

**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 24, 2021**

**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:**

- Ms. Linette Hodson, Board President – Castaic USD
- Mr. Nick Heinlein, Clerk – Saugus USD
- Ms. Sheri Staszewski, Presiding Officer – Newhall SD
- Dr. Catherine Kawaguchi, Board Member – Sulphur Springs USD

<u>Present</u>	<u>Absent</u>
_____	_____
_____	_____
_____	_____
_____	_____

**STAFF MEMBERS:**

- Dr. Robert Lewis, CEO & Board Secretary
- Ms. Susan Weiss, Director of Operations and Fiscal Management
- Ms. Stephanie Gillenberg, Director of Child Nutrition Programs

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<u>Exhibit</u>	<u>Motion</u>	<u>Second</u>	<u>Vote</u>
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**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. Robert Lewis as Secretary to the Board of Directors for the period July 1, 2021 to June 30, 2022.

### III. 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Unless a Board Member has questions concerning a particular item and asks that it be withdrawn from the Consent Calendar, the Board of Directors approves all items at one time.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, 2021 through June 30, 2022. **A**
3. Adopt Statement of Facts Roster for the period July 1, 2021 through June 30, 2022. **B**
4. Authorize Dr. Robert Lewis, 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, 2021 through June 30, 2022 (one signature required).
5. Authorize Dr. Robert Lewis, Chief Executive Officer; Ms. Stephanie Gillenberg, 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. Robert Lewis, 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, 2021, through June 30, 2022.
7. Authorize Dr. Robert Lewis, 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, 2021 through June 30, 2022.
8. Adopt all Agency policies presently in effect as official policies for the period of July 1, 2021 through June 30, 2022.
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, 2021 through June 30, 2022. **D**
11. Items Removed from Consent Calendar

### IV. ADJOURNMENT OF ANNUAL ORGANIZATIONAL MEETING

Meeting adjourned at \_\_\_\_\_ A.M.

