*(cf. 5125 - Student Records)*

*(cf. 5125.1 - Release of Directory Information)*

**EMPLOYEE USE OF TECHNOLOGY (continued)**

Agency technology includes, but is not limited to, computers, the agency's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technology innovations, whether accessed on or off site or thorough agency-owned or personally owned equipment or devices.

Employees shall not use district technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board policy, or administrative regulations.

**Online/Internet Services**

The Chief Executive Officer (CEO) or designee shall ensure that all SCVSFSA computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography and that the operation of such measures is enforced. The CEO or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)

~~To ensure proper use, the CEO or designee may monitor employee usage of technological resources, including the accessing of email and stored files. Monitoring may occur at any time without advance notice or consent. When passwords are used, they must be known to the CEO or designee so that he/she may have system access.~~

The CEO or designee shall establish administrative regulations and an Acceptable Use Agreement, to be signed annually by ALL employees ~~that use the Agency computers~~, which outline employee obligations and responsibilities related to the use of SCVSFSA technology. Upon employment and whenever significant changes are made to the agency's Acceptable USE Agreement, employees shall be required to acknowledge in writing that they have read and agreed to the Acceptable Use Agreement. He/she also may establish guidelines and limits on the use of technological resources.

Inappropriate use may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

## **EMPLOYEE USE OF TECHNOLOGY (continued)**

~~The CEO or designee shall provide copies of related policies, regulations, and guidelines to all employees who use SCVSFSA's technological resources. Employees shall be required to acknowledge in writing that they have read and understood SCVSFSA's Acceptable Use Agreement.~~

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

### **Use of Cellular Phone or Mobile Communications Device**

An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.

Any employee that uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

*(cf. 3513.1 - Cellular Phone Reimbursement)*

*(cf. 3542 - School Bus Drivers)*

*(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)*

*Legal Reference: (see next page)*

## EMPLOYEE USE OF TECHNOLOGY (continued)

### *Legal Reference:*

#### EDUCATION CODE

~~51870-51874 Education technology~~

~~52270-52272 Education technology and professional development grants~~

52295.10-52295.55 Implementation of Enhancing Education Through Technology grant program

#### GOVERNMENT CODE

3543.1 Rights of employee organizations

#### PENAL CODE

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

#### VEHICLE CODE

23123 Wireless telephones in vehicles

23123.5 Mobile communication devices; text messaging while driving

23125 Wireless telephones in school buses

#### UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:

6777 Internet safety

#### UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

#### CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

#### COURT DECISIONS

*City of Ontario v. Quon et al. (2010) 000 U.S. 08-1332*

### *Management Resources:*

#### WEB SITES

CSBA: <http://www.csba.org>

American Library Association: <http://www.ala.org>

California Department of Education: <http://www.cde.ca.gov>

Federal Communications Commission: <http://www.fcc.gov>

U.S. Department of Education: <http://www.ed.gov>

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

**Meeting Date:** September 20, 2016  
**Submitted By:** Dr. Lynnelle Grumbles  
**Subject:** Super Co-Op Report

**REPORT # 16-17-03/CC10**

**Summary**

	9/7/2016
Total Lunches Served	243,793,996
Entitlement	\$ 78,014,078.56
DoD Produce Reserve	\$ 6,422,508.00
Unprocessed F/V pilot	\$ 2,533,000.00
Carry Over from 15-16	\$ 2,096,628.00
Adjusted Entitlement	\$ 71,155,198.56
YTD Expenditures	\$ 69,639,249.98
Unspent Entitlement	\$ 1,515,948.58
Percentage Spent	97.9%
Excess Account Transfers	\$ 115,485.95

A number of additional truckloads of cheese, chicken, apples, and pork products have been ordered to use the remaining unspent entitlement.

The Tyson Company notified us in January 2016 that they would no longer process beef after the 2015-16 school year. On June 30, the co-op had 36,506.4581 pounds remaining in stock. Protocol is for the company to transfer the meat to another manufacturer or pay out the Fair Market Value. We received a check for \$101,400.34 at \$2.7776 per pound, deposited to the Super Co-Op membership fund.

Fresh Innovations of California, LLC, is a fresh apple processor for the Super Co-Op. In July, after auditing their sales for the 2015-16 year, they reported that they had a significant number of failed transactions and asked to transfer the negative balance into the 2016-17 school year. After reviewing their report and finding numerous errors, I asked them to revise the report. The revised report reflected approximately 30,000 pounds of apples that had not been reported by Swift Produce from January – June 2016. These sales were made under RFP No. 201415-0401-1 for Processed USDA Foods Products and Commercial Equivalents which indicates it is the manufacturer's responsibility to assure prompt reporting of sales by contracted distributors. An additional 16,000 pounds were sold in May 2016 by Gold Star Foods and Sunrise

Produce within a week of the reported balance expiration. To be fair to our member districts, which purchased these goods believing they would be valued at the commodity discounted price, the transactions were allowed and the negative balance extended to the current year. Four additional truckloads were ordered using excess entitlement balance. A letter of reprimand was sent to Fresh Innovations of California, LLC, advising that further occurrence of improper sales transactions or balance errors may facilitate a designation of “non-responsible” and result in possible suspension of USDA Foods processing with Super Co-Op member districts.

The Governing Council meets again on September 29 to continue discussions regarding strategic planning, re-engineering, and realignment of regional groups.

**Financial Impact**

\$101,400.34 additional income for the Super Co-Op Membership Fund for SY2016-17. Plan to update projected Revenues at First Interim.

**Recommended Action**

For information only – no action required.

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

**Meeting Date:** September 20, 2016  
**Submitted By:** Dr. Lynnelle Grumbles  
**Subject:** CSBA Revision to BP 3553 Free and Reduced Price Meals-  
Second Reading

**RECOMMENDATION # 16-17-03/A1**

**Summary**

The California School Board Association (CSBA) recommends the following minor change in Board Policy BP 3553 to delete references to sharing free and reduced-price meal records for the purposes of determining eligibility of students in Title I program improvement schools for school choice and supplemental educational services, as those requirements were eliminated in the Every Student Succeeds Act (P.L. 114-95), and instead authorize the use of those records to determine eligibility for alternative supports offered in accordance with the CDE's transition plan.

This item was originally presented at the August 16, 2016, meeting of the Board of Directors. This is the second and final reading.

**Financial Impact**

None.

**Recommended Action**

Approve item as presented.

**Business and Noninstructional Operations**

BP 3553(a)

**FREE AND REDUCED PRICE MEALS**

The Board of Directors recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Chief Executive Officer (CEO) or designee shall facilitate and encourage the participation of member districts' students from low-income families in the Santa Clarita Valley School Food Services Agency's (SCVSFSA) food service program.

*(cf. 3551 - Food Service Operations/Cafeteria Fund)*  
*(cf. 3552 - Summer Meal Program)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 5148 - Child Care and Development)*  
*(cf. 5148.2 - Before/After School Programs)*  
*(cf. 6177 - Summer School)*

SCVSFSA shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

The CEO or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

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

The Board shall approve, and shall submit to the California Department of Education for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code 49557)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 3555 - Nutrition Program Compliance)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*

**Confidentiality/Release of Records**

All applications and records related to eligibility for the free and reduced-price meals program shall be confidential except as provided by law **and authorized by the Board or pursuant to a court order.** (Education Code 49558)

**The Board authorizes designated employees to release to member districts' authorized employees, individual records pertaining to student eligibility for the free and reduced-price meals program for the following purposes: (Education Code 49558)**

**1. Disaggregation of academic achievement data**

**(cf. 6162.51 – State Academic Achievement Tests)**

**FREE AND REDUCED PRICE MEALS (continued)****2. Identification of students eligible for alternative supports in any school identified as a Title I program improvement school.****(cf. 0520.2 – Title I Program improvement Schools)****(cf. 6171 – Title I Programs)**

If a student transfers from a member district of SCVSFSA to another district or to a private school, the CEO or designee may release the student's eligibility status or a copy of his/her free and reduced-price meal application to the other district or school to assist in the continuation of the student's meal benefits.

~~The Board authorizes designated employees to release to member districts' authorized employees, individual records pertaining to student eligibility for the free and reduced-price meals program, for the purposes of: (Education Code 49558)~~

**1. — Disaggregation of academic achievement data**

**2. — ~~In any school identified as a Title I program improvement school pursuant to 20 USC 6316, identification of students eligible for school choice and supplemental educational services~~**

~~(cf. 0520.2 – Title I Program Improvement Schools)~~~~(cf. 5125 – Student Records)~~~~(cf. 6162.51 – Standardized Testing and Reporting Program)~~~~(cf. 6171 – Title I Programs)~~

**The CEO or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of public Instruction for purposes of determining allocations under the local control funding formula and for assessing accountability of that funding. (Education Code 49558)**

The ~~Board further authorizes the~~ **CEO or designee may** release of information on the school lunch program application to the local agency that determines **eligibility for participation in the** Medi-Cal program ~~eligibility, provided that if~~ the student **has been** is approved for free meals **or, if included in the agreement with the local agency, for reduced-price meals.** **He/she may also release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's and the parent/guardian consents to the sharing of information and the agency has entered into a memorandum of understanding with the local agency which, at a minimum includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for the purposes of determining eligibility for that BP**

**FREE AND REDUCED PRICE MEALS** (continued)

**program, no further information shall be shared unless otherwise authorized by law. in accordance with (Education Code 49557.2, 49557.3, 49558)**

(cf. 5141.6 - School Health Services)

*Legal Reference:*EDUCATION CODE

48980 Notice at beginning of term

49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act of 1974

49547-49548.3 Comprehensive nutrition service

49550-49562 Meals for needy students

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 20

1232g Federal Educational Rights and Privacy Act

6301-6514 Title I programs

UNITED STATES CODE, TITLE 42

1751-1769j School lunch program

1771-1791 Child nutrition, especially:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.10-220.21 National School Breakfast Program

245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk

WELFARE AND INSTITUTIONS CODE14005.41 Basic Health Care*Management Resources:*CSBA PUBLICATIONS

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

NSD SNP-12-2015 updated Guidance on Sharing of School Meal Applications and the Passing of Assembly Bill 1599, July 2015

USDA-SNP-07-2010 Change in Free and Reduced-Price Meal Application Approval Process, September 2010

~~NSD-SNP-12-2010 Clarification Regarding the Ability to Share Student Meal Program Eligibility Information Between School Food Authorities, April 2010~~

~~04-103 Implementation of Final Rule on Verification of Applications for Free and Reduced-Price Meals, August 2004~~

~~98-101 Confidentiality of Free and Reduced-Price Eligibility Information, February 1998~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Feed More Kids, Improve Program Participation

Direct Certification Implementation Checklist, May 2008

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Eligibility Manual for School Meals: ~~Federal Policy for~~ Determining and Verifying Eligibility, January 2008-July 2015

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

**FREE AND REDUCED PRICE MEALS** (continued)

*Legal Reference (continued):*

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

Policy                      **SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY**  
adopted: March 27, 2012                      Valencia, California

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

**Meeting Date:** September 20, 2016  
**Submitted By:** Dr. Lynnelle Grumbles  
**Subject:** CSBA Revision to AR 3553 Free and Reduced Price Meals –  
Second Reading

**RECOMMENDATION # 16-17-03/A2**

**Summary**

The California School Board Association (CSBA) recommends the following minor change to Administrative Regulation (AR) 3553 to reflect changes in Education Code 49557, as amended by SB 708 (Ch. 390, Statutes of 2015), that authorizes districts to make the application for free or reduced-price meals available online. Online applications must comply with specific requirements, including the provision of clear instructions for families that are homeless or are migrants.

