

**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**

**Thursday, March 28, 2019**

President Hodson called the Regular meeting of the Board of Directors of the Santa Clarita Valley School Food Services Agency to order at 8:31 AM at the Central Kitchen Office, 25210 Anza Drive, Valencia, CA 91355. A quorum of the Board was present.

**Call to Order**

**I. MEMBER ROLL CALL:**

- Ms. Linette Hodson, Board President – Castaic USD
- Mr. Nick Heinlein, Clerk – Saugus USD
- Mr. Deo Persaud, Presiding Officer – Newhall SD
- Mrs. Gretchen Bergstrom, Board Member – Sulphur Springs USD

**Roll Call**

- Present
- Present
- Present
- Present – left meeting at 10:00AM

**STAFF PRESENT:**

- Dr. Lynnelle Grumbles, CEO & Board Secretary
- Ms. Susan Weiss, Director of Operations and Fiscal Management
- Ms. Jane Crawford, Director of Child Nutrition Programs

- Present
- Present
- Present

**II. APPROVAL OF AGENDA**

*A motion to approve the agenda was made by Mrs. Bergstrom, seconded by Mr. Heinlein; motion carried 4-0.*

Approval of Agenda  
**Ayes: 4 Noes: 0**  
Bergstrom, Heinlein, Persaud, Hodson  
Approved

**III. APPROVAL OF MINUTES**

Minutes of the February 28, 2019, Regular Board Meeting  
*A motion to approve the minutes from the February 28, 2019, Regular Board meeting was made by Mr. Persaud, seconded by Mr. Heinlein; motion carried 4-0.*

Board Meeting Minutes  
**Ayes: 4 Noes: 0**  
Persaud, Heinlein, Bergstrom, Hodson  
Approved

**IV. HEARING SESSION**

1. Advance Requests to Address the Board  
There were no advance requests to address the Board.
2. Cafeteria of the Month: Peachland Elementary School  
*President Hodson recognized Dory Demers-Aase and Teresa Dominguez from the Peachland Elementary School cafeteria for outstanding service. Peachland Principal Diana Stenroos and Office Manager Toni Granillo also attended the meeting.*

3. Comments and/or Questions on Agenda Items

There were no comments and/or question on the Agenda items.

**V. CONSENT CALENDAR**

*Mrs. Bergstrom made a motion to approve all items on the Consent Calendar, seconded by Mr. Persaud; motion carried 4-0.*

Consent Calendar  
**Ayes: 4 Noes: 0**  
Bergstrom, Persaud, Heinlein, Hodson  
Approved

1. Removal of Items from Consent Calendar

Ms. Hodson asked Board members if they would like to remove any items from the consent agenda for separate discussion and/or action. No items were removed.

2. B Warrants (February 2019)

3. Personnel Action Report

4. Purchase Orders (February 2019)

5. Items Removed from Consent Calendar - None

**VI. CONFERENCE CALENDAR**

1. Financial Report – February 2019

Ms. Weiss presented the Financial Report for February 2019.

2. Participation Report – February 2019

Ms. Crawford presented the Participation Report for February 2019.

3. Revise BP 2210 on Administrative Discretion Regarding Board Policy – First Reading

Dr. Grumbles presented proposed revisions to BP 2210. There were no comments or questions.

4. Revise AR 4157.2 on Ergonomics – First Reading

Dr. Grumbles presented proposed revisions to AR 4157.2. There were no comments or questions.

5. Super Co-Op Report

Dr. Grumbles presented the Super Co-Op Report. SY2019-20 orders for USDA Foods are being processed this month. Member districts and industry partners were notified of the change in Lead Agency for next year.

