

TEAM Academy Charter Schools
PUBLIC NOTICE

TEAM Academy Charter Schools is seeking Requests for Proposals (RFP) for the operation and management of the Food Service Program for the 2016-17 school year.

RFP Name/#: FOOD SERVICE MANAGEMENT PROGRAM 2016-17 TS-RFP-01

Opening Date: Wednesday June 22, 2016

Due Date: Wednesday July 13th, 2016

Prevailing Time: 12:00 PM

All interested parties **must** attend a walkthrough of all facilities that will be held on **June 29th, 2016 at 10:00 AM, starting at 103 Bragaw Avenue Newark, NJ in order to submit a proposal** and to answer any questions. Please email your questions/comments to fmancuso@kippnj.org **prior to the meeting**, no later than **June 27th, 2016, at 5:00 PM.**

Prospective vendors are cautioned to read the entire RFP package for special instructions and delivery dates.

The RFP, forms, specifications and general information may be obtained by contacting Frank Mancuso, Director of Nutrition via email at fmancuso@kippnj.org or at our website www.kippnj.org/purchasing

The Board reserves the right to reject all RFP's in accordance with N.J.S.A. 18A:18A-22 as amended.

DURING THE PERFORMANCE OF THESE CONTRACTS, the contractors are required to comply with the requirements of N.J.S.A. 10:5-31 et. seq., PL 1975, C. 127 and N.J.A.C. 17:27, P.L. 2004, NJ Business Registration Act, and Chapter 33, Laws of 1977.

No vendor may withdraw their RFP within 60 days after the actual date of opening thereof.

Proposals must be submitted on the proposal forms in the manner designated, enclosed in a sealed envelope bearing the name and address of the submitter on the outside of the envelope along with the name of the RFP and must be delivered to the place noted below and by the hour named. TEAM assumes no responsibility for proposals mismailed or misdirected.

ALL RFPs are to be mailed/delivered to:

Frank Mancuso, TEAM Academy Director of Nutrition
60 Park Place, Suite 802, Newark, NJ 07102

BY ORDER OF TEAM Academy Charter Schools Board

Steve Small
Business Administrator

SPECIFICATIONS/PROPOSAL

FOR FOOD SERVICE MANAGEMENT

(The Department of Agriculture Guidance Form 355 recommends the use of Competitive Contracting (18A:18A4.1) to procure Food Management Services)

TEAM Schools
60 Park Place
Newark, NJ 07102

2016-17

FUNDED CHILD NUTRITION PROGRAMS

REQUEST FOR PROPOSALS

Operation and Management of the School Food Service Program.

TEAM Schools is requesting proposals for the operation and management of the school food service program. Proposals are due in the Business Office no later than Monday May 12th by 3:00 PM.

Please address any questions concerning this request to:

Frank Mancuso
Director of Nutrition and Food Services
TEAM Schools
60 Park Place, Suite 802
Newark, NJ 07102

O 973-622-0905 ext. 11124
C 201-602-3813
F 973.556.1292
E fmancuso@kipnpj.org

2016-17 School Year
INSTRUCTIONS FOR FOOD SERVICE MANAGEMENT PROPOSAL

The organization or individual responding to this request will be **Food Service Management Company referred to as the (FSMC)**. The contract will be between the FSMC and **the Local Education Agency referred to as the (LEA)**.

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this request is to provide for the operation of the LEA's food service programs. The FSMC will assume responsibility for the efficient management and consulting service of the food program including purchasing, receiving, storing, setting up cafeteria lines, counter service, cleanup, sanitation, training, hiring and supervising personnel, and presenting food in a way to create optimum student participation. The program will include the use of federally donated commodities.

ADMINISTRATIVE GUIDANCE

The information provided herein is intended to assist FSMC in the preparation of proposals necessary to properly respond to this Request For Proposals (RFP). The RFP is designed to provide interested FSMC's with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data.

RESPONSE DATE

A copy of your proposal must be received in the Business Office to the attention of the LEA official on the day, and time indicated on the first page titled "Request for Proposals". Any proposal en route, either in the mail or other locations in any of the LEA's offices will not be considered timely and will be returned unopened. Proposals received after the deadline will be late and ineligible for consideration.

Responses tendered by mail should be addressed to the School Business Administrator with the exterior of the envelope being plainly marked, "**Food Services Management Proposal**". Allow enough time for delivery before the due date.

Interested parties or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting a proposal. Failure to do so will be at your own risk and he/she cannot secure relief on the plea of error. The LEA is not liable for any cost incurred by any respondent prior to signing of a contract by all parties. Either party without the written consent of the other cannot assign the contract.

TERM OF CONTRACT

The contract will be for a period of one year with the option for four additional one-year renewals.

TOUR OF FACILITY

A tour of the facilities is **mandatory** to submit a proposal. The tour will be conducted on Wednesday June 29th at 10AM. The tour will start at Life Academy 103 Bragaw Avenue Newark, NJ at 10:00 AM.

Please call and email the Director of Nutrition at 201-602-3813 fmancuso@kippnj.org to confirm your Attendance.

CONSIDERATION OF PROPOSALS

The LEA may award a contract based upon the initial proposals received without discussion of such proposals. Accordingly, each initial proposal should be submitted with the most favorable price and service standpoint. The LEA reserves the right to reject any and all proposals received. In addition, the LEA reserves the right to waive any irregularities in proposals and to make all decisions in the best interest of the LEA.

BASIC FSMC REQUIREMENTS

The intent of this request for proposal is to provide food management services for the Food Services Department at the LEA and to cooperatively plan and implement an efficient food services program. The following conditions must be met at a minimum and addressed in proposals.

The firm must be of sufficient size and expertise to furnish the resources needed to aid the LEA in managing the food services operations. The qualification data shall be submitted by each contractor along with the sealed proposal.

- Company must be registered with the New Jersey State Department of Agriculture, School Nutrition Programs for the 2016-17 school year.
- The demonstrated ability of the FSMC to successfully manage school food service programs within the regulations established by Federal and New Jersey School Nutrition Programs regulations. A complete list of all public and charter school clients, including the student populations, grade levels and years of service by the FSMC must be presented in the FSMC's response.
- The FSMC must have extensive involvement and experience in the school food services field in the areas of: *nutrition * menu planning * scratch cooking * sanitation * quality control * employee supervision * staff management training * employee motivation * marketing * public relations.
- The FSMC must provide resident hourly and management personnel to manage and operate the food service program and to implement the cooperatively agreed upon objectives with the support of the FSMC staff.
- Staffing, salaries, and fringe benefits are to be recommended by the FSMC and approved by the LEA. The personnel employed by the FSMC are the sole responsibility of the FSMC, not employees of the LEA. Personnel issues would be managed by the FSMC with the FSMC assuming complete liability for all employment practices unless otherwise indicated in writing by the LEA.
- All proposals shall be valid and may not be withdrawn for sixty (60) days after submission.

OBJECTIVES OF THE LEA OF EDUCATION

The successful FSMC shall conduct the food service program in a manner which best fulfills the following objectives:

1. Provide reliable management continuity for the LEA's School Nutrition Programs. Deliver the services at the lowest possible cost without sacrificing quality.
2. Recommend management and operational strategies to contain the LEA's operating costs. The goal of the LEA is to operate the food service program at no cost to the LEA. The exception is the cost of equipment and repairs. If that is not possible in this budget, present a plan of how the FSMC will work toward that goal.
3. To provide an appealing and nutritionally sound funded lunch and approved a la carte (program where LEA will allow) for students as economically as possible. An important goal of the LEA is to maximize participation and control expenses and provide the highest quality of food.

4. To promote nutritional awareness whenever the food service can interface with the LEA's teaching programs, nutrition groups, or LEA Advisory Committees.
5. Maximize student interest and participation by seeking customer input (for example student surveys and student food committees), implementing menu variations and merchandising techniques and by high quality and consistent communications with all interested groups.
6. Provide experienced staff support to focus on operational concerns.
7. Apply the best professional efforts to maintain the best possible morale of food service staff during a transition while keeping the costs of service economical.
8. Operate within the laws established by state and federal agencies that monitor and regulate food service management companies and the LEA as sponsors of the funded services.
9. Keep the LEA apprised of legislation that may impact the funded food services.
10. Make periodic recommendations regarding operational and/or equipment needs which the LEA may adopt, partially adopt, or abandon.
11. Cooperate with all community groups to enhance the public's perception of the LEA's food service program.
12. Work with LEA to maintain the Wellness Policy, Food Service Bio-Security Policy, and HACCP Plan.
13. Abide by all contract language required by the New Jersey School Nutrition Programs for the 2016-17 school year.
14. FSMC must separate catering costs and revenue from the NSLP program for reporting purposes. The LEA does not recognize profit from catering revenue as return on the lunch program and it cannot be accounted for in the assumption of the programs return.

SPECIFICATIONS

The LEA participates in the National School Nutrition Program. USDA donated foods are available for use in the food service programs and it is the interest of the LEA that such items be tastefully included in the menus to the greatest extent possible. TEAM's Director of Nutrition will approve all commodity selection to ensure the best quality foods are selected.

Terms of the actual agreement with the successful FSMC will be developed through negotiation and shall be consistent with the rights reserved by the LEA as described in these specifications. **The contract shall include all required provisions contained in Article I of the Food Service Management Company Prototype Contract Language, School Year 2014-15 as approved by the NJ Department of Agriculture.** *(All type in italics is State and Federal Language)*

LEA AND FSMC RESPONSIBILITIES

A. CONTRACT DURATION / RENEWALS

- 1) *The **contract is for a term** not longer than one year in duration, beginning on August 1, 2016 and ending on June 30, 2017 unless earlier terminated by either party as provided herein. [7 CFR 210.16(d)].*
- 2) *The contract may be renewed annually by mutual written agreement of the Local Education Agency (the “LEA”) and the Food Service Management Company (the “FSMC”), for up to four additional one-year periods [7 CFR 210.16(d)], subject to the following limitations:*
 - A. *Each renewal shall be awarded by resolution of the LEA upon a finding that the services are being performed in an effective and efficient manner;*
 - B. *The contract shall not be renewed or extended so that it runs for more than a total of five consecutive years;*
 - C. *Any price change included as part of a renewal shall be based upon the price of the original contract as cumulatively adjusted pursuant to any previous adjustment or renewal, and shall not exceed the change in the Index Rate (as defined in Public Schools Contract Law, N.J.S.A. 18A:18A-1 et seq.) for the 12 months preceding the most recent quarterly calculation available at the time the contract is renewed; and*
 - D. *The terms and conditions of the contract shall remain substantially the same. [N.J.S.A. 18A:18A-42].*
- 3) *Each contract renewal is contingent upon the fulfillment by the FSMC of all provisions in the contract related to USDA donated foods [7 CFR 250.53(a) (12)]. Each contract renewal is subject to the availability and appropriation annually of sufficient funds as may be required to meet the extended obligation, and if funds are not available, this shall grant the LEA the opportunity to cancel the contract pursuant to the termination provisions of the contract.*
- 4) *Each contract renewal must use the current prototype addendum approved by the Division of Food and Nutrition in the New Jersey Department of Agriculture (the “State Agency”). Any change to the prototype addendum must be approved in writing by the State Agency before it is executed by either party. [7 CFR 210.16(a) (10) and N.J.S.A. 18A:18A-20].*

B. LOCAL EDUCATION AGENCY RESPONSIBILITIES

- 1) *The LEA shall ensure that **the food service operation is in conformance** with the Agreement for School Nutrition Programs between the LEA and the State Agency (the “Program Agreement”) and shall monitor the food service operation through **periodic on-site visits**. [7 CFR 210.16(a) (2), (3)].*
- 2) *The LEA shall retain **control of the quality, extent and general nature of its food service, and the prices charged to the children for meals**. [7 CFR 210.16(a) (4)].*
- 3) *The LEA shall **retain signature authority** on the Program Agreement, the LEA’s Free and Reduced Price Policy Statement, and Claims for Reimbursement. [7 CFR 210.16(a) (5)].*
- 4) *The LEA shall ensure that all **federally donated foods** received by the LEA and made available to the FSMC accrue only to the benefit of the LEA’s nonprofit school food service and are fully utilized therein. [7 CFR 210.16(a) (6)].*
- 5) *The LEA shall maintain applicable **health certification** and assure that all State and local regulations are being met by the FSMC preparing or serving meals at a LEA facility. [7 CFR 210.16(a) (7)].*

- 6) *The LEA shall **establish an advisory board** composed of parents, teachers and students to assist in menu planning. [7 CFR 210.16(a) (8)].*
- 7) *The LEA shall retain control of the nonprofit school food service account and **overall financial responsibility** for the School Nutrition Programs, and shall make expenditures of nonprofit school food service revenues in accordance with the financial management system established by the State Agency. [7 CFR 210.14(a)].*
- 8) *The LEA may apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products. When utilizing the geographic preference to procure such products, the LEA making the purchase has the discretion to determine the local area to which the geographic preference option will be applied. For the purpose of applying the optional geographic procurement preference in this paragraph, “unprocessed locally grown or locally raised agricultural products” means only those agricultural products that retain their inherent character. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: Cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk. [7 CFR 210.21(g) (1) (2)].*

Free and Reduced Meal Policy

1. The LEA is responsible for the written Free and Reduced Policy Statement to feed children who qualify for funded meals. The policy is on file in the LEA office. The LEA shall be responsible for the implementation of this policy. The FSMC will follow this policy.
2. The LEA will periodically review free and reduced price meal applications and provide the FSMC with current lists of those students eligible for funded meals.