This item was originally presented at the August 16, 2016, meeting of the Board of Directors. This is the second and final reading.

**Financial Impact**

None.

**Recommended Action:**

Approve item as presented.

**Business and Noninstructional Operations**

AR 3553(a)

**FREE AND REDUCED PRICE MEALS****Applications**

The Chief Executive Officer (CEO) or designee shall ensure that the Santa Clarita Valley School Food Services Agency's (SCVSFSA) application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. In addition, the application packet may include the notifications and information listed in Education Code 49557.2.

The application form and related information shall be distributed to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

*(cf. 3550 - Food Service/Child Nutrition Program)*  
*(cf. 3551 - Food Service Operations/Cafeteria Fund)*  
*(cf. 3552 - Summer Meal Program)*  
*(cf. 5145.6 - Parental Notifications)*

**In addition, the agency application form for free and reduced-price meals shall be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are homeless or migrant, and comply with other requirements specified in Education Code 49557.**

**The An application** form and **related** information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the CEO or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers contemplating large layoffs in the member districts' attendance area. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

*(cf. 1112 - Media Relations)*

**Eligibility**

The CEO or designee shall determine students' eligibility for the free and reduced-price meals program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

When authorized by law, participants in other federal or state programs may be directly certified, without further application, for enrollment in the free and reduced-price meals program. (Education Code 49561; 42 USC 1758)

*(cf. 6173 - Education for Homeless Children)*

(cf. 6173.1 - Education for Foster Youth)  
(cf. 6175 - Migrant Education Program)

AR 3553(b)

## **FREE AND REDUCED PRICE MEALS (continued)**

### **Verification of Eligibility**

Not later than November 15 of each year, the CEO or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the CEO or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the CEO or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

If any household is to receive a reduction or termination of benefits as a result of verification activities, or if the household fails to cooperate with verification efforts, the CEO or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file the reasons for ineligibility. He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided 10 days prior to the actual reduction or termination of benefits. The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

### **Confidentiality/Release of Records**

In releasing student records for the purposes, specified in Board policy the following conditions shall be satisfied: (Education Code 49558)

1. No individual indicators of participation in the free and reduced-price meals program shall be maintained in the permanent records of any student if not otherwise allowed by law.

AR 3553(c)

### **FREE AND REDUCED PRICE MEALS (continued)**

*(cf. 5125 - Student Records)*

2. Information regarding individual student participation in the free and reduced-price meals program shall not be publicly released.

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

3. All other confidentiality provisions required by law shall be met.
4. Information collected regarding individual students certified to participate in the free and reduced-price meals program shall be destroyed when no longer needed for its intended purpose.

### **Nondiscrimination Plan**

SCVSFSA's plan for students receiving free or reduced-price meals shall ensure the following: (Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals or for milk.
4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 3555 - Nutrition Program Compliance)*

When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code 49557; 7 CFR 245.8)

## Prices

The maximum price that shall be charged to eligible students for reduced-price meals shall be 40 cents for lunch and 30 cents for breakfast. (42 USC 1758, 1773)

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

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

**Meeting Date:** September 20, 2016  
**Submitted By:** Dr. Lynnelle Grumbles  
**Subject:** CSBA Revision to AR 3550 Food Service/Child Nutrition  
Program - Second Reading

**RECOMMENDATION # 16-17-03/A3**

**Summary**

The California School Board Association (CSBA) recommends the following minor change in Administrative Regulation AR 3550(a) :

Revise Item #1 to delete legal citation to 7 CFR 220.23, which has been superseded by the requirements in 7 CFR 220.8 effective July 1, 2013.

This item was originally presented at the August 16, 2016, meeting of the Board of Directors. This is the second and final reading.

**Financial Impact**

None.

**Recommended Action:**

Approve item as presented.

**Business and Noninstructional Operations**

AR 3550(a)

**FOOD SERVICE/CHILD NUTRITION PROGRAM****Nutrition Standards for School Meals**

Meals, food items and beverages provided through the Santa Clarita Valley School Food Services Agency's (SCVSFSA) food services program shall: (Education Code 49531, 49553; 42 USC 1758, 1773)

1. Comply with the National School Lunch and Breakfast Program standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8, ~~or 220.23~~ as applicable.
2. Not be deep fried, par fried, or flash fried, as defined in Education Code 49430 and 49430.7.

*(cf. 3552 - Summer Meal Program)*

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 3554 - Other Food Sales)*

*(cf. 5030 - Student Wellness)*

*(cf. 5141.27 - Food Allergies/Special Dietary Needs)*

**Drinking Water**

SCVSFSA shall ensure that district schools provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed. (Education Code 38086; 42 USC 1758)

**Food Safety**

The Chief Executive Officer (CEO) or designee shall ensure that SCVSFSA's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

For all schools participating in the National School Lunch and/or School Breakfast Program, the CEO or designee shall implement a written food safety program for the storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. SCVSFSA's HACCP plan shall include, but not be limited to, a determination of critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. (42 USC 1758; 7 CFR 210.13, 220.7)

The CEO or designee shall provide ongoing staff development on food safety to food service managers and employees. Each new employee, including a substitute, or volunteer shall complete initial food safety training prior to handling food. The CEO or designee shall document the date, trainer, and subject of each training.

*(cf. 4231 - Staff Development)*

The CEO or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and applicable county regulations.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)

The CEO or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (Health and Safety Code 113725.1; 42 USC 1758; 7 CFR 210.13, 210.15, 220.7)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

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

**Meeting Date:** September 20, 2016  
**Submitted By:** Dr. Lynnelle Grumbles  
**Subject:** CSBA Revision to BP 3555 Nutrition Program Compliance –  
Second Reading

**RECOMMENDATION # 16-17-03/A4**

**Summary**

The California School Board Association (CSBA) recommends the following changes in Board Policy BP 3555, updated to clarify that, although state and federal law prohibit discrimination in child nutrition programs for all protected categories, the CDE and U.S. Department of Agriculture (USDA) only investigate complaints of discrimination based on race, color, national origin, sex, age, and disability. Responsibilities of the agency's civil rights coordinator have also been reorganized and expanded to reflect the CDE's guidebook as updated in November 2015. Addresses where complaints may be submitted are updated. The nondiscrimination statement required to be printed on program documents, publications, and web sites, is also updated to reflect the USDA's 2015 statement.

One revision was made since the first reading, second page, paragraph 6, the following language was added to the end of the sentence, "by reporting needs for correction to JPA Member Districts."

This item was originally presented at the August 16, 2016, meeting of the Board of Directors. This is the second and final reading.

**Financial Impact**

None.

**Recommended Action:**

Approve item as presented.

**Business and Noninstructional Operations**

BP 3555(a)

**NUTRITION PROGRAM COMPLIANCE**

The Board of Directors recognizes the Santa Clarita Valley School Food Services Agency's (SCVSFSA) responsibility to comply with state and federal nondiscrimination laws as they apply to nutrition programs. SCVSFSA shall not deny any individual the benefits or service of any nutrition program or discriminate against him/her on any basis prohibited by law. ~~because of his/her race, color, national origin, gender, sex, sexual orientation, disability, or any other basis prohibited by law, in its implementation of such a program.~~

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

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

*(cf. 3552 - Summer Meal Program)*

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 5030 - Student Wellness)*

**Coordinator**

The Board designates the compliance officer specified in AR 1312.3 - Uniform Complaint Procedures as ~~coordinator of~~ SCVSFSA's civil rights coordinator to ensure compliance with the laws governing its nutrition programs ~~efforts to comply with the laws governing its nutrition programs~~ and to investigate any related complaints. ~~Any complaint concerning SCVSFSA's nutrition programs shall be investigated using the process identified in the section entitled "Procedures" in the SCVSFSA's AR 1312.3 - Uniform Complaint Procedures.~~

*(cf. 1312.3 - Uniform Complaint Procedures)*

The responsibilities of the compliance officer/coordinator include, but are not limited to:

1. Providing the name of the civil rights coordinator to the California Department of Education and other interested parties,

2. Annually providing mandatory civil rights training to all frontline staff who interact with program applicants or participants and to those who supervise frontline staff. The subject matter of such training shall include, but not be limited to, collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

3. Sending a public release announcing the availability of child nutrition programs and/or changes in the program to public media and to community and grassroots organizations that interact directly with eligible or potentially eligible participants.

4. Communicating the program's nondiscrimination policy and applicable complaint procedures, as provided in the section "Notification" below.

**NUTRITION PROGRAM COMPLIANCE (continued)**

**5. Providing appropriate translation services when a significant number of persons in the surrounding population have limited English proficiency.**

**6. Ensuring that every part of the facility is accessible to and usable by persons with disabilities and that participants with disabilities are not excluded from the benefits or services due to inaccessibility of facilities by reporting needs for correction to JPA Member Districts.**

**7. Ensuring that special meals are made available to participants with disabilities who have a medical statement on file documenting that their disability restricts their diet.**

**(cf. 5141.27 – Food Allergies/Special Dietary Needs)**

**8. Implementing procedures to process and resolve civil rights (discrimination) complaints and program-related complaints, including maintaining a compliant log and working with the appropriate person to resolve any complaint.**

**9. Encouraging member districts to develop methods, which preferably use self-identification or self-reporting, to collect racial and ethnic data for potentially eligible populations, applicants, and participants.**

~~The coordinator shall provide training on the laws, regulations, procedures, and directives related to SCVSFSA's nutrition programs to SCVSFSA employees involved in administering them. The coordinator also shall develop procedures and systems that do not restrict the participation of individuals in SCVSFSA's nutrition programs, based on their race, ethnicity, or disability, and that prevent SCVSFSA employees from incorrectly denying the applications for participation submitted by such individuals.~~

~~The coordinator shall develop and maintain a system for collecting racial and ethnic data of participants in the SCVSFSA's nutrition programs and shall, at least annually, report to the Board on whether SCVSFSA's nutrition programs are effectively reaching eligible individuals and whether and where additional outreach may be needed.~~

~~(cf. 5022 - Students and Family Privacy Rights)~~

~~(cf. 5125 - Student Records)~~

~~When a significant number of participants or potential participants in SCVSFSA's nutrition programs are only non-English speakers, the coordinator shall make an appropriate language translation available.~~

~~(cf. 5020 – Parent Rights and Responsibilities)~~

~~(cf. 6020 – Parent Involvement)~~

~~(cf. 6174 – English Language Learners)~~

**NUTRITION PROGRAM COMPLIANCE (continued)**

~~The coordinator also shall ensure that SCVSFSA's nutrition programs accommodate the special dietary needs of any individual with a disability who has on file a medical statement that restricts his/her diet because of his/her disability. Peanut free zones are set up by the school site and it changes annually.~~

~~(cf. 5141.27—Food Allergies/Special Dietary Needs)  
(cf. 6159—Individualized Education Program)  
(cf. 6164.6—Identification and Education Under Section 504)~~

**Notifications**

The coordinator shall ensure that the U.S. Department of Agriculture's "And Justice for All" or other approved Nutrition Programs Civil Rights posters are displayed in areas visible to SCVSFSA's nutrition program participants, such as food service areas and school offices.