**VII. ACTION CALENDAR**

1. Consideration of Approving Second Interim Budget for SY2018-19

*A motion to approve the Second interim Budget Report for SY2018-19 was made by Mr. Persaud, seconded by Mr. Heinlein; motion carried 4-0.*

Second Interim Budget  
**Ayes: 4 Noes: 0**  
Persaud, Heinlein, Bergstrom, Hodson  
Approved

2. Public Hearing – 2018-19 CSEA Initial Proposal to SCVSFSA

Public Hearing

*Ms. Hodson opened the Public Hearing at 9:13AM. Dr. Grumbles presented the documents to those in attendance. There were no questions*

*or comments. Ms. Hodson closed the Public Hearing at 9:15AM.*

3. Public Hearing – 2018-19 SCVSFSA Initial Proposal to CSEA

Public Hearing

*Ms. Hodson opened the Public Hearing at 9:16AM. Dr. Grumbles presented the documents to those in attendance. There were no questions or comments. Ms. Hodson closed the Public Hearing at 9:18AM.*

4. Consideration of Award of RFP #1901 – Distribution of USDA Foods Direct Delivery (Brown Box) for Super Co-Op Members to Gold Star Foods

RFP 1901 Distribution of Direct Delivery USDA Foods for Super Co-Op Member Districts

**Ayes: 4 Noes: 0**  
Persaud , Heinlein, Bergstrom, Hodson  
Approved

*A motion to award RFP 1901 for Distribution of Direct Delivery USDA Foods for Super Co-Op Member Districts to Gold Star Foods, Inc. was made by Mr. Persaud, seconded by Mr. Heinlein; motion carried 4-0.*

5. Consideration of Award RFP #1902 – Processed USDA Foods Products and Commercial Equivalents for Super Co-Op Member Districts for SY2019-20

RFP 1902 Processed USDA Foods Products and Commercial Equivalents for Super Co-Op Member Districts

**Ayes: 4 Noes: 0**  
Heinlein, Persaud, Bergstrom, Hodson  
Approved

*A motion to award RFP 1902 for Processed USDA Foods Products and Commercial Equivalents for Super Co-Op Member Districts to 60 vendors was made by Mr. Heinlein, seconded by Mr. Persaud; motion carried 4-0.*

6. Consideration of Approving Conference Attendance

Conference Attendance

**Ayes: 4 Noes: 0**  
Bergstrom, Heinlein , Persaud, Hodson  
Approved

*A motion to approve conference attendance was made by Mrs. Bergstrom, seconded by Mr. Heinlein; motion carried 4-0.*

**VIII. CORRESPONDENCE & BOARD INFORMATION**

1. Clearbrook Dairy Prices

Ms. Crawford presented the dairy price annual comparison through February 2019.

2. 2019 SNA Position Paper

Dr. Grumbles presented the 2019 School Nutrition Association (SNA) Position Paper.

3. Update on Marketing Project

Dr. Grumbles presented an update on the Agency marketing project intended to improve communication with parents and students, create a new logo and tagline, redesign the website and menu, and other project deliverables.

*Mrs. Bergstrom left the meeting at 10:00AM.*

4. Resolution from Newhall School District Naming a Second Alternate to Agency Board of Directors

Newhall School District notified the Agency of a Board resolution designating Kevin Vensko, Assistant Director of Business Services, as a second alternate to the Agency Board of Directors.

5. Agency Report

Ms. Crawford presented the Agency Report and reported that student charge balances for all member districts total \$18,589.99 as of 3/27/19.

Board members were asked to pass any summer program information on to Ms. Crawford.

**6. Board Member Comments**

Mr. Persaud asked if we had given any thought to having vegan or vegetarian menu items. Ms. Crawford responded that there are several vegetarian items available each week.

Mr. Heinlein stated that Cedar creek is considering adding an Edible Schoolyard and inquired if there was adequate preparation equipment available to handle raw vegetables in the upcoming remodeling plans.

Mr. Heinlein asked if it was possible to get an Excel version of current negative balances for Saugus School District to load into their student information system.

**IX. ADJOURNMENT**

With nothing further to discuss, *Mr. Persaud made a motion to adjourn the meeting at 10:10 AM, seconded by Mr. Heinlein; motion carried 4-0.*

Meeting Adjourned at 10:10 AM

Adjournment

**Ayes: 4 Noes: 0**

Persaud, Heinlein, Bergstrom, Hodson

Approved

Approved April 25, 2019

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Ms. Linette Hodson, President

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Mr. Nick Heinlein, Clerk