Charge Meal Policy

The LEA is responsible to provide a written Policy on how the FSMC should handle children who wish to receive a meal, do not qualify for a funded meal, and do not have the money to pay for the meal that day. **[This information will be provided in the General Information section.]**

The FSMC shall only assume the LEA will collect 80% of all meal fees and should only apply 80% of the meals charged to the monthly operating statement line.

Wellness Policy

The LEA will provide a Wellness Policy. **[This information will be provided in the General Information section.]**

C. FOOD SERVICE OPERATION

- 1) *In the operation of the LEA’s food service, the FSMC shall comply with the requirements of the Program Agreement, **the LEA’s Free and Reduced Policy Statement** and with all applicable USDA program policies and regulations, including 7 CFR Parts 210, 220, 245, 250 and 3016 and applicable state and local laws. In order to operate an a la carte food service under the contract, the FSMC agrees to offer free, reduced price and full price reimbursable meals to all eligible children. [7 CFR 210.16(a)].*

- 2) **MENUS** The FSMC will **submit with the proposal a twenty-one (21) day cycle menu.**
The FSMC shall adhere to the 21-day cycle menu contained in the LEA's Request for Proposal for the first 21 days of meal service. Changes thereafter may be made with the approval of the LEA. [7 CFR 210.16(b) (1)].

The current meal and ala carte prices are provided in "General Information"-Pricing

- 3) The FSMC will provide a monthly staff menu separate from the school lunch menu. Staff menu should be submitted to the Director of Nutrition by the 15th of each month for approval.
- 4) **No payment shall be made for meals that are spoiled or unwholesome** at the time of delivery, do not meet detailed specifications as developed by the LEA for each food component specified in 7 CFR 210.10 (the School Lunch Pattern), or do not otherwise meet the requirements of the contract. [7 CFR 210.16(c) (3)].
- 5) **The FSMC shall purchase, to the maximum extent possible, domestic commodities or products.** "Domestic commodity or product" means an agricultural commodity that is produced in the United States, and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. [7 CFR 210.21(d)].
- 6) *The FSMC will use as much local produce as possible. They will be required to participate in the Farm to School Program.*
- 7) **The FSMC shall not directly or indirectly restrict the sale or marketing of fluid milk** (as described in 7 CFR 210.10(d)(4) at any time or in any place on school premises or at any school-sponsored event. [7 CFR 210.21(e)].
- 8) *The FSMC shall comply with the **nutrition standards for competitive foods** in 7 CFR §§ 210.11 and 220.12, as amended, and the competitive food policy established by the State Agency and set forth in N.J.A.C. 2:36-1.11, which restricts items that may be served, sold or given away as a free promotion anywhere on the school campus at any time during the school day. [7 CFR 210.11].*

Advisory Board - FSMC shall coordinate convenient times that the Food Service Director and members of the LEA appointed advisory board can meet to offer suggestions to improve the food service program.

Nutrition Education and Wellness Policy

1. The FSMC will comply with the Wellness Policy passed by the LEA and participate in the committee meetings as requested by the LEA.
2. The FSMC shall promote the nutritional education aspects of the LEA's food service program
3. The FSMC will work in partnership with the LEA administrative team to educate the students, parents, teachers, and community of nutritional efforts to work toward better health.
4. The FSMC will cooperate in the efforts of the LEA to coordinate these aspects with classroom instruction. The corporate Registered Dietitian will be available on an as needed basis.

D. HEALTH CERTIFICATION AND FACILITIES

*The FSMC shall have State or local **health certification** for any facility outside the school in which it proposes to prepare meals and the FSMC shall maintain this health certification for the duration of the contract. [7 CFR 210.16(c)(2)].*

FACILITIES / LEA

1. The LEA shall be responsible for painting and/or decorating within the kitchen and dining areas.
2. The LEA shall be responsible for periodic cleaning, waxing, and buffing of dining room and kitchen floors.
3. The LEA will maintain the walls, ceilings, windows, blinds, ducts and the hoods above the filter lines.

4. The LEA shall make available sanitary toilet facilities for the employees of the FSMC. The LEA will provide toilet paper, hand soap, and paper towels for all hand sinks.
5. See “Appendix I” for an overview of all cost responsibilities.

FACILITIES / FSMC

1. The FSMC shall provide garbage bags for the food program
2. The FSMC shall place garbage in designated trash receptacles and the LEA shall remove garbage/trash from the dining room.
3. FSMC shall dispose of all garbage from the production kitchen.
4. The FSMC shall clean the kitchen area, including but not limited to the sinks, counters, tables, chairs, silverware and utensils.
5. The FSMC will provide daily cleaning of kitchen floors.
6. FSMC will provide cleaning of cafeteria tables after all lunch periods.
7. The FSMC shall comply with all local and state sanitation requirements in the preparation of food.
8. The FSMC shall maintain safety programs for employees as required.
9. The FSMC will provide sanitation standards covering housekeeping, preparation, storage, employees, and equipment. The FSMC will also make adjustments to practices and operation of equipment as required.
10. The FSMC shall cooperate in any LEA recycling program that may be implemented. The LEA will be notified of any additional costs to implement such a program.
11. The FSMC will establish, implement, and maintain a HACCP program to meet the NJ Bureau of Child Nutrition’s standards.

All FSMC employees will register and complete the Newark food handlers’ course prior to employment.

E. USDA DONATED FOODS

- 1) *All USDA donated foods received for use by the LEA for the school year and made available to the FSMC shall be used in the LEA’s food service. [7 CFR 250.50(a)].*
- 2) *The FSMC shall perform the following activities related to USDA donated foods, and shall perform such activities in accordance with the applicable requirements in 7 CFR Part 250:*
 - a. **Preparing and serving meals;**
 - b. **Ordering or selection of donated foods in coordination with the LEA;**
 - c. **Storage and inventory management of donated foods;**
 - d. **Payment of processing fees or submittal of refund requests to a processor on behalf of the LEA, or remittance of refunds for the value of donated foods in processed end products to the LEA; and**
 - e. **Procurement of processed end products on behalf of the LEA. [7 CFR 250.53(a) (4)].**

- 3) *The FSMC shall credit the LEA for the value of all USDA donated foods received for use in the LEA’s meal service in the school year (including both entitlement and bonus foods), and including the value of donated foods contained in processed end products, if applicable. [7 CFR 250.53(a) (1)].*

****On the attached form in the RFP packet** the FSMC will indicate how they shall perform such crediting.

- **Indicating frequency:** : at least annually
- **By method:** invoice reductions shown by separate line item; refunds; etc.]. [7 CFR 250.53(a) (2)].

If for the school year immediately preceding the beginning of the contract the LEA’s food service was self-operating, the FSMC shall also credit the LEA for the value of all USDA donated foods in the LEA’s inventory carried over from the preceding school year.

- 4) *In crediting the LEA for the value of USDA donated foods, the FSMC shall use the market value of donated foods as identified on the monthly allocation notice from the New Jersey Department of Agriculture Food Distribution Program (the “Distributing Agency”) at the time the LEA receives the donated foods. In crediting for the value of donated foods contained in processed end products, the FSMC shall use the annual processing agreement value established in the Distributing Agency’s State Processing Agreement. [7 CFR 250.53(a) (3)].*
- 5) *The FSMC will use all donated ground beef and ground pork products, and all processed end products, in the LEA’s food service. [7 CFR 250.53(a) (5)]. The FSMC will use all other donated foods, or will use commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the donated foods, in the LEA’s food service. [7 CFR 250.53(a) (6)].*
- 6) *In the procurement of processed end products on behalf of the LEA, the FSMC will comply with the requirements of Subpart C of 7 CFR Part 250 and with the provisions of the Distributing Agency or LEA processing agreements, and will credit the LEA for the value of donated foods contained in such end products at the processing agreement value. The FSMC will not itself enter into the processing agreement with the processor. [7 CFR 250.53(a) (7), (8)].*
- 7) *The FSMC will comply with the storage and inventory requirements for USDA donated foods set forth in 7 CFR 250.14(b) and 250.52. [7 CFR 250.53(a) (9)]. The FSMC shall ensure that its system of inventory management does not result in the LEA being charged for USDA donated foods. [7 CFR 250.53(b)].*
- 8) *The FSMC shall maintain accurate and complete records with respect to the receipt, use/disposition, storage and inventory of all USDA donated foods. The FSMC will maintain records to document its compliance with the requirements relating to donated foods, in accordance with 7 CFR 250.54(b). [7 CFR 250.53(a) (11)].*
- 9) *The LEA, the Distributing Agency, the USDA, the Comptroller General, or their duly authorized representatives, may perform onsite reviews of the FSMC’s food service operation, including the review of records, to ensure compliance with requirements for the management and use of donated foods. [7 CFR 250.53(a) (10)].*
- 10) *Upon termination of the contract, the FSMC shall return all unused donated ground beef, donated ground pork and processed end products, including those that may be stored off the LEA’s premises, and shall also return all other unused donated foods that may be stored on or off the LEA’s premises. [7 CFR 250.52(c)].*
- 11) *The LEA must ensure that the FSMC is in compliance with the requirements of 7 CFR 250 through its monitoring of the food service operation and shall conduct a reconciliation at least annually, and upon termination of The contract, to ensure that the FSMC has credited it for the value of all donated foods received for use in the LEA’s food service in the school year, including the value of donated foods contained in processed end products. [7 CFR 250.54(c)].*
- 12) *The FSMC must comply with the Food Distribution Agreement for Distribution and Use of USDA Foods found in SNEARS on the NJDA website. [7 CFR 250 et. seq.].*

F. PURCHASING

FSMC IS DESIGNATED BY LEA AS AN AGENT TO THE LEA FOR FOOD SERVICE PURCHASING

1. The FSMC shall act as the purchasing agent for the LEA. The LEA is a tax exempt entity who designates the FSMC as its sole and exclusive agent to purchase all items used by the food service program.
2. The LEA is requiring that the FSMC does not limit purchasing to one specific vendor, regardless of company policies. The LEA is requiring that the vendor registers to buy from at least 2 major vendors (e.g. Sysco, US Foods, PFG and so on). LEA wants to ensure best ability to purchase items and minimize changes in the lunch menus. The FSMC must show proof of both vendors in the RFP response.
3. The LEA assumes ownership immediately of such goods when delivered in the schools.
4. The FSMC pays each vendor as part of the accounting service.
5. The FSMC will establish an account with Zone 7 and purchase as much local produce as possible.