Annually, the coordinator shall notify the public, all program applicants, participants, and potentially eligible persons ~~all students, parents/guardians, and SCVSFSA employees~~ of their program rights and responsibilities and steps necessary for participation. Applicants, participants, and the public shall also be advised of their right to requirements and the procedures for filing a complaint, the complaint procedures, and that a complaint may be filed anonymously or by a third party through the SCVSFSA's usual means of notification.

~~(cf. 4112.9/4212.9/4312.9—Employee Notifications)  
(cf. 5145.6 - Parental Notifications)~~

In addition, all forms of communication available to the public regarding program availability shall contain, ~~the coordinator shall ensure that every informational release, publication, or poster concerning SCVSFSA's nutrition programs and/or activities includes,~~ in a prominent location, the following statement:

"In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and this institutions participating in or administering USDA programs are is prohibited from discriminating ~~on the basis of~~ based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted by the USDA religion, political beliefs, or disability. ~~In addition, California law prohibits discrimination on any basis identified in Government Code 12940.~~

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

**NUTRITION PROGRAM COMPLIANCE (continued)**

**Additionally, program information may be made available in languages other than English.**

To file a complaint of discrimination, **complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, and write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:**

**(1) Mail: U.S. Department of Agriculture**

**write USDA, Director, Office of [the Assistant Secretary for](#) Civil Rights**  
1400 Independence Avenue, SW

Washington, D.C. 20250-9410 **or call (800) 795-3272 (voice) or (202) 720-6382 (TTY).**

**(2) Fax: (202) 690-7742, or**

**(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)**

**This institution USDA** is an equal opportunity provider and employer."

**Forms of communication requiring this nondiscrimination statement include, but are not limited to, web sites, public information releases, publications, and posters, but exclude menus. The nondiscrimination statement need not be included on every page of program information on the agency's web site, but the statement or a link to the statement shall be included on the home page of the program information.**

**A short version of the nondiscrimination statement, stating ~~However, if the document is no more than one page and there is no room to print the full nondiscrimination statement, SCVSFSA may instead use the statement~~ "This institution is an equal opportunity provider" my be used on pamphlets, brochures, and flyers in the same print size as the rest of the text.**

### **Complaints**

**Any complaint concerning SCVSFSA's nutrition programs shall be investigated using the process identified in AR 1312.5 – Uniform Complaint Procedures.**

When a complaint **alleging discrimination on the basis of race, color, national origin, sex, age, or disability** is unresolved at SCVSFSA's level, the coordinator shall notify the complainant of the option to contact and/or forward his/her complaint to one of the following agencies:

**NUTRITION PROGRAM COMPLIANCE (continued)**

1. Child Nutrition Program Civil Rights and Program Complaint Coordinator, California Department of Education, Nutrition Services Division, 1430 N Street, Room ~~1500~~ **4503**, Sacramento, CA 95814-2342 or call 916-~~445-0850~~ **323-8531** or 800-952-5609
2. ~~Office of Civil Rights, USDA, Western Region, 90 Seventh Street, Suite 10-100, San Francisco, CA 94103 or call 415-705-1336 or fax 415-705-1364 or email Joe.Torres@fns.usda.gov~~
3. US Department of Agriculture, Director, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call ~~800-795-3272 or 202-720-6382 (TTY)~~ **(866) 632-9992, (800) 877-8339 (Federal Relay Service – English), (800) 845-6136 (Federal Relay Service – Spanish), fax (202) 690-7442, or email program.intake@usda.gov.**

*Legal Reference:*EDUCATION CODE

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

49060-49079 Student records

49490-49590 Child nutrition programs

PENAL CODE~~422.55 Definition of hate crime~~

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 7210.23 National School Lunch Program, district responsibilities215.7 Special Milk Program, requirements for participation215.14 Special Milk Program, nondiscrimination220.7 School Breakfast Program, requirements for participation225.3 Summer Food Service Program, administration225.7 Summer Food Service Program, program monitoringCODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

Legal Reference (continued):

CODE OF FEDERAL REGULATIONS, TITLE 34

*100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI*

*104.1-104.39 Section 504 of the Rehabilitation Act of 1973*

106.1-106.61 *Discrimination on the basis of sex, effectuating Title IX, especially:*

### 106.9 Dissemination of policy

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION, NUTRITION SERVICES DIVISION

## PUBLICATIONS

*Civil Rights and Complaint Procedures for Child Nutrition Programs*, ~~March 2010~~ rev. November 2015

U.S. DEPARTMENT OF AGRICULTURE, FOOD AND NUTRITION SERVICE PUBLICATIONS

*Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005*

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

*Protecting Students from Harassment and Hate Crime, January 1999*

Notice of Non-Discrimination, ~~January 1999~~ August 2010

## WEB SITES

*California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>*

*U.S. Department of Agriculture, Food and Nutrition Services: <http://www.fns.usda.gov>*

*U.S. Department of Agriculture, Office for Civil Rights: <http://www.ascr.usda.gov>*

*U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>*

Policy **SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY**  
 adopted: March 27, 2012 Valencia, California

MEETING DATE: September 20, 2016

SUBMITTED BY: Dr. Lynnelle Grumbles/Susan Weiss

SUBJECT: Agency's 2015-2016 Unaudited Actuals Report

## INFORMATION # 16-17-03/A5

BUDGET DESCRIPTION	2015-2016 UNAUDITED ACTUALS	BUDGET NOTES
<b><u>INCOME</u></b>		
Fund 01.0	\$ 8,610,482	School Nutrition Program
Fund 01.1	\$ 1,345,325	Super Co-Op
Fund 01.0 & 01.1	<b>\$9,955,807</b>	<b>TOTAL INCOME</b>
<b><u>EXPENSES</u></b>		
Fund 01.0	\$7,919,175	School Nutrition Program
Fund 01.1	\$1,141,292	Super Co-Op
Fund 01.0 & 01.1	<b>\$9,060,467</b>	<b>TOTAL EXPENSES</b>
<b><u>NET ORDINARY INCOME</u></b>		
Fund 01.0	\$691,307	School Nutrition Program
Fund 01.1	\$204,033	Super Co-Op
Total 01.0 & 01.1	<b>\$895,340</b>	<b>TOTAL NET ORDINARY INCOME</b>
<b><u>TRANSFER OUT TO DISTRICTS (DIRECT COSTS)</u></b>		
Fund 01.0	\$500,000	School Nutrition Program
Fund 01.1	\$0.00	Super Co-Op
Fund 01.0 & 01.1	<b>\$500,000</b>	<b>TOTAL TRANSFERS OUT TO DISTRICTS</b>
<b><u>NET INCOME</u></b>		
Fund 01.0	\$191,307	School Nutrition Program
Fund 01.1	\$204,033	Super Co-Op
Fund 01.0 & 01.1	<b>\$395,340</b>	<b>TOTAL NET INCOME</b>
<b><u>BEGINNING FUND BALANCE</u></b>		
Fund 01.0	\$1,708,824	School Nutrition Program
Fund 01.1	\$25,255	Super Co-Op
Fund 01.0 & 01.1	<b>\$1,734,079</b>	<b>TOTAL BEGINNING FUND BALANCE</b>
<b><u>ENDING FUND BALANCE</u></b>		
Fund 01.0	\$1,900,131	School Nutrition Program
Fund 01.1	\$229,288	Super Co-Op
Total 01.0 & 01.1	<b>\$2,129,419</b>	<b>TOTAL ENDING FUND BALANCE</b>
Non Spendable (SACS) Fund 01.0 Only	\$177,540	Revolving cash, Inventory and Restricted (Resources 53100.0,53200.0)
<b><u>Reserved for Economic Uncertainties</u></b>	<b>\$1,722,591</b> <b>\$229,288</b>	Fund 01.0 (20.46% Reserves) Fund 01.1 (20.09% Reserves)
Total 01.0 & 01.1	<b>\$1,951,879</b>	<b>School Nutrition Program &amp; Super Co-Op (20.42% Reserves)</b>

**RECOMMENDED ACTION:**

It is recommended that the Board of Directors approve the Agency's 2015-2016 Unaudited Actuals Report as presented.

# UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2015-16 UNAUDITED ACTUAL FINANCIAL REPORT. This report was prepared in accordance with Education Code Section 41010 and is hereby approved and filed by the governing board of the JPA pursuant to Education Code sections 41023 and 42100.

Signed \_\_\_\_\_  
Clerk/Secretary of the JPA Governing Board  
(Original signature required)

Date of Meeting: Sep 20, 2016

To the Superintendent of Public Instruction:

2015-16 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code sections 41023 and 42100.

Signed \_\_\_\_\_  
County Superintendent/Designee  
(Original signature required)

Date: \_\_\_\_\_

For additional information on the unaudited actual reports, please contact:

For County Office of Education:

For JPA:

Andrew Surrendraneth  
Name  
Business Advisory Consultant  
Title  
562-922-6743  
Telephone  
Surendranath Andrew@laoe.edu  
E-mail Address

Susan Weiss  
Name  
Dir., Finance & Admin.  
Title  
661-295-1574, ext. 116  
Telephone  
susan@scvsfsa.net  
E-mail Address

## REQUEST FOR AN APPROVED INDIRECT COST RATE:

JPA's do not receive an approved indirect cost rate unless specifically requested.

( N ) Do you want an approved indirect cost rate for use with 2017-18 programs? (Yes/No)

Santa Clarita Villy Sch Food Svs Agency JPA  
Los Angeles County

Unaudited Actuals  
FINANCIAL REPORTS  
2015-16 Unaudited Actuals  
Summary of Unaudited Actual Data Submission

19 40709 0000000  
Form CA

Following is a summary of the critical data elements contained in your unaudited actual data. Since these data may have fiscal implications for your agency, please verify their accuracy before filing your unaudited actual financial reports.

