

SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY

Our Mission Statement

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

REGULAR MEETING OF THE BOARD OF DIRECTORS

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

MINUTES

Tuesday, April 18, 2017

8:30 A.M.

Ms. Michelle Gookins, Clerk, called the Regular meeting of the Board of Directors of the Santa Clarita Valley School Food Services Agency to order at 8:31 A.M. at the Central Kitchen Office, 25210 Anza Dr., Valencia, CA 91355.

Call to Order

MEMBER ROLL CALL:

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

Roll Call

Absent
Present
Present
Present

STAFF PRESENT:

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

Present
Present
Present
Present

I. APPROVAL OF AGENDA

A motion to approve the agenda was made by Ms. Hodson, seconded by Dr. DeArmas, motion carried 3-0.

Approval of Agenda

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

II. APPROVAL OF MINUTES

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

Board Minutes

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

III. HEARING SESSION

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

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 CONSENT CALENDAR (unless a Board Member has questions concerning a particular item and asks that it be withdrawn from the Consent Calendar, the Board of Directors approves all items at one time.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

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

Consent Calendar

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

#16-17-09/C1

#16-17-09/C2

- e) Leave of Absence
- f) Resignation
- g) Termination
- 4. Purchase Orders (March)
- 5. Items Removed from Consent Calendar

#16-17-09/C3

V. CONFERENCE CALENDAR (includes items to be discussed with Board of Directors.

Items that might require action by the Board will be agendized at a future meeting)

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

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

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

2nd Interim Budget Report

M-90 **Ayes: 3**

Vote: 3-0 Approved

DeArmas/Hodson/Gookins

VII. CORRESPONDENCE & BOARD INFORMATION

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

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

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

IX. ADJOURNMENT

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

Adjournment


M-91 **Ayes: 3**

Vote: 3-0 Approved

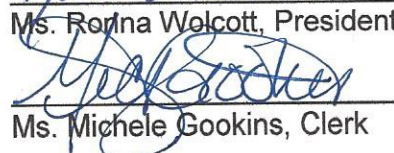
DeArmas/Hodson/Gookins

Meeting Adjourned 10:11 A.M.

Date April 18, 2017



Ms. Donna Wolcott, President



Ms. Michele Gookins, Clerk