PURCHASE SPECIFICATIONS

The FSMC shall be responsible for purchasing standards and specifications to bring about the best quality and price for the LEA’s food service program. The grade, purchase unit, style, weight, ingredients, formulation, etc., as agreed by the LEA shall be complied with by the FSMC. **The minimum procurement specifications are;**

Dairy Products	Grade A	Meat	USDA Inspected
Fish	U.S. Govt. Inspected	Poultry	USDA Inspected
Canned Fruit & Vegetables	U.S. Grade A Choice	Fresh Fruit & Vegetables	
U.S. No. 1 Grade	Frozen Fruits & Vegetables	Highest Quality	

1. FSMC will use products with minimal amounts of added sugar. Cereals, juices and other items with added sugar must be approved by the LEA before they are placed on a menu cycle.
2. FSMC will use as much fresh raw ingredient as possible.
3. FSMC will use a minimal amount of processed foods.
4. The FSMC shall purchase all food and non-food commodities at the lowest price possible, consistent with maintaining quality standards.
5. The FSMC will provide the LEA with bakery, and dairy bids/quotes as requested.
6. The FSMC will charge the LEA the net price on vendor’s invoices, the amount due after vendor discounts that may apply.
7. Any menu or product changes must be approved by the LEA before menu implementation.
8. The FSMC shall honor existing contracts if advantageous to the LEA.

PURCHASE OF FRESH MILK

- 1) *For all purchases of fresh milk for the LEA, the FSMC shall purchase an amount of **fresh milk from New Jersey producers** at least equal to the amount of fresh milk proposed to be furnished to the LEA, in accordance with N.J.S.A. 18A:18A-6 and N.J.A.C. 2:55-1.1 et seq.*
- 2) *Should the FSMC choose to purchase fresh milk for the LEA through a vendor, the FSMC shall require each vendor to agree in writing to purchase an amount of fresh milk from New Jersey producers at least equal to the amount of fresh milk proposed to be furnished to the LEA, in accordance with N.J.S.A. 18A:18A-6 and N.J.A.C. 2:55-1.1 et seq. The FSMC shall provide copies of any such agreements to the LEA for filing with the New Jersey Department of Agriculture, Division of Markets, PO Box 330, Trenton, NJ 08625-0330.*
- 3) *The FSMC shall be responsible for ensuring that all fresh milk purchases are made in conformance with N.J.S.A. 18A:18A-6 and N.J.A.C. 2:55-1.1 et seq.*
- 4) *The LEA shall file a copy of this agreement along with a copy of any vendor agreements received from the FSMC in accordance with N.J.S.A. 18A:18A-6 and N.J.A.C. 2:55-1.1 et seq.*

ENVIRONMENTAL PROTECTION / ENERGY CONSERVATION

- 1) *In the performance of the contract, the FSMC shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40CFR Part 15). [7 CFR 3016.36(i) (12)].*
- 2) *The FSMC shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act. [7 CFR 3016.36(i) (13)].*

G. EMPLOYEES

The FSMC shall describe their personnel management philosophy, particularly regarding the resident managers and their relationships to existing staff.

FSMC - FOOD SERVICE PERSONNEL

1. LEA will submit a list of current employees that are eligible for return for the following year to winning FSMC.
2. All listed food service personnel shall have the right of first refusal on their positions by the FSMC.
3. FSMC may recommend hours and number of positions at each school location in order to meet national standards in food service for meals served per labor hours planned for operations.
4. The LEA requires that a full time General Manager be on site
5. **General Information Appendix Labor** -will contain specific information regarding food service personnel that may be required. It will list by school building the current hours, rates of pay of the current employees and an indication of which employees currently receive health benefits. If any employees are to continue to be employed by the LEA the cost to be budgeted for these persons will be included in the General Information as well.
6. The FSMC shall have the sole responsibility to compensate its employees, including applicable taxes, insurance's, and worker's compensation and shall be solely responsible for any losses incurred by the LEA, resulting from dishonest, fraudulent or negligent acts on the part of its employees or agents. All food service employees shall comply with all rules of the LEA, Local and County Health Departments and New Jersey Department of Health.
7. All personnel issues, concerns, or employment practices litigation associated with FSMC personnel are the sole responsibility of the FSMC, not the LEA. Any costs or expenses associated with the FSMC personnel, or their actions, would be paid by the FSMC. FSMC personnel are not agents or representatives of the LEA, and the FSMC shall be responsible for errors, omissions, and payment claims made the FSMC personnel.
8. The FSMC shall maintain its own personnel policies and fringe benefits for its employees, subject to review by the LEA.
9. The FSMC shall supply with this proposal a description of the proposed benefit package
10. The FSMC shall comply with the criminal background checks/fingerprints regulations required by law for all new hires, Chapter 116, P.L. 1986.
11. The LEA may require in writing the removal of an employee of the FSMC who violates health requirement or conducts himself/herself in a manner that is detrimental to the physical, mental or moral well-being of students. The FSMC shall adhere to state regulations in screening prospective employees.
12. In the event of the removal or suspension of any such employee, the FSMC shall immediately restructure its staff without disruption in service.
13. All food service personnel assigned to each school shall be instructed on the use of all emergency valve, switches, and fire and safety devices in the kitchen and cafeteria areas.
14. The use of student workers or students enrolled in the LEA is prohibited without prior LEA approval.

H. EQUAL EMPLOYMENT / AFFIRMATIVE ACTION

During the performance of the contract, the FSMC agrees as follows [N.J.S.A. 18A:18A-4.4d; N.J.A.C. 17:27-3.5; 3.7]:

- 1) *It will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the FSMC will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that all employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment*

advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The FSMC agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the LEA Compliance Officer setting forth provisions of this nondiscrimination clause.

- 2) It will in all solicitations or advertisements for employees placed by or on behalf of the FSMC, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.
- 3) It will send to each labor union with which it has a collective bargaining agreement, a notice to be provided by the LEA contracting officer, advising the labor union of the FSMC's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 4) It will comply with any regulations promulgated by the State Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time, and the Americans with Disabilities Act. This Act (28 CFR Part 35, Title II, Subtitle A) prohibits discrimination on the basis of disability in all services, programs, and activities provided to the public and State and local governments, except public transportation services.
- 5) It will make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2 and 7 CFR 3016.36 or 7 CFR 3019.44, as applicable.
- 6) It will inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- 7) It will revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable federal law and applicable federal court decisions.
- 8) In conforming with the targeted employment goals, it will review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey and applicable federal law and applicable federal court decisions.
- 9) Prior to executing the contract, the FSMC submitted to the LEA
**[insert one of the following with this RFP].
 - a Letter of Federal Affirmative Action Plan Approval
 - a Certificate of Employee Information Report
 - an Employee Information Report Form AA302
- 10) It will furnish such reports or other documents to the New Jersey Department of Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program, as may be requested by the office from time to time in order to carry out the purposes of the regulations, and the LEA shall furnish such information as may be requested by the Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program for conducting a compliance investigation pursuant to subchapter 10 of the Administrative Code at N.J.A.C. 17:27.
- 11) It will comply with all applicable federal Equal Employment Opportunity standards and orders under 41 CFR part 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor and Executive Order 11246, as amended by Executive Order 11375, Amending Executive Order 11246 Relating to Equal Employment Opportunity.

CIVIL RIGHTS ASSURANCE

The FSMC hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S. C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S. C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S. C. § 794), the Age Discrimination Act of 1975 (42 U.S. C. § 6101 et seq.); all provisions required by the

implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Part 50.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the FSMC receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

By accepting this assurance, the FSMC agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the FSMC, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the FSMC.

I. WORK HOURS/WORKPLACE

- 1) *The FSMC shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C.327-330) as supplemented by U.S. Department of Labor regulations (29 CFR Part 5). [7 CFR 3016.36(i) (6)].*
- 2) *Drug-free Workplace Statement. The FSMC agrees to provide a drug-free workplace for their employees and comply with the provisions and regulations of the Drug Free Workplace Act of 1988 (41 U.S.C. 701 et seq., as amended) and applicable state laws and regulations [7 CFR 3021]. Failure to abide by these requirements may subject the LEA and/or FSMC to the penalties described in 7 CFR 3021.510.*

J. INVENTORY AND STORAGE

1. **Ownership of beginning and ending inventories of food and supplies shall remain with the LEA.**
2. Ownership of all USDA commodities shall also remain with the LEA as required by regulations.
3. The FSMC will request, receive and inspect foods delivered by vendors and forward a list of bills in accordance with regulations.
4. The FSMC and the LEA shall inventory the equipment and foods owned by the LEA at the beginning of the contract year, including but not limited to flatware, trays, chinaware, glassware, kitchen utensils and food. At the termination of the contract, both the FSMC and the LEA shall inventory the equipment and foods to reconcile the differences in quantities and values pursuant to this RFP.

K. REBATES, DISCOUNTS AND CREDITS

- 1) *The FSMC shall charge the LEA only for costs that are actual and allowable, net of all discounts, rebates and other applicable credits accruing to or received by the FSMC, to the extent those credits are allocable to the allowable portion of the costs billed to the LEA. The FSMC's determination of allowable costs shall be made in compliance with the applicable USDA and Child Nutrition Program regulations and Office of Management and Budget Cost Circulars. [7 CFR 210.21(f) (1) (i) and (iii)].*

****[On the attached form in the RFP packet the FSMC will indicate EITHER A OR B Method for costs.]**

- A. *The FSMC will separately identify on its billing documents, for each cost submitted for payment, the amount that is allowable and the amount that is unallowable. [7 CFR 210.21(f)(1) (ii)(A)].*

OR

- B. *The FSMC will exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and that records have been established that maintain visibility of*

unallowable costs, including directly associated costs, in a manner suitable for contract cost determination and verification. [7 CFR 210.21(f)(1) (ii)(B)].

2) *The FSMC shall identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the LEA for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit.*

****[On the attached form in the RFP packet the FSMC will indicate the frequency to apply discounts, rebates, and credits: *may not be less frequent than annually.*] [7 CFR 210.21(f) (1)(iv)].**

3) *The FSMC shall identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract, that are not reported prior to the conclusion of the contract. [7 CFR 210.21(f) (1)(v)].*

****[On the attached form in the RFP packet the FSMC will describe the specific method of reporting discounts, rebates, and credits.]**

4) *The FSMC shall maintain documentation of costs and discounts, rebates and other applicable credits, and shall furnish such documentation upon request to the LEA, State Agency or USDA. [7 CFR 210.21(f)(1)(vi)].*

5) *No expenditure shall be made from the nonprofit school food service account that permits or results in the FSMC's receiving payments in excess of its actual, net allowable costs. [7 CFR 210.21(f) (2)].*

L. EQUIPMENT, REPAIRS, AND USE OF FACILITIES,

EQUIPMENT - LEA

1. The LEA shall be responsible for any losses that may arise due to equipment malfunction or loss of electrical power not within the control of the FSMC.
2. The LEA will provide a physical inventory of supplies and equipment available for use by the FSMC.
3. The LEA shall not be responsible for loss or damage to equipment owned by the FSMC and located on the LEA premises.
4. The LEA shall furnish and install any equipment or make any structural changes needed to comply with Federal, State and local laws. It is the goal of the LEA to recover associated costs from the cafeteria operation to every extent feasible.
5. The value of new and replaced equipment shall be acquisitioned and shall be amortized by the LEA.
6. All food preparation and serving equipment owned by LEA shall remain on the premises of the LEA. The LEA will provide exterminating services.

EQUIPMENT - FSMC

1. The FSMC shall replace expendable equipment upon mutual agreement between LEA and the FSMC.
2. The FSMC shall notify the LEA of any equipment belonging to the FSMC on LEA premises within (10) days of its placement on the LEA premises.
3. The FSMC will recommend to the LEA the purchase of new or replacement equipment as needed on a priority basis.
4. The FSMC will account for all equipment and protect it from pilferage or destruction.
5. The FSMC shall operate and care for all equipment and food service areas (floors, walls, window, lights, bathrooms excepted) in a clean, safe and healthy condition in accordance with standards acceptable to the LEA and comply with all applicable laws, ordinance, regulations and rules of Federal, State and local authorities.