Form	Description	Value
ICR	Preliminary Proposed Indirect Cost Rate Fixed-with-carry-forward indirect cost rate for use in 2017-18, subject to CDE approval (applicable only if an approved indirect cost rate has been requested).	0.19%

Santa Clarita Vllly Sch Food Svs Agency JPA  
Los Angeles County

Unaudited Actuals  
General Fund  
Expenditures by Object

19 40709 0000000  
Form 01

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	5,162,214.46	5,162,401.00	0.0%
3) Other State Revenue		8300-8599	395,207.16	402,682.00	1.9%
4) Other Local Revenue		8600-8799	4,398,385.34	4,678,074.00	6.4%
5) TOTAL, REVENUES			9,955,806.96	10,243,157.00	2.9%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	3,423,981.64	3,749,852.00	9.5%
3) Employee Benefits		3000-3999	1,337,995.50	1,390,632.00	3.9%
4) Books and Supplies		4000-4999	3,704,195.20	3,938,569.00	6.3%
5) Services and Other Operating Expenditures		5000-5999	458,428.47	673,271.00	46.9%
6) Capital Outlay		6000-6999	135,866.30	100,000.00	-26.4%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	500,000.00	300,000.00	-40.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			9,560,467.11	10,152,324.00	6.2%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			395,339.85	90,833.00	-77.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Santa Clarita Villy Sch Food Svs Agency JPA  
Los Angeles County

Unaudited Actuals  
General Fund  
Expenditures by Object

19 40709 0000000  
Form 01

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			395,339.85	90,833.00	-77.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,734,078.52	2,129,418.37	22.8%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,734,078.52	2,129,418.37	22.8%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,734,078.52	2,129,418.37	22.8%
2) Ending Balance, June 30 (E + F1e)			2,129,418.37	2,220,251.37	4.3%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	240.00	240.00	0.0%
Stores		9712	90,879.69	100,000.00	10.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	86,419.87	361,357.56	318.1%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	1,951,878.81	1,758,653.81	-9.9%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Santa Clarita Villy Sch Food Svs Agency JPA  
Los Angeles County

Unaudited Actuals  
General Fund  
Expenditures by Object

19 40709 0000000  
Form 01

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	1,420,865.12		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	240.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	149,771.06		
4) Due from Grantor Government		9290	878,680.10		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	90,879.69		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	33,357.00		
9) TOTAL, ASSETS			2,573,792.97		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	444,374.60		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			444,374.60		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			2,129,418.37		

Santa Clarita Villy Sch Food Svs Agency JPA  
Los Angeles County

Unaudited Actuals  
General Fund  
Expenditures by Object

19 40709 0000000  
Form 01

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
<b>FEDERAL REVENUE</b>					
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	5,142,214.46	5,162,401.00	0.4%
Donated Food Commodities		8221	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.0%
No Child Left Behind	4036	8290	0.00	0.00	0.0%
Vocational and Applied Technology Education	3500-3699	8290	0.00	0.00	0.0%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	20,000.00	0.00	-100.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>5,162,214.46</b>	<b>5,162,401.00</b>	<b>0.0%</b>
<b>OTHER STATE REVENUE</b>					
Other State Apportionments					
All Other State Apportionments - Current Year		8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	395,207.16	402,682.00	1.9%
Mandated Costs Reimbursements		8550	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>395,207.16</b>	<b>402,682.00</b>	<b>1.9%</b>
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	2,688,728.72	2,628,468.00	-2.2%
All Other Sales		8639	0.00	0.00	0.0%

Santa Clarita Villy Sch Food Svs Agency JPA  
Los Angeles County

Unaudited Actuals  
General Fund  
Expenditures by Object

19 40709 0000000  
Form 01

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	11,231.31	8,006.00	-28.7%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Adult Education Fees		8671	0.00	0.00	0.0%
In-District Premiums/ Contributions		8674	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	201,419.80	231,950.00	15.2%
Other Local Revenue					
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.0%
All Other Local Revenue		8699	1,497,005.51	1,809,650.00	20.9%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.0%
Transfers of Apportionments					
Special Education SELPA Transfers From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
ROC/P Transfers					
From Districts or Charter Schools	6360	8791	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>4,398,385.34</b>	<b>4,678,074.00</b>	<b>6.4%</b>
<b>TOTAL, REVENUES</b>			<b>9,955,806.96</b>	<b>10,243,157.00</b>	<b>2.9%</b>

Santa Clarita Vly Sch Food Svs Agency JPA  
Los Angeles County

Unaudited Actuals  
General Fund  
Expenditures by Object

19 40709 0000000  
Form 01

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
<b>CERTIFICATED SALARIES</b>					
Certificated Teachers' Salaries		1100	0.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>					
Classified Instructional Salaries		2100	0.00	0.00	0.0%
Classified Support Salaries		2200	2,383,080.02	3,749,852.00	57.4%
Classified Supervisors' and Administrators' Salaries		2300	351,145.89	0.00	-100.0%
Clerical, Technical and Office Salaries		2400	689,755.73	0.00	-100.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			3,423,981.64	3,749,852.00	9.5%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	421,635.25	450,000.00	6.7%
OASDI/Medicare/Alternative		3301-3302	247,778.66	265,747.00	7.3%
Health and Welfare Benefits		3401-3402	568,151.71	575,000.00	1.2%
Unemployment Insurance		3501-3502	1,717.53	1,885.00	9.8%
Workers' Compensation		3601-3602	98,712.35	98,000.00	-0.7%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			1,337,995.50	1,390,632.00	3.9%
<b>BOOKS AND SUPPLIES</b>					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	47,100.18	63,610.00	35.1%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
Food		4700	3,657,095.02	3,874,959.00	6.0%
TOTAL, BOOKS AND SUPPLIES			3,704,195.20	3,938,569.00	6.3%

Santa Clarita Vllg Sch Food Svs Agency JPA  
Los Angeles County

Unaudited Actuals  
General Fund  
Expenditures by Object

19 40709 0000000  
Form 01

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	25,582.96	36,225.00	41.6%
Dues and Memberships		5300	1,541.50	2,404.00	56.0%
Insurance		5400-5450	51,563.00	51,685.00	0.2%
Operations and Housekeeping Services		5500	87,810.89	95,211.00	8.4%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	77,854.96	79,345.00	1.9%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	201,963.12	395,801.00	96.0%
Communications		5900	12,112.04	12,600.00	4.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>458,428.47</b>	<b>673,271.00</b>	<b>46.9%</b>
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	121,840.00	0.00	-100.0%
Equipment		6400	14,026.30	100,000.00	612.9%
Equipment Replacement		6500	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>135,866.30</b>	<b>100,000.00</b>	<b>-26.4%</b>

Santa Clarita Villy Sch Food Svs Agency JPA  
Los Angeles County

Unaudited Actuals  
General Fund  
Expenditures by Object

19 40709 0000000  
Form 01

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Tuition					
Tuition, Excess Costs, and/or Deficit Payments					
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
Transfers of Pass-Through Revenues					
To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments					
To Districts or Charter Schools	6500	7221	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.0%
ROC/P Transfers of Apportionments					
To Districts or Charter Schools	6360	7221	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.0%
All Other Transfers		7281-7283	500,000.00	300,000.00	-40.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>500,000.00</b>	<b>300,000.00</b>	<b>-40.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENDITURES</b>			<b>9,560,467.11</b>	<b>10,152,324.00</b>	<b>6.2%</b>

Santa Clarita Villy Sch Food Svs Agency JPA  
Los Angeles County

Unaudited Actuals  
General Fund  
Expenditures by Object

19 40709 0000000  
Form 01

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
From: Special Reserve Fund		8912	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
To: Special Reserve Fund		7612	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Santa Clarita Villy Sch Food Svs Agency JPA  
Los Angeles County

Unaudited Actuals  
General Fund  
Expenditures by Function

19 40709 0000000  
Form 01

Description	Function Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	5,162,214.46	5,162,401.00	0.0%
3) Other State Revenue		8300-8599	395,207.16	402,682.00	1.9%
4) Other Local Revenue		8600-8799	4,398,385.34	4,678,074.00	6.4%
5) TOTAL, REVENUES			9,955,806.96	10,243,157.00	2.9%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		8,834,194.63	9,732,113.00	10.2%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		16,621.59	25,000.00	50.4%
8) Plant Services	8000-8999		209,650.89	95,211.00	-54.6%
9) Other Outgo	9000-9999	Except 7600-7699	500,000.00	300,000.00	-40.0%
10) TOTAL, EXPENDITURES			9,560,467.11	10,152,324.00	6.2%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			395,339.85	90,833.00	-77.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Santa Clarita Vly Sch Food Svs Agency JPA  
Los Angeles County

Unaudited Actuals  
General Fund  
Expenditures by Function

19 40709 0000000  
Form 01

Description	Function Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			395,339.85	90,833.00	-77.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,734,078.52	2,129,418.37	22.8%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,734,078.52	2,129,418.37	22.8%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,734,078.52	2,129,418.37	22.8%
2) Ending Balance, June 30 (E + F1e)			2,129,418.37	2,220,251.37	4.3%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	240.00	240.00	0.0%
Stores		9712	90,879.69	100,000.00	10.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	86,419.87	361,357.56	318.1%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	1,951,878.81	1,758,653.81	-9.9%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Santa Clarita Vly Sch Food Svs Agency JPA  
Los Angeles County

Unaudited Actuals  
General Fund  
Exhibit: Restricted Balance Detail

19 40709 0000000  
Form 01

<b>Resource</b>	<b>Description</b>	<b>2015-16 Unaudited Actuals</b>	<b>2016-17 Budget</b>
5310	Child Nutrition: School Programs (e.g., School Lunch, School	61,737.78	336,675.47
5320	Child Nutrition: Child Care Food Program (CCFP) Claims-Cen	24,682.09	24,682.09
Total, Restricted Balance		86,419.87	361,357.56

**Part I - General Administrative Share of Plant Services Costs**

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

**A. Salaries and Benefits - Other General Administration and Centralized Data Processing**

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)  
(Functions 7200-7700, goals 0000 and 9000) 0.00
2. Contracted general administrative positions not paid through payroll
  - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. \_\_\_\_\_
  - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

**B. Salaries and Benefits - All Other Activities**

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)  
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 4,761,977.14

**C. Percentage of Plant Services Costs Attributable to General Administration**

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 0.00%

**Part II - Adjustments for Employment Separation Costs**

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

**A. Normal Separation Costs (optional)**

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. 0.00  
Retain supporting documentation.

