

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.

ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS

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

AGENDA

June 27, 2019

8:30 A.M.

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

I. CALL TO ORDER: _____ A. M.

II. MEMBER ROLL CALL:

	<u>Present</u>	<u>Absent</u>
Ms. Linette Hodson, Board President – Castaic USD	_____	_____
Mr. Nick Heinlein, Clerk – Saugus USD	_____	_____
Mr. Deo Persaud, Presiding Officer – Newhall SD	_____	_____
Ms. Gretchen Bergstrom, Board Member – Sulphur Springs USD	_____	_____

STAFF MEMBERS:

Dr. Lynnelle Grumbles, CEO & Board Secretary	_____	_____
Ms. Susan Weiss, Director of Operations and Fiscal Management	_____	_____
Ms. Jane Crawford, Director of Child Nutrition Programs	_____	_____
Ms. Annette Fernandez, Office Manager	_____	_____

Exhibit Motion Second Vote

I. APPROVAL OF AGENDA

II. ORGANIZATION OF THE BOARD

1. ELECTION OF OFFICERS

- a) Elect a President for the Board of Directors.

Newly elected President assumes the role of Chairperson.

- b) Elect a Clerk for the Board of Directors.

In the absence of the President, the Clerk assumes the role as Chairperson for meetings of the Board of Directors.

- c) Elect a Presiding Officer

In the absence of both her President and Clerk, the Presiding Officer assumes the role of Chairperson for meetings of the Board of Directors.

2. BOARD SECRETARY

Designate Dr. Lynnelle Grumbles as Secretary to the Board of Directors for the period July 1, 2019 to June 30, 2020.

II. CONSENT CALENDAR

Exhibit Motion Second Vote

Unless a Board Member has questions concerning a particular item and asks that it be withdrawn from the Consent Calendar, the Board of Directors approves all items at one time.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. Adopt Certification of Signatures resolution for the period July 1, 2019 through June 30, 2020. **A**
- 3. Adopt Statement of Facts Roster for the period July 1, 2019 through June 30, 2020. **B**
- 4. Authorize Dr. Lynnelle Grumbles, Chief Executive Officer; Ms. Susan Weiss, Director of Operations & Fiscal Management; and a Member of the Board of Directors, to sign warrants, purchase orders, contracts, tax sheltered annuities, service, other reports, and applications for State and Federal projects as needed, and notices of employment subject to the ratification of the Board of Directors for the period of July 1, 2019 through June 30, 2020 (one signature required).
- 5. Authorize Dr. Lynnelle Grumbles, Chief Executive Officer; Ms. Jane Crawford, Director of Child Nutrition Programs; and a Member of the Board of Directors, to transfer funds from the bank account to the Los Angeles County Office of Education (two signatures required).
- 6. Authorize Dr. Lynnelle Grumbles, Chief Executive Officer; Ms. Susan Weiss, Director of Operations & Fiscal Management; and a Member of the Board of Directors, to authorize payroll deductions for organizations approved for such purposes by the Los Angeles County Superintendent of Schools Office subject to approved business practices for the period of July 1, 2019, through June 30, 2020.
- 7. Authorize Dr. Lynnelle Grumbles, Chief Executive Officer and Ms. Susan Weiss, Director of Operations & Fiscal Management to approve reimbursement at the rate of federally approved rate per mile to all qualified Agency employees for all authorized travel requiring the use of a private vehicle, for the period of July 1, 2019 through June 30, 2020.
- 8. Adopt all Agency policies presently in effect as official policies for the period of July 1, 2019 through June 30, 2020.
- 9. Establish dates, hour and place(s) for Regular Meetings of the Board of Directors. **C**
- 10. Adopt Organizational Chart for the period July 1, 2019 through June 30, 2020. **D**
- 11. Items Removed from Consent Calendar

III. ADJOURNMENT OF ANNUAL ORGANIZATIONAL MEETING

Meeting adjourned at _____ A.M.

Santa Clarita Valley School Food Services Acy
DISTRICT

CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633

Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: July 1, 2019 to June 30, 2020

In accordance with governing board approval dated June 27, 20 19.

Signature _____
Clerk (Secretary) of the Board

Typed Name _____
Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1

Signatures of Members of the Governing Board

SIGNATURE	INITIALS
TYPED NAME	
President of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Clerk/Secretary of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	

Column 2

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE	INITIALS
TYPED NAME	
TITLE President, Board of Directors	
SIGNATURE	INITIALS
TYPED NAME	
TITLE Clerk, Board of Directors	
SIGNATURE	INITIALS
TYPED NAME	
Lynnelle Grumbles	
TITLE Chief Executive Officer	
SIGNATURE	INITIALS
TYPED NAME	
Susan Weiss	
TITLE Director of Operations & Fiscal Management	
SIGNATURE	INITIALS
TYPED NAME	
Jane Crawford	
TITLE Director of Child Nutrition Programs	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS one	ORDERS FOR COMMERCIAL PAYMENTS one
NOTICES OF EMPLOYMENT one	CONTRACTS one



State of California Secretary of State

STATEMENT OF FACTS ROSTER OF PUBLIC AGENCIES FILING (Government Code section 53051)



(Office Use Only)

Instructions:

1. Complete and mail to: Secretary of State,
P.O. Box 942870, Sacramento, CA 94277-2870 (916) 653-3984
2. A street address must be given as the official mailing address or as the address of the presiding officer.
3. Complete addresses as required.
4. If you need additional space, attach information on an 8½" X 11" page, one sided and legible.

New Filing Update

Legal name of Public Agency: Santa Clarita Valley School Food Services Agency

Nature of Update: _____

County: Los Angeles

Official Mailing Address: 25210 Anza Drive, Santa Clarita, CA 91355

Name and Address of each member of the governing board:

Chairman, President or other Presiding Officer (Indicate Title): _____

Name: _____ Address: _____

Secretary or Clerk (Indicate Title): _____

Name: _____ Address: _____

Members:

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

RETURN ACKNOWLEDGMENT TO: (Type or Print)

NAME [_____]

_____ Date

ADDRESS [_____]

_____ Signature

CITY/STATE/ZIP [_____]

_____ Typed Name and Title

SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY
Board of Directors Meeting Dates
July 1, 2019 through June 30, 2020

Location: Central Kitchen – Conference Room
25210 Anza Drive, Santa Clarita, CA 91355

8:30 AM
Fourth (4th) Thursday of each month

2019

July	25	Optional
August	22	
September	26	
October	24	
November	21	3 rd Thursday
December	19	3 rd Thursday

2020

January	23	
February	27	
March	26	
April	23	
May	28	
June	25	Organizational & Regular Meetings

Regular Board Meetings

Once a month, optional in July
Requires 72 hrs Public Notice

Special Board Meetings

Occasional
Requires 24 hrs Public Notice

Organizational Board Meeting

Held annually at June meeting

2019-20 JPA Organizational Chart