REPAIRS - LEA

1. The LEA shall be responsible for repairs to all permanent fixtures such as faucets, lights, sewers, air conditioning, heating and all other electrical work.
2. The LEA is also responsible for repairs of the food equipment.

REPAIRS - FSMC

1. Maintaining the facilities in a good state of repair.
2. The FSMC will be responsible for advising LEA of any needed repairs or replacements of any equipment not operating properly.

TELEPHONE SERVICE/NO PERSONAL CALLS

1. The LEA shall provide local and long distance telephone service for business calls and a line for the computer access to the internet.
2. The FSMC shall use telephones strictly for cafeteria business exclusively. No employee of the LEA or FSMC shall use the LEA's telephone for personal calls.

USE OF FACILITIES - LEA

1. The LEA shall furnish at its expense, space, light, heat, power, hot and cold water and other utilities as are necessary for the operation of the food services.
2. The LEA shall make available without cost to the FSMC, areas of the premises agreeable to both parties in which the FSMC shall render its services; such area or areas reasonable necessary for providing efficient food service.
3. The LEA may request of the FSMC, additional food services. The LEA reserves the right, at its sole discretion, to sell or dispense any food or beverage that meets state nutrition standards before or after the LEA's regularly scheduled lunch or breakfast periods, provided such use does not interfere with the operations of the school Lunch and/or Breakfast and/or Special Milk Programs and/or After School Snack Programs.
4. If the LEA approves the use of the facilities for extracurricular activities before or after the LEA's regularly scheduled meal periods, the LEA shall return facilities and equipment to the FSMC in the same condition as received, normal wear and tear accepted. An employee of the FSMC may be present during such extracurricular activities if requested by the LEA.
5. The LEA shall have unlimited access to all areas used by the FSMC for inspections and audits.

RENTAL OF FACILITIES FOR COMMUNITY USE

The LEA retains the right to rent or donate food service facilities during non-school hours or weekends, provided that such activity does not interfere with the normal food service operation. When such functions take place, the LEA may require that a member (s) of the food service staff designated by the resident manager be on duty to assure the safe use of LEA-owned equipment and/or to provide access to the facilities.

VALUE ADDED INCENTIVES

The LEA instructs the FSMC not to include in the RFP any equipment purchases, or incentives such as s scholarships or "free" equipment to entice the LEA to select its proposal.

M) RECORDS, REPORTING SYSTEMS, AND FINANCIAL ACCOUNTING

RECORDS

- 1) *The FSMC shall **maintain such records as the LEA will need to support its claim for reimbursement**, shall report claim information to the LEA promptly at the **end of each calendar month**, at a minimum, and shall make such records available to the LEA upon request. [7 CFR 210.16(c) (1)].*
- 2) *The FSMC shall grant the LEA, the New Jersey Department of Education, the New Jersey Department of Agriculture, the United States Department of Agriculture, the Comptroller General of the United States and its State counterparts, or any of their duly authorized representatives, **access to any books, documents, papers and records** of the FSMC which are directly pertinent to The contract, for the **purpose of making audit, examination, excerpts and transcriptions**. [7 CFR 3016.36(i) (10)].*
- 3) *The FSMC shall retain all records required or necessary under the contract for a **period of three years from the date of final payment** hereunder; except that if any audit findings have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. [7 CFR 210.23(c) and 3016.36(i) (11)].*
- 4) *The FSMC shall **maintain all documentation related to products, transactions or services under the contract for a period of five years from the date of final payment**. Such records shall be made available to the New Jersey Office of the State Comptroller upon request. [N.J.A.C. 17:44-2.2(b)].*

The LEA shall retain control of the nonprofit school food service account and overall financial responsibility for the School Nutrition Programs, and shall make expenditures of nonprofit school food service revenues in accordance with the financial management system established by the State Agency. [7 CFR 210.14(a)].

The FSMC shall assume accountability and responsibility for:

- Bookkeeping and recording functions, including State and Federal reimbursements. Monthly Profit and Loss Statement.
- Annual budgeting.
- Cost and inventory controls.
- Organization and preparation of records for annual audit by LEA.
- Catering costs will be reported separately from the NSLP program.

Preparation & Due Dates for Reimbursement and Reports

The LEA will provide computer software to complete the record keeping required. The use of this software is limited to the term of the contract with the LEA. Use beyond this term would constitute a violation of this agreement. Annual software maintenance is an allowable expense of the food service budget.

Point-of-Sale Computer Equipment and software is purchased and owned by the LEA.

DEPOSITING OF FUNDS

All revenue received as a result of payments by children and adults, federal and state reimbursements and all other income from sources including but not limited to donations, rebates, banquets, grants and loans must be under the control of the LEA and shall be deposited in the LEA's food service account.

EXPENDITURES

1. All claims submitted by the FSMC must include a detailed description of the goods, supplies, services or other items being submitted for reimbursement.
2. FSMC shall request, receive, and verify for payment food and supplies used in conjunction with the food service program.
3. The FSMC shall bill the LEA weekly for the actual expenses of operation incurred. The LEA holds all cash and reimbursement income. Weekly billing is necessary in order for the FSMC to have cash flow to cover payroll and pay vendors in a manner that will offer the LEA the best pricing on products. The FSMC must provide the LEA with itemized claims for goods and services.
4. The state's statutes for administering school funds prohibits the payment of ESTIMATED payroll, service fees, vendor's invoices and/or other expenses submitted by the FSMC. Payments cannot be made prior to the submission of the actual documentation for the claim against school funds.
5. The FSMC may present a summary of vendor's invoices for accounts payable, but actual invoices must be on site for immediate access by any LEA employee, or representative, designated by the LEA.

MONTHLY REIMBURSEMENT CLAIMS

1. The LEA will supply the information on Enrollment, Average Daily Attendance, and accurate current list of Free and Reduced Students eligible for each school on a timely basis so all associated record keeping can be accurate and completed within due dates.
2. FSMC shall prepare information necessary for school food service claims for reimbursement from State and Federal agencies and maintain such records. At the end of each month the numbers of meals to be claimed will be submitted by the FSMC representative on or before the 10th of the month. The FSMC representative will supply the LEA representative with meal totals and edit check information. The LEA will supply their representative who can certify these numbers to assure accurate and efficient submission.
3. The FSMC is responsible to provide an authorized submitter and the LEA is responsible to provide and authorized certifier.

MONTHLY FINANCIAL STATEMENT

1. The FSMC will provide monthly and other reports to the LEA, which describes operating costs and related statistical information. The FSMC shall submit to the LEA an operating profit and loss statement.
2. **Any surplus revenues existing after deduction of approved cost of operations**, including the FSMC fees, from verified food service receipts, all Federal and State reimbursement, and the LEA's net inventory **accrue to the benefit of the LEA.**
3. The FSMC shall maintain such records (supported by invoices, receipts or other evidence) as the LEA will need to meet monthly reporting responsibilities and shall submit monthly operating statements in a format approved by the LEA no later than the 20th calendar day succeeding the month in which services were rendered.
4. The FSMC will report each month on participation for all meal services to the LEA during the monthly review.

ANNUAL PREPARATION FOR DISTRICT AUDITOR

1. The FSMC shall provide the LEA with a year-end statement-summarizing program expenses and meal statistics.
2. All food service records for the year must be delivered to the LEA at the end of the school year for audit review.
3. The FSMC must operate in conformance with AICPA statement of Auditing Standards SOC 1 Report. This service audit is to be conducted at the FSMC's expense by an independent auditor, and a copy of the findings submitted to the LEA.
4. The FSMC, at its own expense, shall comply with AICPA Standards of Auditing Standards SOC 1 Report in accordance with regulations.

SOC 1 REPORT

*The FSMC shall have an annual service audit of the **FSMC's internal controls** performed by an **independent audit firm** engaged by the FSMC. The service audit shall be as prescribed in A.I.C.P.A. Statement on Standards for Attestation Engagements (SSAE) No. 16. The FSMC shall provide the LEA with a Service Organization Control (SOC) 1 Type 2 Report in conformity with SSAE No. 16 to enable the LEA to meet its annual audit obligation under New Jersey Department of the Treasury Circular No. 04-04-OMB. [7 CFR 3016.26; 7 CFR 3052.210(f); N.J.S.A. 18A:23-1].*

The LEA shall assume accountability and responsibility for:

1. LEA shall designate by name and title the employee whose responsibility shall be to supervise and audit all financially related operations of the FSMC pertinent to the LEA.
2. The LEA, at its own expense, shall audit the FSMC's operations at the LEA periodically and at the year-end audit.

N) INSURANCE

FSMC shall maintain as a minimum the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the State of New Jersey. Companies should be rated "A" or better by A.M. Best. All policies shall be written on an occurrence form. A certificate of insurance indicating these amounts must be submitted as part of this proposal.

1. COMPREHENSIVE GENERAL LIABILITY - includes coverage for:
 - 1 - Premises - Operations
 - 2 - Products/Completed Operations
 - 3 - Contractual Insurance
 - 4 - Broad Form Property Damage
 - 5 - Independent Contractors
 - 6 - Personal Injury
 - 7 - Employment Practices Liability

\$1,000,000 Each Occurrence
2. AUTOMOBILE LIABILITY

1,000,000 Each Accident
3. WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY
 1. Worker's Compensation - Statutory
 2. Employer's Liability - \$1,000,000
4. UMBRELLA POLICY

An umbrella policy will be carried by the FSMC for an additional \$9,000,000 to increase the total coverage to \$10,000,000 to protect the LEA

4. The LEA shall be named an additional insured on all required insurance policies.
5. The contract of insurance shall provide for notice to the LEA of cancellation of insurance policies thirty (30) days before such cancellation to take effect.
6. A Certificate of Insurance of FSMC's insurance coverage shall be furnished to the LEA as part of this response.

O) TERM AND TERMINATION

1) BREACH BY FSMC / REMEDIES, SANCTIONS

In the event of the FSMC's nonperformance under The contract and/or its violation or breach of the contract terms, the LEA shall have the right to pursue all administrative, contractual, and legal remedies against the FSMC and shall have the right to seek all sanctions and penalties as may be appropriate. [7 CFR 3016.36(i) (1)].

2) TERMINATION

- 1) *The LEA or the FSMC may cancel the contract for cause by giving 60 days' written notification. [7 CFR 210.16(d)].*
- 2) *The LEA may terminate The contract at any time by giving 60 days' written notification to the FSMC setting forth the reason for and the effective date of termination. Upon such termination, the LEA and the FSMC shall make settlement of all amounts due hereunder as follows: in the contract the FSMC will insert description of all applicable payment terms. [7 CFR 3016.36(i) (2)].*

P) TRANSITION

The FSMC shall submit a proposed transition plan that shall indicate the activities, procedures, and potential time frames to implement the FSMC's services.

Q) REQUIRED DOCUMENTS WITH PROPOSAL WITH PROJECTED ANNUAL OPERATING STATEMENT

- 1) RFP CHECKLIST
- 2) Form 23 – PROJECTED ANNUAL OPERATING STATEMENT
- 3) Copy of Letter confirming Approval of the FSMC Contract for 2016-17 from the NJ Department of Agriculture.
- 4) CERTIFICATE OF INSURANCE -A Certificate of Insurance of FSMC's insurance coverage
- 5) AFFIRMATIVE ACTION FORM
Copy must be included with the proposal.
- 6) FSMC EXPLANATION OF PROCUREMENT – REBATES, DISCOUNTS, & CREDITS

R) CONDITIONS & REQUIREMENTS

GENERAL CONDITIONS

1. All proposals shall be valid and may not be withdrawn for sixty (60) days after submission. The FSMC must clearly outline the proposed financial arrangements in the response, including any conditions that may affect the financial representations made in the proposal.
2. The FSMC will comply with all specific and general conditions outlined in these specifications, which are in all respects made a part of this Request for Proposal.
3. **FSMC MUST use current reimbursement rates supplied by the LEA in their proposed budget.**
4. The FSMC must examine kitchens, cafeterias, receiving and storage areas where services are to be provided.
5. FSMC shall provide service for LEA functions when requested. No such special services may be provided to any sponsor without prior approval from the LEA.
6. No alterations, changes or improvements shall be made to the areas granted to the FSMC without obtaining prior written permission of the LEA with the final decision as to alterations, changes or improvements reserved solely for the LEA.