**B. Abnormal or Mass Separation Costs (required)**

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0.00

**Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)****A. Indirect Costs**

1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	0.00
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	16,621.59
3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	0.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	0.00
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	0.00
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	16,621.59
9. Carry-Forward Adjustment (Part IV, Line F)	0.00
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	16,621.59

**B. Base Costs**

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	0.00
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	0.00
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 5100)	8,820,168.33
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	0.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	0.00
6. Enterprise (Function 6000, objects 1000-5999 except 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	0.00
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)	0.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	87,810.89
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	0.00
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
15. Child Development (Fund 12, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Cafeteria (Funds 13 and 61, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
17. Foundation (Funds 19 and 57, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
18. Total Base Costs (Lines B1 through B12 and Lines B13b through B17, minus Line B13a)	8,907,979.22

**C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment  
(For information only - not for use when claiming/recovering indirect costs)**

(Line A8 divided by Line B18) 0.19%

**D. Preliminary Proposed Indirect Cost Rate**(For final approved fixed-with-carry-forward rate for use in 2017-18 see [www.cde.ca.gov/fg/ac/ic/](http://www.cde.ca.gov/fg/ac/ic/))

(Line A10 divided by Line B18) 0.19%

**Part IV - Carry-forward Adjustment**

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

<b>A. Indirect costs incurred in the current year (Part III, Line A8)</b>	16,621.59
<b>B. Carry-forward adjustment from prior year(s)</b>	
1. Carry-forward adjustment from the second prior year	0.00
2. Carry-forward adjustment amount deferred from prior year(s), if any	0.00
<b>C. Carry-forward adjustment for under- or over-recovery in the current year</b>	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (0%) times Part III, Line B18); zero if negative	0.00
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (0%) times Part III, Line B18) or (the highest rate used to recover costs from any program (0%) times Part III, Line B18); zero if positive	0.00
<b>D. Preliminary carry-forward adjustment (Line C1 or C2)</b>	0.00
<b>E. Optional allocation of negative carry-forward adjustment over more than one year</b>	
Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	not applicable
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	not applicable
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	not applicable
LEA request for Option 1, Option 2, or Option 3	1
<b>F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)</b>	0.00

Unaudited Actuals  
 Santa Clarita Villy Sch Food Svs Agency JPA 2015-16 Unaudited Actuals  
 Los Angeles County Exhibit A: Indirect Cost Rates Charged to Programs

19 40709 0000000  
 Form ICR

Approved indirect cost rate: 0.00%  
 Highest rate used in any program: 0.00%

<u>Fund</u>	<u>Resource</u>	<u>Eligible Expenditures (Objects 1000-5999 except Object 5100)</u>	<u>Indirect Costs Charged (Objects 7310 and 7350)</u>	<u>Rate Used</u>
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Unaudited Actuals  
2015-16  
General Fund and Charter Schools Funds  
Program Cost Report  
Schedule of Allocation Factors (AF) for Support Costs

	----- Teacher Full-Time Equivalents -----				----- Classroom Units -----		Pupils Transported
	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3100-3199 & 3900)	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Pupil Transportation (Function 3600)
<b>A. Amount of Undistributed Expenditures, Funds 01, 09, and 62, Goals 0000 and 9000 (will be allocated based on factors input)</b>	0.00	0.00	0.00	0.00	87,810.89	0.00	0.00
<b>B. Enter Allocation Factor(s) by Goal:</b> (Note: Allocation factors are only needed for a column if there are undistributed expenditures in line A.)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	CU Factor(s)	CU Factor(s)	PT Factor(s)
<b>Instructional Goals Description</b>							
0001 Pre-Kindergarten							
1110 Regular Education, K-12							
3800 Career Technical Education							
4110 Regular Education, Adult							
4630 Adult Career Technical Education							
5000-5999 Special Education (allocated to 5001)							
6000 ROC/P							
<b>Other Goals Description</b>							
7110 Nonagency - Educational							
7150 Nonagency - Other							
8500 Child Care and Development Services							
<b>Other Funds Description</b>							
-- Adult Education (Fund 11)							
-- Child Development (Fund 12)							
-- Cafeteria (Funds 13 & 61)					87,682.04		
<b>C. Total Allocation Factors</b>	0.00	0.00	0.00	0.00	87,682.04	0.00	0.00

Santa Clarita Vly Sch Food Svs Agency JPA  
Los Angeles County

Unaudited Actuals  
2015-16  
General Fund and Charter Schools Funds  
Program Cost Report

19 40709 0000000  
Form PCR

Goal	Program/Activity	Direct Costs			Central Admin Costs (col. 3 x Sch. CAC line E) Column 4	Other Costs (Schedule OC) Column 5	Total Costs by Program (col. 3 + 4 + 5) Column 6
		Direct Charged (Schedule DCC) Column 1	Allocated (Schedule AC) Column 2	Subtotal (col. 1 + 2) Column 3			
<b>Instructional Goals</b>							
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00		0.00
1110	Regular Education, K-12	0.00	0.00	0.00	0.00		0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00		0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00		0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00		0.00
5000-5999	Special Education	0.00	0.00	0.00	0.00		0.00
6000	Regional Occupational Ctr/Prg (ROC/P)	0.00	0.00	0.00	0.00		0.00
<b>Other Goals</b>							
7110	Nonagency - Educational	0.00	0.00	0.00	0.00		0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00		0.00
8500	Child Care and Development Services	0.00	0.00	0.00	0.00		0.00
<b>Other Costs</b>							
----	Food Services					8,834,194.63	8,834,194.63
----	Enterprise					0.00	0.00
----	Facilities Acquisition & Construction					121,840.00	121,840.00
----	Other Outgo					500,000.00	500,000.00
<b>Other Funds</b>							
----	Adult Education, Child Development, Cafeteria, Foundation ([Column 3 + CAC, line C5] times CAC, line E)		87,810.89	87,810.89	16,621.59		104,432.48
----	Indirect Cost Transfers to Other Funds (Net of Funds 01, 09, 62, Function 7210, Object 7350)				0.00		0.00
----	<b>Total General Fund and Charter Schools Funds Expenditures</b>	0.00	87,810.89	87,810.89	16,621.59	9,456,034.63	9,560,467.11

Unaudited Actuals  
2015-16  
General Fund and Charter Schools Funds  
Program Cost Report  
Schedule of Direct Charged Costs (DCC)

Goal	Type of Program	Instruction (Functions 1000-1999)	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3110-3160 and 3900)	Pupil Transportation (Function 3600)	Ancillary Services (Functions 4000-4999)	Community Services (Functions 5000-5999)	General Administration (Functions 7000-7999, except 7210)*	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Total
<b>Instructional Goals</b>													
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
1110	Regular Education, K-12	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
5000-5999	Special Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
6000	ROC/P	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
<b>Other Goals</b>													
7110	Nonagency - Educational	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8500	Child Care and Development Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Direct Charged Costs</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

\* Functions 7100-7199 for goals 8100 and 8500

Santa Clarita Villy Sch Food Svs Agency JPA  
Los Angeles County

Unaudited Actuals  
2015-16  
General Fund and Charter Schools Funds  
Program Cost Report  
Schedule of Allocated Support Costs (AC)

19 40709 0000000  
Form PCR

Goal	Type of Program	Allocated Support Costs (Based on factors input on Form PCRAF)			Total
		Full-Time Equivalents	Classroom Units	Pupils Transported	
<b>Instructional Goals</b>					
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00
1110	Regular Education, K-12	0.00	0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00
5000-5999	Special Education (allocated to 5001)	0.00	0.00	0.00	0.00
6000	ROC/P	0.00	0.00	0.00	0.00
<b>Other Goals</b>					
7110	Nonagency - Educational	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00
8500	Child Care and Development Svcs.	0.00	0.00	0.00	0.00
<b>Other Funds</b>					
--	Adult Education (Fund 11)		0.00		0.00
--	Child Development (Fund 12)	0.00	0.00	0.00	0.00
--	Cafeteria (Funds 13 and 61)		87,810.89		87,810.89
<b>Total Allocated Support Costs</b>		0.00	87,810.89	0.00	87,810.89

Santa Clarita Villy Sch Food Svs Agency JPA  
Los Angeles County

Unaudited Actuals  
2015-16  
Program Cost Report  
Schedule of Central Administration Costs (CAC)

19 40709 0000000  
Form PCR

<b>A. Central Administration Costs in General Fund and Charter Schools Funds</b>		
1	Board and Superintendent (Funds 01, 09, and 62, Functions 7100-7180, Goals 0000-6999 and 9000, Objects 1000-7999)	0.00
2	External Financial Audits (Funds 01, 09, and 62, Functions 7190-7191, Goals 0000-6999 and 9000, Objects 1000-7999)	0.00
3	Other General Administration (Funds 01, 09, and 62, Functions 7200-7600 except 7210, Goal 0000, Objects 1000-7999)	0.00
4	Centralized Data Processing (Funds 01, 09, and 62, Function 7700, Goal 0000, Objects 1000-7999)	16,621.59
5	Total Central Administration Costs in General Fund and Charter Schools Funds	16,621.59
<b>B. Direct Charged and Allocated Costs in General Fund and Charter Schools Funds</b>		
1	Total Direct Charged Costs (from Form PCR, Column 1, Total)	0.00
2	Total Allocated Costs (from Form PCR, Column 2, Total)	87,810.89
3	Total Direct Charged and Allocated Costs in General Fund and Charter Schools Funds	87,810.89
<b>C. Direct Charged Costs in Other Funds</b>		
1	Adult Education (Fund 11, Objects 1000-5999, except 5100)	0.00
2	Child Development (Fund 12, Objects 1000-5999, except 5100)	0.00
3	Cafeteria (Funds 13 & 61, Objects 1000-5999, except 5100)	0.00
4	Foundation (Funds 19 & 57, Objects 1000-5999, except 5100) (Not applicable to JPAs)	0.00
5	Total Direct Charged Costs in Other Funds	0.00
<b>D. Total Direct Charged and Allocated Costs (B3 + C5)</b>		87,810.89
<b>E. Ratio of Central Administration Costs to Direct Charged and Allocated Costs (A5/D)</b>		18.93%

Santa Clarita Vly Sch Food Svs Agency JPA  
Los Angeles County

Unaudited Actuals  
2015-16  
General Fund and Charter Schools Funds  
Program Cost Report  
Schedule of Other Costs (OC)

19 40709 0000000  
Form PCR

Type of Activity	Food Services (Function 3700)	Enterprise (Function 6000)	Facilities Acquisition & Construction (Function 8500)	Other Outgo (Functions 9000-9999)	Total
Food Services (Objects 1000-5999, 6400, and 6500)	8,834,194.63				8,834,194.63
Enterprise (Objects 1000-5999, 6400, and 6500)		0.00			0.00
Facilities Acquisition & Construction (Objects 1000-6500)			121,840.00		121,840.00
Other Outgo (Objects 1000-7999)				500,000.00	500,000.00
<b>Total Other Costs</b>	8,834,194.63	0.00	121,840.00	500,000.00	9,456,034.63

Santa Clarita Vly Sch Food Svs Agency JPA  
Los Angeles County

Unaudited Actuals  
2015-16 Unaudited Actuals  
Schedule of Capital Assets

19 40709 0000000  
Form ASSET

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30
<b>Governmental Activities:</b>						
Capital assets not being depreciated:			0.00			0.00
Land			0.00			0.00
Work in Progress						
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:			0.00			0.00
Land Improvements						
Buildings	63,181.00		63,181.00	121,840.00		185,021.00
Equipment	1,688,971.00	9,802.00	1,698,773.00	9,137.00	42,547.00	1,665,363.00
Total capital assets being depreciated	1,752,152.00	9,802.00	1,761,954.00	130,977.00	42,547.00	1,850,384.00
Accumulated Depreciation for:						0.00
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment	(1,398,532.00)	(55,258.00)	(1,453,790.00)	42,547.00	59,589.00	(1,470,832.00)
Total accumulated depreciation	(1,398,532.00)	(55,258.00)	(1,453,790.00)	42,547.00	59,589.00	(1,470,832.00)
Total capital assets being depreciated, net	353,620.00	(45,456.00)	308,164.00	173,524.00	102,136.00	379,552.00
Governmental activity capital assets, net	353,620.00	(45,456.00)	308,164.00	173,524.00	102,136.00	379,552.00
<b>Business-Type Activities:</b>						
Capital assets not being depreciated:			0.00			0.00
Land			0.00			0.00
Work in Progress						
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:			0.00			0.00
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total capital assets being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Accumulated Depreciation for:			0.00			0.00
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total accumulated depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets being depreciated, net	0.00	0.00	0.00	0.00	0.00	0.00
Business-type activity capital assets, net	0.00	0.00	0.00	0.00	0.00	0.00

Unaudited Actuals  
2015-16 Unaudited Actuals  
Schedule of Long-Term Liabilities

Santa Clarita Vllly Sch Food Svs Agency JPA  
Los Angeles County

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
<b>Governmental Activities:</b>							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Net OPEB Obligation			0.00			0.00	
Compensated Absences Payable	78,888.14		78,888.14		38.83	78,849.31	
Governmental activities long-term liabilities	78,888.14	0.00	78,888.14	0.00	38.83	78,849.31	0.00
<b>Business-Type Activities:</b>							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Net OPEB Obligation			0.00			0.00	
Compensated Absences Payable			0.00			0.00	
Business-type activities long-term liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Unaudited Actuals  
2015-16 Unaudited Actuals  
Technical Review Checks

Santa Clarita Villy Sch Food Svs Agency JPA  
County

Los Angeles

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

### IMPORT CHECKS

- CHECKFUND - (F) - All FUND codes must be valid. PASSED
- CHECKRESOURCE - (W) - All RESOURCE codes must be valid. PASSED
- CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code. PASSED
- CHECKGOAL - (F) - All GOAL codes must be valid. PASSED
- CHECKFUNCTION - (F) - All FUNCTION codes must be valid. PASSED
- CHECKOBJECT - (F) - All OBJECT codes must be valid. PASSED
- CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid. PASSED
- CHK-FDxRS7690x8590 - (F) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions. PASSED
- CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid. PASSED
- CHK-FUNDxGOAL - (W) - All FUND and GOAL account code combinations should be valid. PASSED
- CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid. PASSED
- CHK-FUNDxFUNCTION-B - (F) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid. PASSED
- CHK-RESOURCExOBJECTA - (W) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid. PASSED
- CHK-RESOURCExOBJECTB - (O) - All RESOURCE and OBJECT (objects 9791, 9793, and 9795) account code combinations should be valid. PASSED

CHK-RES6500xOBJ8091 - (F) - There is no activity in Resource 6500 (Special Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). PASSED

CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid. PASSED

CHK-GOALxFUNCTION-A - (F) - Goal and function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC. PASSED

CHK-GOALxFUNCTION-B - (F) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699). PASSED

SPECIAL-ED-GOAL - (F) - Special Education revenue and expenditure transactions (resources 3300-3405, 6500-6540, and 7240, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3312, 3318, 3322, 3329, 3332, and 3334. PASSED

BALANCE-FDxRS - (F) - Adjusted Beginning Fund Balance plus Revenues minus Expenditures minus Assets minus Deferred Outflows of Resources plus Liabilities plus Deferred Inflows of Resources, must total zero by fund and resource, except for agency funds 76 and 95. PASSED

PY-EFB=CY-BFB - (F) - Prior year ending fund balance (preloaded from last year's unaudited actuals submission) must equal current year beginning fund balance (Object 9791). PASSED

PY-EFB=CY-BFB-RES - (F) - Prior year ending balance (preloaded from last year's unaudited actuals submission) must equal current year beginning balance (Object 9791), by fund and resource. PASSED

BALANCE-FDxRS-AGENCY - (F) - Assets (objects 9100-9489) minus Liabilities (objects 9500-9689) must total zero by fund and resource for agency funds 76 and 95. PASSED

## GENERAL LEDGER CHECKS

INTERFD-DIR-COST - (F) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds. PASSED

INTERFD-INDIRECT - (F) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds. PASSED

INTERFD-INDIRECT-FN - (F) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function. PASSED

INTERFD-IN-OUT - (F) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629). PASSED

DUE-FROM=DUE-TO - (F) - Due from Other Funds (Object 9310) must equal Due to Other Funds (Object 9610). PASSED

INTRAFD-DIR-COST - (F) - Transfers of Direct Costs (Object 5710) must net to

zero by fund.

PASSED

INTRA-FD-INDIRECT - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by fund.

PASSED

INTRA-FD-INDIRECT-FN - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by function.

PASSED

CONTRIB-UNREST-REV - (F) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund.

PASSED

CONTRIB-RESTR-REV - (F) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund.

PASSED

LOTTERY-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300).

PASSED

PASS-THRU-REV=EXP - (W) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for resources 3327 and 3328), by resource.

PASSED

SE-PASS-THRU-REVENUE - (W) - Transfers of special education pass-through revenues are not reported in the general fund for the Administrative Unit of a Special Education Local Plan Area.

PASSED

CEFB=FD-EQUITY - (F) - Components of Ending Fund Balance/Net Position (objects 9710-9790, 9796, and 9797) must agree with Fund Equity (Assets [objects 9100-9489] plus Deferred Outflows of Resources [objects 9490-9499] minus Liabilities [objects 9500-9689] minus Deferred Inflows of Resources [objects 9690-9699]).

PASSED

EXCESS-ASSIGN-REU - (F) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 73).

PASSED

UNASSIGNED-NEGATIVE - (F) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 73.

PASSED

UNR-NET-POSITION-NEG - (F) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 73.

PASSED

RS-NET-POSITION-ZERO - (F) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 73.

PASSED

EFB-POSITIVE - (W) - All ending fund balances (Object 979Z) should be positive by resource, by fund.

PASSED

OBJ-POSITIVE - (W) - All applicable objects should have a positive balance by resource, by fund.

PASSED

REV-POSITIVE - (W) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund.

PASSED

EXP-POSITIVE - (W) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund. PASSED

AR-AP-POSITIVE - (F) - Accounts Receivable (Object 9200), Due from Other Funds (Object 9310), Accounts Payable (Object 9500), and Due to Other Funds (Object 9610) should have a positive balance by resource, by fund. PASSED

CEFB-POSITIVE - (F) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund. PASSED

NET-INV-CAP-ASSETS - (W) - If capital asset amounts are imported/keyed, objects 9400-9489, (Capital Assets) in funds 61-73, then an amount should be recorded for Object 9796 (Net Investment in Capital Assets) within the same fund. PASSED

## **SUPPLEMENTAL CHECKS**

ICRATE-REQST-PRVDED - (F) - JPAs must indicate in the Unaudited Actual Certification (Form CA) whether or not they are requesting a state approved indirect cost rate. PASSED

ASSET-IMPORT - (F) - If capital asset amounts are imported/keyed (Function 8500, Facilities Acquisition and Construction, or objects 6XXX, Capital Outlay; or objects 9400-9489, Capital Assets, in funds 61-67), then capital asset supplemental data (Form ASSET) must be provided. PASSED

DEBT-IMPORT - (F) - If long-term debt amounts are imported/keyed, the long-term debt supplemental data (Form DEBT) must be provided. PASSED

IC-ADMIN-PLANT-SVCS - (O) - Percentage of plant services costs attributable to general administration is either zero or exceeds 25%. LEAs with these percentages may have incorrectly coded general administration costs. Please review the GL data extracted on Line A1 and any amount entered on Line A2a in Part I of the Indirect Cost Rate Worksheet (Form ICR) and correct the data if necessary. EXCEPTION

Percentage of plant services costs attributable to general administration (Part I, Line C) is 0.00%  
Explanation: We are a JPA and do not have an Indirect Cost Rate.

IC-PCT - (O) - The straight indirect cost percentage (i.e., WITHOUT the carry-forward adjustment) is less than 2% or exceeds 9%. LEAs, regardless of their size or type, with rates outside of these guidelines have usually incorrectly coded general administrative costs (e.g., fiscal services, personnel/human services, central support, and centralized data processing). Please review the Indirect Cost Rate Worksheet (Form ICR) paying special attention that costs coded to the indirect cost functions are consistent with the definitions in the California School Accounting Manual. Also, to help with your review, the Indirect Cost Rate Worksheet section of the SACS Software User Guide contains a list of common problem areas. If general administration costs are incorrectly coded, make the necessary data corrections; if costs are correct, please provide an explanation identifying the major contributing factors to the rate. EXCEPTION

Straight indirect cost percentage before carry-forward adjustment (Form ICR, Part III, Line C) is 0.19%

Explanation: We are a JPA and do not have an Indirect Cost Rate

IC-POSITIVE - (O) - The indirect cost rate after the carry-forward adjustment (Form ICR, Part III, Line D) should be positive. PASSED

IC-ADMIN-NOT-ZERO - (O) - There are no Other General Administration costs reported in Form ICR, Part III, Line A1. Please review your records and make any necessary corrections. EXCEPTION

Other general administration costs, less portion charged to restricted resources or specific goals (Form ICR, Part III, Line A1) 0.00  
Explanation: We are a JPA and do not have an Other General Administration Costs

IC-BD-SUPT-NOT-ZERO - (O) - There are no Board and Superintendent costs reported in Form ICR, Part III, Line B7. Please review your records and make any necessary corrections. EXCEPTION

Board and Superintendent (Form ICR, Part III, Line B7) 0.00  
Explanation: We are a JPA and do not have Board or Superintendent costs.

IC-BD-SUPT-VS-ADMIN - (O) - In Form ICR, the ratio of Board and Superintendent costs (Part III, Line B7) to Other General Administration costs (Part III, Line A1) should not be less than 5%. PASSED

IC-EXCEEDS-LEA-RATE - (O) - The indirect cost rate used in one or more programs (Form ICR, Exhibit A - Rate Used) should not exceed the LEA's approved indirect cost rate. PASSED

PCRAF-UNDISTRIBUTED - (F) - Allocation factors must be entered in Form PCRAF for support functions with costs in undistributed goals (goals 0000 and 9000). PASSED

PCR-ALLOC-NO-DIRECT - (W) - In forms PCR/PCRAF, costs should normally only be allocated to goals that have direct costs. PASSED

PCR-GF-EXPENDITURES - (F) - Total Costs by Program in Form PCR, Column 6 should agree with total expenditures (objects 1000-7999) in funds 01, 09, and 62. PASSED

ASSET-ACCUM-DEPR-NEG - (F) - In Form ASSET, accumulated depreciation for governmental and business-type activities must be zero or negative. PASSED

ASSET-PY-BAL - (F) - If capital asset ending balances were included in the prior year unaudited actuals, the Schedule of Capital Assets (Form ASSET) must be provided. PASSED

DEBT-ACTIVITY - (O) - If long-term debt exists, there should be activity entered in the Schedule of Long-Term Liabilities (Form DEBT) for each type of debt. PASSED

DEBT-POSITIVE - (F) - In Form DEBT, long-term liability ending balances must be positive. PASSED

DEBT-PY-BAL - (F) - If long-term liability ending balances were included in the prior year unaudited actuals data, the Schedule of Long-Term Liabilities (Form

DEBT) must be provided.