S) AT-RISK AFTERSCHOOL MEALS PROGRAM-IF APPLICABLE

1. *The LEA shall provide the FSMC with a list of the schools to be furnished meals by the FSMC, and the number of meals, by type, to be served at each location. [7 CFR 226.6(i) (1)].*
2. *The FSMC shall maintain such records, supported by invoices, receipts or other evidence, as the LEA will need to meet its responsibilities under 7 CFR 226, and shall promptly submit invoices and delivery reports to the LEA no less frequently than monthly. [7 CFR 226.6 (i) (2)].*
3. *The FSMC shall have Federal, State, or local health certification for the plant in which it proposes to prepare meals for use in the Child and Adult Care Food Program, and it shall ensure that health and sanitation requirements are met at all times. In addition, NJDA may require the food service management company to provide for meals which it prepares to be periodically inspected by the local health department or an independent agency to determine bacteria levels in the meals being prepared. These bacteria levels shall conform to the standards which are applied by the local health authority with respect to the level of bacteria which may be present in meals prepared or served by other establishments in the locality. Results of these inspections shall be submitted to the LEA and NJDA.[7 CFR 226.6 (i) (3)].*
4. *The meals served under this agreement shall conform to the cycle menus upon which the bid or request for proposal was based, and to menu changes agreed upon by the LEA and the FSMC. [7 CFR 226.6(i) (4)].*
5. *The FSMC shall operate in accordance with current Child and Adult Care Food Program regulations. [7 CFR 226.6 (i) (6)].*
6. *If applicable, meals shall be delivered in accordance with a delivery schedule prescribed in this agreement. [7 CFR 226.6 (i) (8)]*
7. *Increases and decreases in the number of meal orders may be made by the LEA, as needed, within a prior notice period mutually agreed upon in this Agreement. [7 CFR 226.6(i) (9)].*
8. *All meals served under the Child and Adult Care Food Program shall meet the requirements for meals detailed in 7 CFR 226.20. [7 CFR 226.6 (i) (10)].*

LEGAL REQUIREMENTS

Any proposals submitted shall be in accordance with the laws of the State of New Jersey, regulations and Standards of the New Jersey State Departments of Agriculture and Education, and shall conform to the standards of the United States Department of Agriculture.

SUBMISSION OF PROPOSALS REQUIRED FORMS/RESPONSES

1. The FSMC must complete and submit all required forms provided by the LEA. Respondent's failure to complete these requirements may nullify the proposal submitted.
2. Clarification of interpretation must be made to the LEA prior to submission of a proposal.

REQUIRED DOCUMENTS with Contract IF APPROVED

If the FSMC is approved by the LEA to provide food service management the following documents must be submitted with the base contract.

➤ NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS

- 1) *Prior to the time a contract, purchase order or other contracting document is awarded or authorized, the FSMC provided the LEA, for itself or any other named subcontractor, with a current Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue or, at the option of the LEA, with sufficient information for the LEA to verify proof of business registration of the FSMC through a computerized system maintained by the State of New Jersey.*
- 2) *The FSMC shall provide written notice to its subcontractors, if any, of the responsibility to submit proof of business registration to the FSMC. The FSMC shall not enter into a contract with a subcontractor unless the subcontractor first provides the FSMC with proof of a valid business registration. The FSMC shall maintain and submit to the LEA a list of any subcontractors, and their addresses that may be updated from time to time during the course of the contract. Before final payment on The contract is made by the LEA, the FSMC shall submit a complete and accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, [N.J.S.A. 52:32-44(1)(c) and (d)].or shall attest that no subcontractors were used.*
- 3) *For the term of the contract, the FSMC, the subcontractor, if any, and each of its affiliates [N.J.S.A. 52:32-44(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, P.L.1966, c.30 (C.52:32B-1 et seq.) on all sales of tangible personal property delivered into New Jersey. [N.J.S.A. 52:32-44(g)].*

➤ POLITICAL CONTRIBUTIONS

- 1) **ANNUAL REPORTING** (“CHAPTER 271, Section 3” Reporting). *The FSMC is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to N.J.S.A.19:44A-20.27 (L. 2005, c. 271, §3 as amended) if in a calendar year the FSMC receives one or more contracts valued at \$50,000.00 or more. It is the FSMC’s responsibility to determine if filing is necessary. Failure to file can result in the imposition of penalties by ELEC.*
- 2) **POLITICAL CONTRIBUTION DISCLOSURE.** *During the term of The contract, the FSMC and any person or business entity having an interest in the FSMC, shall not make any contribution reportable under N.J.S.A. 19:44A-1 et seq. to any member of the board of education of the LEA. [N.J.A.C. 6A:23A-6.3]. Included in its response to the LEA’s Request for Proposal, the FSMC signed and submitted a Political Contribution Disclosure Form listing the information set forth in N.J.S.A. 19:44A-20.26. [N.J.A.C. 6A:23A-6.3].*

➤ DEBARMENT/SUSPENSION CERTIFICATE

- 1) *Included in its response to the LEA’s Invitation to Bid or Request for Proposal, the FSMC signed and submitted a Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion. [7 CFR 3017.300]*

- 2) *The FSMC shall provide immediate written notice to the LEA if it learns that its certification was erroneous when submitted or has become erroneous due to changed circumstances. A false certification can be grounds for suspension of payments, suspension or termination of the award or suspension or debarment [7 CFR 3017.630]*

➤ **CERTIFICATE OF INDEPENDENT PRICE DETERMINATION/FSMC WARRANTY**

- 1) *Prior to entering into The contract, the LEA and the FSMC executed a Certificate of Independent Price Determination, certifying that the prices in the offer have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.*
- 2) *The Certificate of Independent Price Determination shall be kept on file with the signed contract at the LEA.*

➤ **CERTIFICATION REGARDING LOBBYING**

- 1) *Included in its response to the LEA's Request for Proposal, the FSMC signed and submitted a Certification Regarding Lobbying and, if applicable, a Standard Form LLL – Disclosure of Lobbying Activities.*
- 2) *During the term of The contract the FSMC, shall file with the LEA a Standard Form LLL – Disclosure of Lobbying Activities at the end of each calendar quarter in which any event occurs that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed by the FSMC. [7 CFR 3018.110].*

➤ **STATEMENT OF OWNERSHIP INTEREST**

Included in its response to the LEA's Request for Proposal, the FSMC submitted a statement setting forth the names and addresses of all stockholders and partners owning 10% or greater interest in the FSMC, as set forth in N.J.S.A. 52:25-24.2. [N.J.S.A. 18A:18A-4.4d]. The LEA will review this Statement to verify its consistency with the Political Disclosure form required under the contract in paragraph Q.

➤ **DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Included in its response to the LEA's Request for Proposal and before entering into contract or renewal, the FSMC signed and submitted a Disclosure of Investment Activities in Iran, pursuant to N.J.S.A. 18A:18A-49.4, which requires the LEA to implement and comply with the provisions of P.L. 2012, c. 25 (N.J.S.A. 52-32-55, et. seq.). P.L. 2012, c. 25 requires all bidders to complete a certification that attests that neither the bidder, nor any of its parents, subsidiaries and/or affiliates is listed on the list developed by the New Jersey Department of Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran, pursuant to section 3 of P.L.2012, c. 25 (N.J.S.A. 52:32-57).

➤ **CONSTRUCTION AND EFFECT**

*The LEA and the FSMC agree that Article I of The contract is intended to comply with applicable federal and State **procurement** and USDA program requirements. In the event that any provision contained in Article I should conflict with any other provision contained in the contract or any attachment to the contract, the provisions of Article I shall control.*

APPENDIX I
Required Components of RFP
CHECKLIST

Required Components of RFP

APPENDIX I 2016-17

We, the undersigned, agree to operate the food service management program as described in the quote specifications for the 2016-17 school year.

This proposal is subject to all the attached terms, conditions, and specifications and we hereby agree to enter into a FOOD MANAGEMENT SERVICE COMPANY CONTRACT with the LEA SUBSEQUENT TO THE AWARD OF THE QUOTE. The proposal book will be indexed and arranged in the following order with the required information.

Checklist of Required Components of RFP

1) Executive Summary

- Cover letter stating the intentions of the FSMC proposal.
- Summary detailing the FSMC findings and recommendations for the LEA's food service program. Exceptions to any of the stipulations contained in these specifications or general provisions will be clearly outlined in a separate letter from FSMC.

2) Financial Information

- Projected Annual Operating Statement (Form 23 attached). Current district reimbursement rates are used.
- If guarantee is included, describe limits and conditions that would affect guarantee.
- We have made a physical inspection of all school facilities and have found all facilities and equipment to be satisfactory. If facility not found to be satisfactory, please attach a written explanation and recommendation.
- Transition Plan to take LEA from current program to FSMC's program.
- Any Equipment and/or facilities recommendations and costs.

3) Company Profile & District Support

- Location of Food Service Company's office from which the account will be supervised
- An organizational chart showing the depth, extent, scope and availability of support personnel including the amount of personnel representation, visitation and coverage by Field Supervisors and other support personnel.
- Description of FSMC's support personnel including a summary of their backgrounds

4) Client List

- Client references list of present LEA's served by the contractor in the State of New Jersey. (Client list indicating name, address, telephone number, and contact person.)
- Provide examples of scope of experience in school food service management

5) Staff Management & Development

- A staffing schedule planned for each school, to include job titles, number of hours for each, and rate per hour or salary.
- Supervisors or bookkeepers should also be included.
 - Full-time Food Service Director (Required)
 - If a Shared Food Service Director explain why the exception
- Description of fringe benefits offered to employees.
- Description of employee training program.

- FSMC agrees to discharge or transfer any employee at the request of the LEA. The vacancy is to be filled without interruption of service. Description of how Chapter 116 P.L. 1986, background check, will be implemented.

6) Menu Development

- A sample twenty-one day menu cycle that must be implemented if the proposal is accepted
- Schedule of all selling prices for reimbursable meals and a la Carte.
These prices would become the Price Schedule of the contract if the proposal were accepted. The a la carte selections will also include the portion sizes to be provided. These prices may be changed only after approval of the LEA.
- Policy regarding meals or refreshments at special school functions such as after-school meetings, faculty dinners, evening parties, athletic programs, etc.
- Describe purchasing practices and quality standards.

7) Marketing & Merchandising

- Description of merchandising and promotional programs and plans.

8) Wellness & Nutrition Education

- Description Definition of FSMC Nutrition Programs
- Implementation of the NJ Nutrition/Wellness Policy
- List FSMC Registered Dietitian who will work with LEA.
- Describe the role of the FSMC with the District Wellness Committee

9) Communication & Customer Service

- Details pertaining to FSMC's communication to the students, parents, faculty, administration, and the community.

10) FSMC Standards & Procedures

- Description of comprehensive food handling, equipment, and sanitation programs.
- Brief description of HACCP and bio-security programs.

11) Accounting

- Demonstrate the ability of FSMC to comply with state and federal requirements regarding accounting and reporting.
- Evidence of sound food service accounting, control and inventory systems.
- Description of on-site computerized record keeping system. Include samples of printouts.

Describe experience with Point of Sale Systems and any recommendations for LEA**12) Required Proposal Documents**

- Form 23 – Response and Projected Operating Statement
- Describe how the FSMC will identify and report rebates, discounts, and credits that will be applied back to the LEA. What will be the frequency of the reporting of these discounts, rebates or credits? Explain position of FSMC on 7CFR 210.21(i-vi) Procurement- Rebates, Discounts, and Credits (Form Attached)
- Completed - Required components of Appendix I Form
- Company must be registered and have an approved core contract on file with N.J. State Dept. of Agriculture for fiscal year 2014-15. Include letter or present letter for 2014-15 upon approval.
- Affirmative Action Acknowledgement (Form attached) plus one of below approvals:
 - Evidence of Federal approval, OR
 - N.J. Certificate of Employer Information Report Approval, OR
 - Completed Employee Information Report (Form AA302-form)
- Business Entity Disclosure Certification (Form attached).
- New Jersey Business Registration with the Dept. of Treasury. Please supply of a copy of your Business Registration Certificate.
- Political Contribution Disclosure Form
- Insurance coverage for product and personal liability. Please supply a copy of Certificate of Insurance with 10,000,000 coverage.