PASSED

## EXPORT CHECKS

FORM01-PROVIDE - (W) - Form 01 (Form 01I) must be opened and saved. PASSED

UNAUDIT-CERT-PROVIDE - (F) - Unaudited Actual Certification (Form CA) must be provided. PASSED

CHK-UNBALANCED-A - (W) - Unbalanced and/or incomplete data in any of the forms should be corrected before an official export is completed. PASSED

CHK-UNBALANCED-B - (F) - Unbalanced and/or incomplete data in any of the forms must be corrected before an official export can be completed. PASSED

CHK-DEPENDENCY - (F) - If data have changed that affect other forms, the affected forms must be opened and saved. PASSED

Checks Completed.

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

**Meeting Date:** September 20, 2016  
**Submitted By:** Dr. Lynnelle Grumbles  
**Subject:** Agency Annual Report SY2015-16

**REPORT # 16-17-03/IN1**

**Summary**

A draft Annual Report for SY2015-16 has been prepared by Agency staff to report the state of the Agency. Comments will be taken from members of the Board of Directors before distribution to member districts.

**Financial Impact**

None.

**Recommended Action:**

Provide attached report as information to member district administrators, school boards, and public.

## Santa Clarita Valley School Food Services Agency—JPA

25210 Anza Drive, Santa Clarita, CA 91355

Phone (661) 295-1574

[www.scvschoolnutrition.org](http://www.scvschoolnutrition.org)

[www.facebook.com/scvsmartchoice](https://www.facebook.com/scvsmartchoice)

# Annual Report SY2015-16

Member districts continue to experience declining enrollment. Reports from member districts indicate an additional decline of about 650 students (2.76%) expected in the next three years. The Agency is taking steps to reduce expenses accordingly to live within our means.

Declines in overall meal participation (-1.04%) have also been felt as a result of poor student acceptance of updated USDA meal program standards requiring increased whole grains, fruits and vegetables, and a decrease in sodium content of meals.

The Agency performed well on L.A. County Public Health Department routine facility inspections during 2015-16. Excellent scores were received at all preparation and service locations. Food safety is an Agency priority.

An unexpected high rate of turnover of Agency staff has occurred this year. Approximately 10% of staff resigned or retired this year. The Agency has struggled to recruit enough qualified individuals to fully staff our sites on a daily basis.

The Agency hosts several annual events for member district staff including a Principal's Advisory Committee, Technology Committee, and Facilities Staff Lunch to bring staff from each of the member districts together to network and coordinate on projects. We appreciate the willingness of member district staff working with us to improve Agency efficiency.

## SERVING THE SANTA CLARITA VALLEY

The Santa Clarita Valley School Food Services Agency is a Joint Powers Agency (JPA) created in 1989 by our member school districts to provide nutritious and affordable meals to elementary students in the Santa Clarita Valley. The Agency is a public entity, operating under the guidance of an appointed board of directors. Our member school districts are: Castaic Union School District, Newhall School District, Saugus Union School District, and Sulphur Springs Union Elementary School District. We also provide meals to several local child care agencies and Gorman School District.

Daily, the Agency serves approximately 4,300 breakfasts, 10,100 lunches, 50 after school snacks, and 250 "Super Snacks." The Agency operates federal meal programs under the oversight of the United State Department of Agriculture (USDA). Meal programs operate on a reimbursement basis as meals are served at the local level, claimed on a monthly basis, and reimbursed on a per meal basis from federal and state funds. Local income is derived from payment of paid and reduced-price meals at the time of service.



### BOARD OF DIRECTORS SY 2015-16

**-Ronna Wolcott, President**  
Newhall School District

**-Dr. Chris Hamlin, Clerk**  
Saugus Union School District

**-Michele Gookins, Presiding Officer**  
Sulphur Springs Union School District

**-Janene Maxon, Member**  
Castaic Union School District



## GOOD NUTRITION AT SCHOOL

Our school meals provide whole grains, fruits, and vegetables; nonfat and low-fat milk; and less salty and fatty foods.

Students are **REQUIRED** to take a fruit or vegetable at lunch along with at least two other components (protein, milk, grains).

Students are **REQUIRED** to take a fruit or juice at breakfast along with two other components (protein, milk, grains).

Foods served at schools must meet state and federal requirements, and district wellness policies. Students have a choice of a variety of affordable and appealing foods that meet their health and nutritional needs.

## FRESH PIZZA KITCHEN

The Agency operates a fresh pizza kitchen at our Central Kitchen on Anza Drive. Pizza pies are made daily with flavorful whole grain crust, reduced-fat cheese, and other wholesome ingredients. The Agency has 3 commercial pizza ovens located around the valley at the Central Kitchen, Castaic Middle School, and Pinetree Elementary School. Pizza is cooked and delivered hot and fresh to all schools, just minutes before lunch is served.

*“Students have a choice of a variety of affordable and appealing foods that meet their health and nutritional needs.”*

## USDA PROFESSIONAL STANDARDS TRAINING

New USDA professional standards regulations require annual training for all program staff and hiring standards for new food service directors. Part of the Healthy, Hunger-Free Kids Act of 2010, these Federal standards became effective July 1, 2015. The goal of the standards is to help food services staff maintain or acquire the knowledge and skills needed to successfully manage and operate school meal programs. School site staff are required to have 4-6 hours of training per year, depending on how many hours they work per day. Managers must have 10 hours and directors must complete 12 hours of training annually.



## SY 2015-16 STATS

Our employees work hard every day to provide healthy meals and snacks that meet state and federal nutrition guidelines. During the 2015-16 school year, our team served:

770,498 breakfasts	1,004,000 juices
1,815,379 lunches	282,900 bottles of water
2,963 after school snacks	53,450 fresh pizzas
37,247 super snacks	418,950 whole-grain cookies
1,775,000 cartons of milk	And so much more.....



*The Cruisin' Café*

## THE CRUISIN' CAFE

The Agency has a mobile kitchen—The Cruisin' Café—available for special events at school sites. All foods served to our students during school hours must meet strict state and federal standards and our Cruisin' Café staff serves up healthy food in a fun catering truck atmosphere! We drive the truck right up on campus and serve the kids.

Barbeques, fresh-made pizza, and healthy frozen treats are also available for special events.

## CAPITAL IMPROVEMENTS...

The Agency has been working to replace all school kitchen **computer hardware** in an effort to update software systems. This will allow us to move customers through the line more quickly as well as provide improved reports for our business office. Installation will continue into Fall 2016. Once the new systems are in place, an online meal application system will be launched in approximately January 2017.

A **new roof** was installed in the Central Kitchen facility on Anza Drive in August 2015. The building was originally constructed in 1989 and is in need of additional capital improvements in the next few years.





*Salad Bar at Old Orchard Elementary School (Newhall School District)*

## SUMMER MEALS & COMMUNITY OUTREACH

Over the summer break, the Agency served meals at seven locations across the valley. Some of these were “open sites,” meaning that children from the community could come and be served a meal, even if they were not enrolled in a school program. The Agency has operated “open” community sites for many years to help meet the nutritional needs of our students during periods when schools are closed and children may not have regular access to healthy meals.

Agency staff worked to promote our meal programs to families at back-to-school nights and open houses as well as other site specific functions including Family Cooking Nights and Family Wellness events. Agency staff attended many PTA meetings and participated on member district wellness policy committees.

Our dietitians worked with Nutrition Advisory Councils (NAC) at four schools. NAC students participated in nutrition lessons, food preparation activities, and taste tested potential new menu items.

## “SUPER SNACK” PROGRAM

The Agency started participating in an additional federal meal program in May 2015 called the Child and Adult Care Feeding Program. The Agency now provides approximately 230 meals per day at four schools: Dr. J. Michael McGrath Elementary School, Canyon Springs Community Elementary School, Mint Canyon Community Elementary School, and Newhall Elementary School. The “Super Snack” program replaced the former after school snack offerings at these sites with a more substantial meal to give students additional nutrition they need to learn and grow. The Super Snack is served at no charge to students.

USDA provides reimbursement funding for meals and snacks served in afterschool programs that are nutritionally balanced and meet nutrition standards, with foods like milk, meat, vegetables, fruit, and grains.

## VENDOR FAIRE

“Smart Choice!” was the theme for the 12th Annual School Food Vendor Show at the Santa Clarita Valley School Food Services Agency in Santa Clarita, California, on Thursday, October 29, 2015. Almost 300 students, parents, principals, school staff, family members, and administrators attended the open house at the Agency Central Kitchen where 23 food booths representing over 40 companies showcased new and innovative products. Attendees sampled and evaluated over 100 food items to give input on breakfast, lunch, and snack items to be offered at their respective schools.

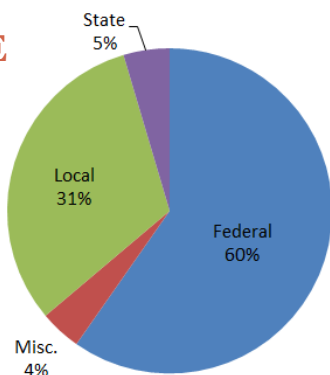
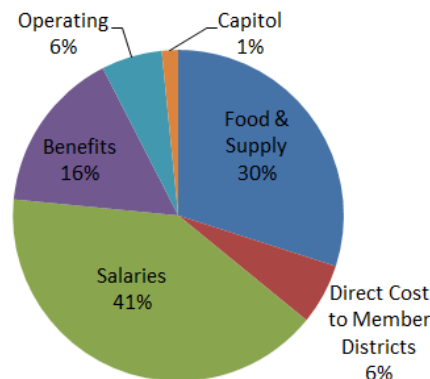
Lots of great door prizes donated by participating vendors helped to bring the crowds in and encouraged participation in the product evaluation process. The Agency offered several new items we make ourselves for visitors to sample including three new pizza flavors, pork parmesan, and a new meatloaf recipe. Our dietitians had an opportunity to show new social media outreach opportunities, online menu and ingredient label tools, and offer nutrition education resources. Jane Crawford, Director of Food Services, and her team, made this annual event successful.