Authorized Signature & Title: _____

Date: _____

REQUIRED FIRST PAGE RESPONSE

PROPOSED ANNUAL OPERATING STATEMENT

with
Required Components of
Administrative / Management Fee

Please submit using NJ Department of Agriculture's Form #23
included with this Specification Pack.

APPENDIX II

REQUIRED QUOTATION FORMS

AFFIRMATIVE ACTION ACKNOWLEDGEMENT

Contractor acknowledges that his firm is an Affirmative Action Employer and certifies compliance with all requirements:

_____ NAME OF FIRM

_____ SIGNATURE

_____ TITLE

_____ ADDRESS OF FIRM

_____ DATE

ALL COMPANIES MUST SUBMIT THIS FORM WITH PROPOSAL

- Affirmative Action Acknowledgement (Form attached) plus one of below approvals:
 - Evidence of Federal approval, OR
 - N.J. Certificate of Employer Information Report Approval, OR
 - Completed Employee Information Report (Form AA302-form)

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
 Required Pursuant To N.J.S.A. 19:44A-20.8
 [Local Education Agency]

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the
 <FSMC>_____ has not made and will not make
 any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of
 this contract in the one year period preceding (*date of award scheduled for approval of the contract by the governing body*) to
 any of the following named candidate committee, joint candidates committee; or political party committee representing the
 elected officials of the [Local Education Agency]
 as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Part II – Ownership Disclosure Certification

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and
 outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- Partnership Corporation Sole Proprietorship Subchapter S Corporation
 Limited Partnership Limited Liability Corporation Limited Liability Partnership

Name of Stock or Shareholder	Home Address

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the
 business entity, will be liable for any penalty permitted under law.

Name of Business Entity: _____

Signed: _____ Title: _____

Print Name: _____ **Date:** _____

Subscribed and sworn before me this ___ day of _____, 2__.	_____ (Affiant)
My Commission expires:	_____ (Print name & title of affiant) (Corporate Seal)

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8

TEAM Academy Charter School

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 Certain contributions deemed as contributions by business entity.

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

Temporary and Executing

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

~~~~~  
**The New Jersey Campaign Contributions and Expenditures Reporting Act**  
(N.J.S.A. 19:44A-1 et seq.)

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the LEA of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 C.19:44A-7.2)

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit  
no later than 10 days prior to the award of the contract.**

## Part I – Vendor Information

|              |  |        |  |
|--------------|--|--------|--|
| Vendor Name: |  |        |  |
| Address:     |  |        |  |
| City:        |  | State: |  |
|              |  | Zip:   |  |

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

\_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Title \_\_\_\_\_

---

## Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

| Contributor Name | Recipient Name | Date | Dollar Amount |
|------------------|----------------|------|---------------|
|                  |                |      | \$            |
|                  |                |      |               |
|                  |                |      |               |
|                  |                |      |               |
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|                  |                |      |               |

Check here if the information is continued on subsequent page(s) Form #126

**7CPR 210.21 (i-vi) Procurement- Rebates, Discounts, and Credits**  
Explanation of FSMC's approach for this Proposal

- (i) The FSMC shall **charge the LEA only for costs** that are actual and allowable, **net of** all credits, discounts, rebates, and allowances.
  
  - (ii) The FSMC must either:
    - Identify allowable and unallowable costs** on billing documents, OR
    - Must exclude all unallowable costs** from its billings and certify that only allowable costs are submitted for payment by the LEA.Records must be established that maintain visibility of unallowable costs including directly associated costs, in a manner suitable for contract cost determination and verification.
  
  - (iii) The determination of **allowable costs must be made in compliance** with the applicable USDA and program regulations and Office of Management and Budget Circular A-87.
  
  - (iv) The FSMC must **identify the amount** of each discount, rebate and other applicable credit on bills and invoices presented to the LEA for payment  
**AND individually identify the amount as a discount, rebate or credit.**  
  
This information must be **reported monthly** but **no less frequently than annually**.  
The FSMC must identify the location in the contract that indicates the frequency of reporting discounts, rebates, or credits.
  
  - (v) The FSMC must **identify the specific method(s)** by which it will report discounts, rebates and other applicable credits allocable to the contract, that are not reported prior to the conclusion of the contract.  
The FSMC must identify the location in the contract where the methods are specified.
  
  - (vi) The FSMC must **maintain documentation** of costs and discounts, rebates and other applicable credits, and **must furnish** such documentation **upon request** to the LEA, state agency or USDA.
- 

**PLEASE COMPLETE THE FOLLOWING:**

The FSMC must either: (Choose One)

- Identify allowable and unallowable costs** on billing documents, OR
- Must exclude all unallowable costs** from its billings and certify that only allowable costs are submitted for payment by the LEA.

What is the **frequency** that this information will be reported by FSMC?

\_\_\_\_\_

\_\_\_\_\_

Describe the **specific method(s)** by which this information will be reported.

\_\_\_\_\_

\_\_\_\_\_

(Please attach additional pages as needed)

Will the FSMC receive an Administrative Fee for its purchasing negotiations? \_\_\_\_\_

Food Service Management Company: \_\_\_\_\_

ALL COMPANIES MUST SUBMIT THIS FORM WITH PROPOSAL

# **APPENDIX III**

## **GENERAL INFORMATION/ COST CHECKLIST [TEAM Academy Charter Schools ]**

## COST RESPONSIBILITIES

| <b>FOOD</b>                                                                          | <b>FSMC</b> | <b>LEA</b> |
|--------------------------------------------------------------------------------------|-------------|------------|
| PROCESSING OF INVOICES                                                               | X           |            |
| PAYMENT OF INVOICES                                                                  | X           |            |
| USDA ADMINISTRATIVE CHARGES                                                          | X           |            |
| USDA PROCESSING CHARGES                                                              | X           |            |
| USDA DELIVERY CHARGES                                                                | X           |            |
| <b>LABOR</b>                                                                         |             |            |
| CRIMINAL BACKGROUND CHECKS                                                           | X           |            |
| PAYMENT OF WAGES FOR EMPLOYEES                                                       | X           |            |
| PAYROLL TAXES                                                                        | X           |            |
| FRINGE BENEFITS AND INSURANCE FOR EMPLOYEES                                          | X           |            |
| PREPARATION OF EMPLOYEES PAYROLL                                                     | X           |            |
| PROCESSING OF EMPLOYEES PAYROLL                                                      | X           |            |
| WORKER'S COMPENSATION FOR EMPLOYEES                                                  | X           |            |
| EMPLOYEE PHYSICALS                                                                   | X           |            |
| DINING ROOM AIDES                                                                    |             | X          |
| FOOD SERVICE PERSONNEL ISSUES                                                        | X           |            |
|                                                                                      |             |            |
| <b>ADDITIONAL ITEMS</b>                                                              |             |            |
| CHINA/SILVER/GLASSWARE - ORIGINAL PURCHASE TO INVENTORY LEVEL REQUIRED FOR OPERATION |             | X          |
| CHINA/SILVER/GLASSWARE - REPLACEMENT DURING OPERATION                                |             | X          |
| TELEPHONE – LOCAL                                                                    |             | X          |
| TELEPHONE - LONG DISTANCE                                                            |             | X          |
| REMOVAL OF TRASH AND GARBAGE FROM KITCHEN                                            | X           |            |
| REMOVAL OF TRASH AND GARBAGE FROM DINING ROOMS                                       |             | X          |
| REPLACEMENT OF NON-EXPENDABLE EQUIPMENT                                              | X           |            |
| INSURANCE'S LIABILITY                                                                | X           |            |
| COST OF REPAIRING EQUIPMENT (CAPITAL ITEMS)                                          |             | X          |
| MAINTAIN LEAS VEHICLE, OPERATING EXPENSES, REPAIRS, GAS, OIL                         | X           |            |
| UNIFORMS                                                                             | X           |            |
| TICKET PRINTING                                                                      | X           |            |
| TRAVEL (LOCAL) - REQUIRED AS REQUESTED                                               | X           |            |
| AUDITORS FEES                                                                        |             | X          |

## COST RESPONSIBILITIES

| ADDITIONAL ITEMS<br>(CONTINUED)              | FSMC | LEA |
|----------------------------------------------|------|-----|
| TRANSPORTATION OF MEALS, IF APPLICABLE       | X    |     |
| WHO PROVIDES DELIVERY VEHICLE, IF APPLICABLE | X    |     |
| WHO TYPES MONTHLY MENUS                      | X    |     |
| PICK UP OF DONATED FOODS FROM N.J.D.A.       | X    |     |
|                                              |      |     |
| <b>SUPPLIES</b>                              |      |     |
| GARBAGE BAGS PROVIDED BY                     | X    |     |
| DETERGENT AND CLEANING SUPPLIES              | X    |     |
| PAPER SUPPLIES                               | X    |     |
| MENU PAPER AND PRINTING                      |      | X   |
| POSTAGE                                      | X    |     |
| TAXES/LICENSES/PERMITS                       | X    |     |
| PEST CONTROL/EXTERMINATION SERVICES          |      | X   |
| UTILITIES                                    |      | X   |
| MENU PAPER                                   |      | X   |
| MENU DUPLICATION                             |      | X   |
|                                              |      |     |
| <b>CLEANING</b>                              |      |     |
| CEILING, LIGHT FIXTURES                      |      | X   |
| DISHWASHING                                  | X    |     |
| EQUIPMENT USED FOR PREP.                     | X    |     |
| HOOD/VENTS INSIDE KITCHEN                    |      | X   |
| REST ROOMS                                   |      | X   |
| VENTS FROM HOODS TO OUTSIDE                  |      | X   |
| WALLS, WINDOWS, BLINDS                       |      | X   |
| FLOORS - KITCHEN                             | X    | x   |
| FLOORS IN SERVING COUNTER AREA               |      | X   |
| FLOORS - DINING ROOM                         |      | X   |
| DINING ROOM - TABLE TOPS                     | X    |     |
| DINING ROOM - CHAIRS                         | X    |     |
| KITCHEN COUNTERS/WORK TABLES                 | X    |     |
| TRASH REMOVAL FROM DINING ROOM               |      | X   |
| TRASH REMOVAL FROM KITCHEN                   | X    |     |
| TRASH REMOVAL FROM SCHOOL PROPERTY           |      | X   |
|                                              |      |     |
|                                              |      |     |
|                                              |      |     |

## **[TEAM Academy Charter Schools]**

### **GENERAL INFORMATION**

#### **GENERAL INFORMATION**

- LEA Anticipates **190** Food Service Days for the **2016-17** School Year.  
Total Enrollment for 2016-17 will be 3650.
- By campus:

| Schools      | SPARK      | THRIVE     | SEEK       | LIFE       | TEAM       | RISE       | BOLD       | NCA        |
|--------------|------------|------------|------------|------------|------------|------------|------------|------------|
| <b>TOTAL</b> | <b>546</b> | <b>550</b> | <b>445</b> | <b>380</b> | <b>434</b> | <b>434</b> | <b>211</b> | <b>605</b> |

- **Menus and Food Quality** – Food quality is a paramount concern for the TEAM Schools Nutrition Program. It is our goal to serve our students the highest quality and most nutritious food possible. TEAM Schools will require as much food as possible to be prepared from scratch. Menus should be comprised with making food from scratch in mind. Over the next few years TEAM Schools will require a certain percent of food to be prepared from scratch. This must be taken into consideration when you submit your proposal. Each response must show how the winning bidder will ensure from scratch cooking is implemented over time.
  - All School menus will be approved by each site’s Director of School Operations.
  - Menus may vary by school based on student feedback. The FSMC may be asked to provide multiple menus based on school needs.
  - Menus must be submitted to LEA by the 15<sup>th</sup> of each month for feedback and final approval.
  - All menus will be composed of fresh ingredients when applicable, beyond commodities, limited frozen food is to be used.
  - Low sugar cereals are to be used at all elementary and middle schools.
  - No high fructose corn syrup is allowed as an ingredient in any menu items.
  - All menus must minimize their use of processed foods.
  - Whole meat chicken is required except for chicken nuggets in the Elementary schools when requested.
  - Ground beef must be 100% ground beef.
  - Ground turkey must be 100% ground turkey.
- **Farm to school:**
  - TEAM Schools will require the FSMC to maximize farm to school participation as local produce is an important part of our Nutrition Program. Zone 7 is required as a produce vendor to be considered as the FSMC.
- **FFVP program for 2016-17**
  - TEAM Schools has been approved for the Fresh Fruit and Veggie Program. FSMC will be responsible for the distribution and production of the program. FSMC will work with the LEA’s Director of Nutrition to coordinate and administer the FFVP.
  - LEA requires a minimum of 2 servings of the program per week. All produce purchased will be approved by the Director of Nutrition and will be purchased from the produce vendor of the districts preference to ensure integration of locally framed produce.
- **Current Employees:**



- TEAM employees will have first right of refusal for rehire by FSMC. (Employee list is attached in exhibits.)
- Labor salaries and benefits will be maintained in accordance with the attached labor schedule exhibit.
- FSMC will offer all employees health benefits that qualify.
- FSMC will make sick days available to all employees.

**General Manager:**

- The FSMC must provide an onsite General Manager to oversee the nutrition program for TEAM Schools with a minimum of 5 years' experience as a Food Service Director.
- The General Manager must have culinary experience and bulk production oversight experience.
- TEAM Schools must play an equal partner in the hiring of the onsite General Manager.

● **Delivery Schedules:**

- FSMC will submit a delivery route schedule to the LEA by July 15<sup>th</sup> 2016.

● **Delivery vehicle(s):**

FSMC will provide the program with 3 vehicle/s to deliver all meals in an appropriate time each day.

● **Network Operating Plan:**

- Single Site Kitchens
  - Littleton Avenue -Serving: Newark Collegiate Academy – Site also has bigger storage area for frozen, fresh and dry food with production capability.
  - 18<sup>th</sup> Avenue - Serving: THRIVE and BOLD Academies
- Production Kitchen-103 Bragaw Avenue, Newark, serving on site: Life Academy, producing for other schools in the network.
- TEAM Academy will have a full production kitchen to serve the school and also have other production capability.

- Bulk Satellite Sites (fed by production kitchen)SPARK

- Rise
- Seek
- SPARK

● **Cooking Specifications:**

- Scratch cooking is required when possible. Minimal amount of processed food is to be served. Sauces, soups and other items should be made from scratch.

● **A la carte sales**

- Sales are limited to the High School and all items sold must be approved by Director of Nutrition.

- **CACFP** – LEA may possibly participate in the CACFP for the 2016-17 school year. The LEA will require the FSMC to supply and distribute meals. FSMC will be responsible for accountability of the CACFP.

● **Point of Sales System:**

- TEAM Schools requires the use of MCS. It is a fully contained system that allows for complete integration of the free and reduced software and the cafeteria POS system. Server will be operated and maintained by TEAM Schools. FSMC will be given access to the network to access the system.

- Security Policy – Attached to exhibits.
- Facility contingency plan:
- Rates of reimbursement are at the severe need rate for breakfast, high rate for lunch and area eligible for snack.
- All schools participate in the breakfast, lunch and after school snack programs.
- Commodities – Director of Nutrition will participate in the selection of and approval of commodities.

**ATTACHMENTS:**

**Audit**

1. Enterprise Fund Audit Operating Statement for 2014-2015
2. Audit Page with Number of Meals Served for that audit year on it or all reimbursement claim reports for audit year 2013-14
3. Number of Serving Days in Audit year. 184

## **TEAM Charter Schools**

### **EXHIBITS/ ATTACHMENTS**

**Exhibit #1:**

- List of Schools
- School Addresses

**Exhibit #2:**

- Map of School Locations

**Exhibit #3:**

- School Calendar for 2016 - 2017

**Exhibit #4:**

- Current Enrollments/5 year enrollment forecast by School

**Exhibit #5:**

- Lunch Bell Schedule by School

**Exhibit #6:**

- Staffing by School
- Hourly Rates

**Exhibit #7:**

- 2015 Total meals served by school (Federal Edit Check)

**Exhibit #8:**

- 2014-15 Audit report

**Exhibit #9:**

- Menus

**Exhibit #10:**

- Reimbursement Vouchers September 2015 – January 2016

**Exhibit #11**

- Wellness policy
- Security Policy
- Free and Reduced Policy

**Exhibit #12**

- Commodities Schedule for 2016-17