*Vendor Faire show floor*

## FINANCIAL REPORT &amp; ADOPTED BUDGET

		<i>Budget Actuals</i>		<i>Adopted Budget</i>
		<b>SY 2014-15</b>	<b>SY 2015-16</b>	<b>SY 2016-17</b>
<b>Revenue</b>	Federal Reimbursement	\$5,058,086	\$5,019,020	\$5,036,401
	Supper Program	\$13,430	\$123,194	\$126,000
	State Reimbursement	\$425,871	\$395,207	\$402,682
	Nutrition Education Grant	\$0	\$20,000	\$0
	Local Sales	\$2,833,054	\$2,686,995	\$2,630,343
	Interest Earned	\$8,736	\$10,125	\$7,406
	Miscellaneous Income	\$341,338	\$354,207	\$377,400
	Cash Over/Short	\$1,061	\$1,733	
	<b>Total Revenue</b>	<b>\$8,681,576</b>	<b>\$8,610,482</b>	<b>\$8,580,232</b>
<b>Expenses</b>	Food & Supplies	\$2,887,763	\$2,521,699	\$2,445,309
	Insurance/Contract Services	\$137,145	\$129,418	\$142,027
	Operating Expenses	\$295,058	\$270,292	\$294,579
	Utilities	\$107,929	\$99,923	\$109,719
	<b>Total Operating Expenses</b>	<b>\$3,427,895</b>	<b>\$3,021,332</b>	<b>\$2,991,634</b>
	Salaries	\$3,538,851	\$3,423,982	\$3,749,852
	Benefits	\$1,332,070	\$1,337,996	\$1,399,583
	<b>Total Support Costs</b>	<b>\$4,870,921</b>	<b>\$4,761,977</b>	<b>\$5,149,435</b>
	Capital Outlay	\$18,185	\$135,866	\$105,000
	<b>Total Expenses</b>	<b>\$8,317,000</b>	<b>\$7,919,175</b>	<b>\$8,246,069</b>
	<b>Net Ordinary Income</b>	<b>\$364,577</b>	<b>\$691,307</b>	<b>\$334,163</b>
<i>Direct Cost Reimbursements to Member Districts</i>				
	Castaic	\$77,850	\$50,069	
	Newhall	\$209,025	\$142,764	
	Saugus	\$253,875	\$143,454	
	Sulphur Springs	\$209,250	\$163,713	
	<b>Total Direct Cost</b>	<b>\$750,000</b>	<b>\$500,000</b>	<b>\$300,000</b>
	<b>Total Expenses</b>	<b>\$9,047,858</b>	<b>\$8,419,175</b>	<b>\$8,546,069</b>
	<b>Profit/Loss</b>	<b>(\$385,423)</b>	<b>\$191,307</b>	<b>\$34,163</b>
Ending Fund Balance		\$1,708,824	\$1,900,131	
Less Restricted & Inventory		(\$244,118)	(\$177,540)	
Reserved for Economic Uncertainties		\$1,464,706	\$1,722,541	
Reserve s Percentage		16.15%	20.46%	

**REVENUE****EXPENSES****THE STATE OF THE AGENCY**

The Agency ended the year with a positive balance, following two consecutive years of deficit spending. It maintains an adequate reserve and cash flow, while providing member districts with direct cost reimbursement to cover expenses such as food service equipment, labor, and energy use. SY2015-16 ended with a profit of \$191,307 (2.27%), although income was down by \$71,095 (0.8%) from prior year. Food and supply expenses decreased substantially (12.7%) from the previous year. Support costs decreased by 2.23% due to position eliminations and reductions through attrition. The reserve for economic uncertainties was \$1,900,131 or 20.46%. A substantial portion of Agency funding is on a reimbursement basis (with federal and state reimbursements funds arriving 45-60 days later) and adequate cash reserves must be maintained to pay expenses on a timely basis, especially payroll.

After careful review of expenses and revenue for BBQ rentals, pizza sales, and catering, price increases were enacted this year to cover costs, for services previously offered at less than Agency cost for member districts.

Bargaining unit negotiations for SY2015-16 closed after a partial contract reopener; the Agency was able to offer a 2.0% salary increase while maintaining a positive ending balance. SY2016-17 negotiations have not yet begun.

**BUDGET PLANNING FOR SY2016-17**

In planning for the SY2016-17 budget, expected increases in per meal reimbursement rates reflect a 2.5% increase in Federal Revenues and a 1.0% increase in State Revenues. Local Revenue projections were decreased to reflect continued decreases in meals served and reduced a la carte sales as a result of declining student enrollment. The Agency was unable to secure a nutrition education grant for SY2016-17.

Food & Supply Expenses were projected to decrease by 2.0% due to drop in enrollment/participation. Moderate increases were budgeted for Operating Expenses. The utility budget was decreased by 4.76% as there was an excess in the SY2015-16 budget. The new roof installed on the Central Kitchen as well as HVAC improvements had a positive impact on utility costs.

Projected Salary & Benefits Expenses include a 2.5% increase to cover "Step and Column" for Administrative and Food Service salaries. Substitute salaries have been increased by 5.0% to prepare for the proposed increases in the Minimum Wage. The Agency will continue to provide Nutrition Education activities with general fund monies.

Direct Cost Reimbursements to member districts will be reduced by \$200,000 for SY2016-17; operating reserves could dip dangerously low if not reduced.

We anticipate being able to meet the required level of reserves for 2016-2017, 2017-2018 and 2018-2019 budget years. It was recommended by our auditors that we maintain three (3) months operating reserve (or, not less than 15%). The proposed budget and 2-year projection will allow us to meet our obligations.

**FUTURE YEARS...**

Forthcoming changes in the California Minimum Wage to \$10.50 on January 1, 2017, and incremental increases to \$15.00 in 2023 will be a significant challenge to the fiscal condition of the Agency over the next five budget years. A number of additional facility and vehicle improvements will be needed in the coming years and the Capital Expense budget will reflect these projected costs. Enrollment among member districts is expected to decrease by 650 students (-2.76%) over the next three years.



## USDA FOODS COOPERATIVE LEAD AGENCY

The Santa Clarita Valley School Food Services Agency has been the Lead Agency for the “Super USDA Foods Cooperative” since 2001. School Districts and public agencies participating in the National School Lunch Program receive USDA Foods (aka commodity foods) based on the number of meals served annually.

For the 2015-16 school year, the Super USDA Foods Cooperative had a membership of 220 school districts in the state of California and a USDA Foods entitlement of just over \$73 million, based on an estimated 233 million lunches served annually. Approximately 1,700 truckloads of USDA Foods were ordered and distributed in SY2015-16.

Member Districts are divided into 10 regional groups, each with a representative member on a Governing Council, which makes business decisions for the Co-Op. As the Lead Agency, the Santa Clarita Valley School Food Services Agency works with the Governing Council to promote the best interest of the Member Districts as a group. The Lead Agency purchases all USDA Foods on behalf of the Member Districts and makes processing diversion decisions with the Governing Council. The Lead Agency is also responsible for issuing, evaluating, and approving all bid documents related to the Co-Op’s business. In addition, the Lead Agency oversees the contracted Administrator and performance thereof, manages Co-Op funds, and pays state administrative fees relative to USDA Foods received by the Member Districts.

## 21st ANNUAL KIDS COOKING CAMPAIGN

**Kids’ Cooking** is an annual event that teaches children basic cooking skills. The Kids’ Cooking Campaign began after studies showed an alarming decline in “family meals”. This campaign boasts two worthwhile goals: (1) to help elementary school children experience the positive social, nutritional and psychological values of eating together with family and friends; and (2) to make meal preparation an enjoyable and satisfying experience by teaching children safe, simple food preparation skills and cooking techniques they can use to help prepare meals for themselves and their families. A revival in family mealtimes and the affection and communication this time allows can strengthen family ties, stabilize relationships, while improving food choices.

The Santa Clarita Valley School Food Services Agency sponsored its 21st Annual Kids’ Cooking Campaign in March and April 2016. Each of our four member school districts – Castaic, Newhall, and Sulphur Springs had one class, and Saugus had two classes – 5 classes total – visited the Agency’s Central Kitchen on separate days for a field trip to help prepare a meal for their invited guests. Each class was visited twice by Agency staff prior to the field trip event to plan their menu and participate in nutrition lessons. Approximately 100 guests attended each class event, including families, district staff, and community dignitaries.

Cost to the Agency was just under \$4,000 for all 5 classes this year.



### Key Agency Staff Members

Dr. Lynnelle Grumbles, RDN, SNS  
Chief Executive Officer

Susan Weiss, SNS  
Director, Finance & Administration

Jane Crawford  
Director, Food Services

Leilani Schlick  
Executive Assistant to the CEO

Jo Kremer & Nancy Haddock  
Area Supervisors

Brittany Young  
Certified Chef

Tracy Fiscella, MS, RDN, SNS  
Nutritionist



Clearbrook Farms, Inc  
YTD Prices  
2016-2017

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

**Meeting Date:** September 20, 2016  
**Submitted By:** Ms. Jane Crawford  
**Subject:** Agency Report

**INFORMATION #16-17-03/IN3**

**STAFF**

The Agency currently has eight open positions. There are (6) NA1 positions and two (2) NA2 positions open. The positions are at Cedar Creek Elementary, Fair Oaks Ranch Elementary, McGrath Elementary, Newhall Elementary, Pico Canyon Elementary, Stevenson Ranch Elementary, Rosedell Elementary and Golden Oak Elementary. The hours range from 2.50 – 3.75

**OPERATIONS**

**Interviews**

The Agency staff is performing interviews daily and has also posted the open positions at the Canyon Country Boys and Girls Club, the Santa Clarita Valley Community Center (Newhall) and the Newhall Boys and Girls Club.

**OTHER CONCERNS & IMPORTANT DATES**

**Employee Professional Standards Training Day:** Professional Standards Training was conducted on Thursday, August 4, 2016 at Bridgeport Elementary School. The Agency has scheduled a “make-up day” for employees on October 5, 2016. The training will take place at the Saugus District Office.

The Agency has also scheduled a six (6) hour Professional Standards Training day on January 4, 2017 for custodial, maintenance, warehouse and delivery drivers.

**Back to School Nights:** Agency “Child Nutrition” employees have participated in each districts’ Back-to-School Night events. Employees marketed our program, provided meal applications and introduced the “Smart Choice” logo. We also provided samples of the wonderful fruit and veggies offered in our school cafeterias each day.

**CSNA 64<sup>rd</sup> Annual School Nutrition Conference:** November 10<sup>th</sup>-13<sup>th</sup>, 2016 in Anaheim, CA.

**Child Nutrition “Marketing” Presentations:** Jane Crawford continues to schedule marketing presentations to each school district. The Agency is currently reaching out to the Principals at: Mountainview Elem., Castaic Middle School, Castaic Elem., Rosedell Elem., Plum Canyon Elem., Meadows Elem., Westcreek Academy, Tesoro Del Valle Elem., Highlands Elem. and Santa Clarita Elem. schools.

**Final Phase of the QSP4 Point of Sale and On-line Ordering**

**Installation/Implementation:** Joe Satorhelyi will continue installing one (1) QSP point of sale per week for the next few months of school. This software update will provide additional reporting and speed collection of warehouse ordering efficiency. The project is scheduled to reach its completion by the districts’ winter break.

**Direct Certification and Meal Applications Processed:**

As of September 14, 2016, the Agency has processed the following free and reduced price meal applications:

<u>School District</u>	<u>Processed</u>	<u>Direct Certification</u>
Castaic District	269	148 Family letters
Newhall District	1163	769 Family letters
Sulphur Springs District	1382	700 Family letters
Saugus District	1022	431 Family letters

In addition, the Agency has been partnering with the State Pre-school administration in order to process meal applications as quickly as possible. This has proven extremely successful and remains our greatest priority.

We would also like to thank our four member districts for their pro-active role in providing the Agency assistance by contacting district families, who have currently not submitted a 2016-17 meal application.

**Annual School Food Show:** Please join us for the “Annual School Food Show” scheduled for October 27, 2016, from 2:30-5:00, at the SCVSFSA.

**Summer Meal Program Administrative Review:** On September 7, 2016, the Agency completed the summer meal program administrative review, which is performed every three years. Our state reviewer was very pleased with our program, giving us an outstanding review. The formal paperwork will be provided when the Agency receives it.

**Recommended Action:**

For information only – no action required