**Exhibit #13**

- Scoring Criteria





## Exhibit #1

### School Names and Enrollment numbers for 2016-17

#### OUR MISSION

The mission of KIPP New Jersey is to create a network of schools in Newark and Camden, New Jersey, that instill in their students the desire and ability to succeed in college, in order to change the world.

#### TEAM VALUES

TEAMwork  
Perseverance  
Navigating  
Resilience

#### TEAM MOTTO

This is the school that has the kids who want to learn to be the change to build a better tomorrow.

TEAM Academy 85 Custer Ave

Enrollment 410 5-8th grade

Rise Academy 21 Ashland Street

Enrollment 420 5-8th grade

Newark Collegiate Academy (NCA) Littleton Avenue

Enrollment 600 9-12th grade

SPARK Academy 230 Halsey Street

Enrollment 548 grades k-4th

THRIVE Academy 229 18th Ave

Enrollment 560 grades k-3rd

Seek Academy 100 Aldine Street

Enrollment 440 grades k-2nd

Life Academy 103 Bragaw Ave

Enrollment 330 grades k-4

Bold Academy 229 18th Ave

Enrollment 210 grade 5<sup>th</sup>-6<sup>th</sup>

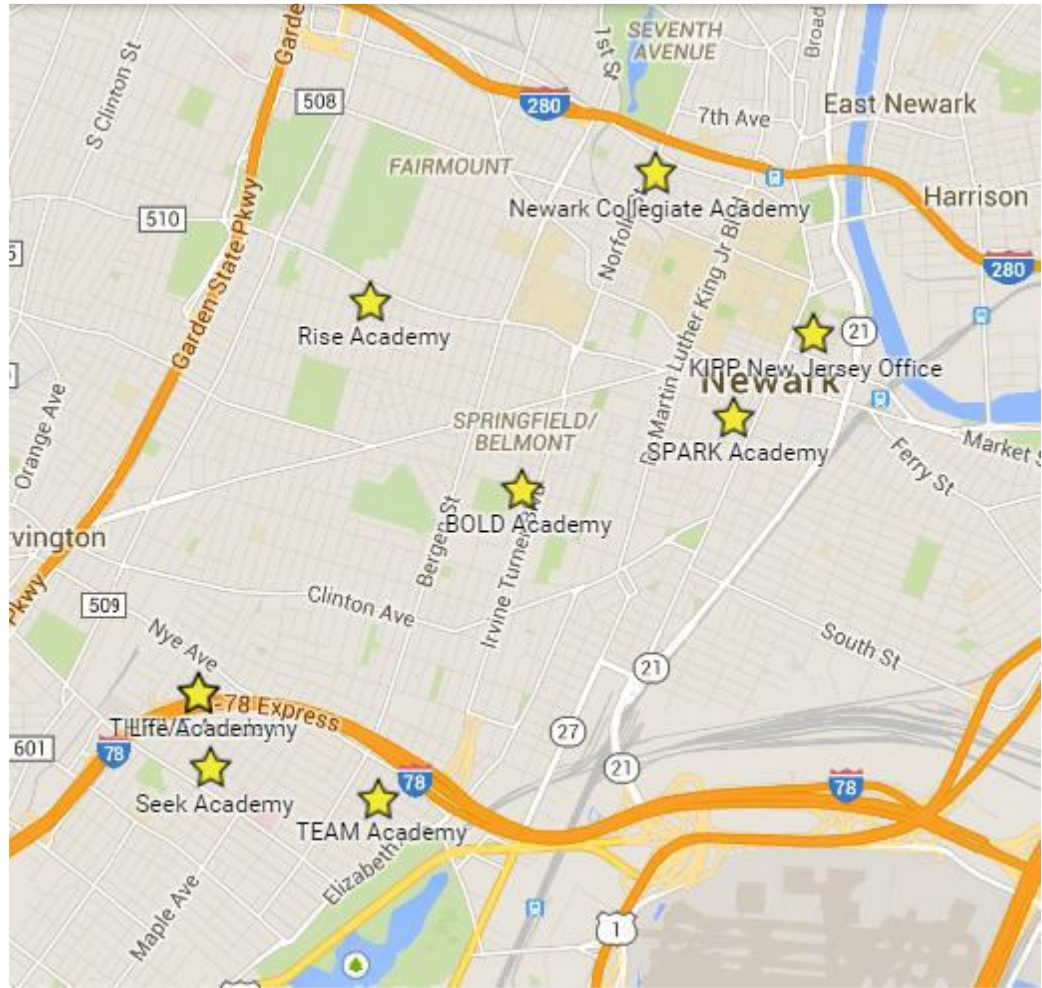


KIPP TEAM ACADEMY MIDDLE SCHOOL

85 Custer Avenue, Newark, NJ 07112 | P 973.705.8326 | F 973.556.1238 | www.kippnj.org

### Exhibit #2

### Map of TEAM Schools



#### OUR MISSION

The mission of KIPP New Jersey is to create a network of schools in Newark and Camden, New Jersey, that instill in their students the desire and ability to succeed in college, in order to change the world.

#### TEAM VALUES

- TEAMwork
- Perseverance
- Navigating
- Resilience

#### TEAM MOTTO

This is the school that has the kids who want to learn to be the change to build a better tomorrow.

## Proposed Lunch Schedules by School

### SPARK

- A. 11:10-11:40
- B. 11:45-12:15
- C. 12:40-1:10
- D. TBD

### THRIVE (18<sup>th</sup> Ave)

- K: 11:20
- 2: 11:45
- 1: 12:10
- 3: 12:35

### Seek

- A. 11:20
- B. 12:35

### Life (Bragaw)

- Lunch A 11:40-12:05
- Lunch B 12:45-1:10

### Rise

#### *Mon-Thurs*

- 7th Grade - 10:27
- 5th Grade - 11:19
- 6th Grade - 12:00
- 8th Grade - 12:56

#### *Friday:*

- 5th and 6th Grade - 10:50
- 7th Grade - 11:40
- 8th Grade - 12:28

### TEAM

- Mon.-Thurs
- 11:05-11:40
- 11:40-12:10
- 12:40-1:20
- 1:25-2:00

***Fri***

11:00-11:35

11:45-12:30

12:40-1:20

1:25-1:50

**BOLD(18t Ave)**

One lunch TBD will eat with THRIVE at 18<sup>th</sup> AVE

**NCA (18 Norfolk)**

Mon, Thurs, Fri

11:15-11:41

11:45-12:11

12:15-12:41

12:45-1:11

***Tues***

9:50-10:16

10:20-10:46

10:50-11:20

11:24-11:50

11:54-12:20

***Wed***

12:05-12:31

12:35-1:01

1:05-1:34

1:38-2:04

2:09-2:35



# 2016-2017 CALENDAR

## NEWARK

| Month            | Date  | Description                            |
|------------------|-------|----------------------------------------|
| <b>August</b>    | 8-19  | Grades 5-8: Summer School              |
|                  | 16-26 | Grades K-4: Summer School              |
|                  | 16    | Grade 12: Orientation                  |
|                  | 17    | Grade 11: Orientation                  |
|                  | 18    | Grade 10: Orientation                  |
|                  | 19    | Grade 9: Orientation                   |
|                  | 29    | First Day of School                    |
| <b>September</b> | 2     | All Schools Closed                     |
|                  | 5     | Labor Day: All Schools Closed          |
| <b>October</b>   | 10    | PD Day: All Schools Closed             |
| <b>November</b>  | 10    | PD Day: All Schools Closed             |
|                  | 11    | Veterans Day: All Schools Closed       |
|                  | 23-25 | Thanksgiving Break: All Schools Closed |
| <b>December</b>  | 23-30 | Winter Break: All Schools Closed       |

| Month           | Date  | Description                                   |
|-----------------|-------|-----------------------------------------------|
| <b>January</b>  | 2     | New Year's Day (observed): All Schools Closed |
|                 | 3     | PD Day: All Schools Closed                    |
|                 | 16    | M.L.K. Day: All Schools Closed                |
| <b>February</b> | 3     | PD Day: All Schools Closed                    |
|                 | 20-24 | Mid-Winter Break: All Schools Closed          |
| <b>April</b>    | 10-14 | Spring Break: All Schools Closed              |
|                 | 17    | PD Day: All Schools Closed                    |
| <b>May</b>      | 29    | Memorial Day: All Schools Closed              |
| <b>June</b>     | 21-22 | Grades K-8: RC Conferences                    |
|                 | 23    | Last Day of School                            |

# 2016-2017 CALENDAR

*Italics = subject to change*

| School                 | Phone        | Address                                           | Hours                                                        | Early Dismissal Hours |
|------------------------|--------------|---------------------------------------------------|--------------------------------------------------------------|-----------------------|
| <b>SPARK K-4</b>       | 973.481.0327 | 230 Halsey St<br>Newark, NJ<br>07102              | M,T,Th,F 7:30a - 4:30p<br>W 7:30a - 1:30p                    | 7:30a - 1:30p         |
| <b>THRIVE K-4</b>      | 973.273.7272 | 229 18th Ave<br>Newark, NJ<br>07108               | M,T,Th,F 7:30a - 4:30p<br>W 7:30a - 1:30p                    | 7:30a - 1:30p         |
| <b>Seek K-3</b>        | 973.481.7583 | 100 Aldine St<br>Newark, NJ<br>07112              | M,T,Th,F 7:30a - 4:30p<br>W 7:30a - 1:30p                    | 7:30a - 1:30p         |
| <b>Life K-4</b>        | 973.706.8326 | 103 Bragaw Ave<br>Newark, NJ<br>07112             | M,T,Th,F 7:30a - 4:00p<br>W 7:30a - 1:30p                    | 7:30a - 1:30p         |
| <b>TEAM 5-8</b>        | 973.705.8326 | 85 Custer Ave<br>Newark, NJ<br>07112              | M,T,Th,F 7:45a - 4:30p<br>W 7:45a - 1:45p                    | 7:45a - 2:00p         |
| <b>Rise 5-8</b>        | 973.242.7473 | 21 Ashland St<br>Newark, NJ<br>07103              | M,T,Th,F 7:45a - 4:30p<br>W 7:45a - 1:45p                    | 7:45a - 2:00p         |
| <b>BOLD 5-6</b>        | 973.757.1500 | 229 18th Ave<br>Newark, NJ<br>07108               | M,T,Th,F 7:45a - 4:30p<br>W 7:45a - 1:45p                    | 7:45a - 2:00p         |
| <b>NCA 9-12</b>        | 973.624.1622 | 129 Littleton Ave<br>Newark, NJ<br>07103          | M, T, F 8:00a - 3:42p<br>W 8:00a - 2:26p<br>Th 8:00a - 3:30p | 8:00a - 12:28p        |
| <b>Shared Services</b> | 973.622.0905 | 60 Park Place<br>Suite 802<br>Newark, NJ<br>07102 |                                                              |                       |

## Make-up Days:

KIPP New Jersey's schedule allows for four school days to be missed due to emergency or inclement weather. Any school cancellations in excess of four days will be made up in the following order: March 17th, followed by PD days to be determined by each school.

## Adjusted early dismissal resulting from inclement weather and delayed openings:

KIPP New Jersey may call a delayed opening or an early dismissal because of emergency or inclement weather. In most cases, a delayed opening will mean each school starts two hours later than its regular start time and early dismissal will mean each school ends two hours earlier than its regular dismissal time.

**SPECIFICATIONS/PROPOSAL**

**FOR FOOD SERVICE MANAGEMENT**

(The Department of Agriculture Guidance Form 355 recommends the use of Competitive Contracting (18A:18A4.1) to procure Food Management Services)

TEAM Schools  
60 Park Place  
Newark, NJ 07102

**2016-17**

**FUNDED CHILD NUTRITION PROGRAMS**

# REQUEST FOR PROPOSALS

## Operation and Management of the School Food Service Program.

TEAM Schools is requesting proposals for the operation and management of the school food service program. Proposals are due in the Business Office no later than Monday May 12<sup>th</sup> by 3:00 PM.

Please address any questions concerning this request to:

Frank Mancuso  
Director of Nutrition and Food Services  
TEAM Schools  
60 Park Place, Suite 802  
Newark, NJ 07102

O 973-622-0905 ext. 11124  
C 201-602-3813  
F 973.556.1292  
E [fmancuso@kipnj.org](mailto:fmancuso@kipnj.org)

**2016-17 School Year**  
**INSTRUCTIONS FOR FOOD SERVICE MANAGEMENT PROPOSAL**

The organization or individual responding to this request will be **Food Service Management Company referred to as the (FSMC)**. The contract will be between the FSMC and **the Local Education Agency referred to as the (LEA)**.

**PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

The purpose of this request is to provide for the operation of the LEA's food service programs. The FSMC will assume responsibility for the efficient management and consulting service of the food program including purchasing, receiving, storing, setting up cafeteria lines, counter service, cleanup, sanitation, training, hiring and supervising personnel, and presenting food in a way to create optimum student participation. The program will include the use of federally donated commodities.

**ADMINISTRATIVE GUIDANCE**

The information provided herein is intended to assist FSMC in the preparation of proposals necessary to properly respond to this Request For Proposals (RFP). The RFP is designed to provide interested FSMC's with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data.

**RESPONSE DATE**

A copy of your proposal must be received in the Business Office to the attention of the LEA official on the day, and time indicated on the first page titled "Request for Proposals". Any proposal en route, either in the mail or other locations in any of the LEA's offices will not be considered timely and will be returned unopened. Proposals received after the deadline will be late and ineligible for consideration.

Responses tendered by mail should be addressed to the School Business Administrator with the exterior of the envelope being plainly marked, "**Food Services Management Proposal**". Allow enough time for delivery before the due date.

Interested parties or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting a proposal. Failure to do so will be at your own risk and he/she cannot secure relief on the plea of error. The LEA is not liable for any cost incurred by any respondent prior to signing of a contract by all parties. Either party without the written consent of the other cannot assign the contract.

**TERM OF CONTRACT**

The contract will be for a period of one year with the option for four additional one-year renewals.

**TOUR OF FACILITY**

A tour of the facilities is **mandatory** to submit a proposal. The tour will be conducted on Wednesday June 29<sup>th</sup> at 10AM. The tour will start at Life Academy 103 Bragaw Avenue Newark, NJ at 10:00 AM.

Please call and email the Director of Nutrition at 201-602-3813 [fmancuso@kippnj.org](mailto:fmancuso@kippnj.org) to confirm your Attendance.

**CONSIDERATION OF PROPOSALS**

The LEA may award a contract based upon the initial proposals received without discussion of such proposals. Accordingly, each initial proposal should be submitted with the most favorable price and service standpoint. The LEA reserves the right to reject any and all proposals received. In addition, the LEA reserves the right to waive any irregularities in proposals and to make all decisions in the best interest of the LEA.

## **BASIC FSMC REQUIREMENTS**

The intent of this request for proposal is to provide food management services for the Food Services Department at the LEA and to cooperatively plan and implement an efficient food services program. The following conditions must be met at a minimum and addressed in proposals.

The firm must be of sufficient size and expertise to furnish the resources needed to aid the LEA in managing the food services operations. The qualification data shall be submitted by each contractor along with the sealed proposal.

- Company must be registered with the New Jersey State Department of Agriculture, School Nutrition Programs for the 2016-17 school year.
- The demonstrated ability of the FSMC to successfully manage school food service programs within the regulations established by Federal and New Jersey School Nutrition Programs regulations. A complete list of all public and charter school clients, including the student populations, grade levels and years of service by the FSMC must be presented in the FSMC's response.
- The FSMC must have extensive involvement and experience in the school food services field in the areas of: \*nutrition \* menu planning \* scratch cooking \* sanitation \* quality control \* employee supervision \* staff management training \* employee motivation \* marketing \* public relations.
- The FSMC must provide resident hourly and management personnel to manage and operate the food service program and to implement the cooperatively agreed upon objectives with the support of the FSMC staff.
- Staffing, salaries, and fringe benefits are to be recommended by the FSMC and approved by the LEA. The personnel employed by the FSMC are the sole responsibility of the FSMC, not employees of the LEA. Personnel issues would be managed by the FSMC with the FSMC assuming complete liability for all employment practices unless otherwise indicated in writing by the LEA.
- All proposals shall be valid and may not be withdrawn for sixty (60) days after submission.

## **OBJECTIVES OF THE LEA OF EDUCATION**

The successful FSMC shall conduct the food service program in a manner which best fulfills the following objectives:

1. Provide reliable management continuity for the LEA's School Nutrition Programs. Deliver the services at the lowest possible cost without sacrificing quality.
2. Recommend management and operational strategies to contain the LEA's operating costs. The goal of the LEA is to operate the food service program at no cost to the LEA. The exception is the cost of equipment and repairs. If that is not possible in this budget, present a plan of how the FSMC will work toward that goal.
3. To provide an appealing and nutritionally sound funded lunch and approved a la carte (program where LEA will allow) for students as economically as possible. An important goal of the LEA is to maximize participation and control expenses and provide the highest quality of food.

4. To promote nutritional awareness whenever the food service can interface with the LEA's teaching programs, nutrition groups, or LEA Advisory Committees.
5. Maximize student interest and participation by seeking customer input (for example student surveys and student food committees), implementing menu variations and merchandising techniques and by high quality and consistent communications with all interested groups.
6. Provide experienced staff support to focus on operational concerns.
7. Apply the best professional efforts to maintain the best possible morale of food service staff during a transition while keeping the costs of service economical.
8. Operate within the laws established by state and federal agencies that monitor and regulate food service management companies and the LEA as sponsors of the funded services.
9. Keep the LEA apprised of legislation that may impact the funded food services.
10. Make periodic recommendations regarding operational and/or equipment needs which the LEA may adopt, partially adopt, or abandon.
11. Cooperate with all community groups to enhance the public's perception of the LEA's food service program.
12. Work with LEA to maintain the Wellness Policy, Food Service Bio-Security Policy, and HACCP Plan.
13. Abide by all contract language required by the New Jersey School Nutrition Programs for the 2016-17 school year.
14. FSMC must separate catering costs and revenue from the NSLP program for reporting purposes. The LEA does not recognize profit from catering revenue as return on the lunch program and it cannot be accounted for in the assumption of the programs return.

## **SPECIFICATIONS**

**The LEA participates in the National School Nutrition Program.** USDA donated foods are available for use in the food service programs and it is the interest of the LEA that such items be tastefully included in the menus to the greatest extent possible. TEAM's Director of Nutrition will approve all commodity selection to ensure the best quality foods are selected.

**Terms of the actual agreement** with the successful FSMC will be developed through negotiation and shall be consistent with the rights reserved by the LEA as described in these specifications. **The contract shall include all required provisions contained in Article I of the Food Service Management Company Prototype Contract Language, School Year 2014-15 as approved by the NJ Department of Agriculture.** *(All type in italics is State and Federal Language)*

## LEA AND FSMC RESPONSIBILITIES

### A. CONTRACT DURATION / RENEWALS

- 1) *The **contract is for a term** not longer than one year in duration, beginning on August 1, 2016 and ending on June 30, 2017 unless earlier terminated by either party as provided herein. [7 CFR 210.16(d)].*
- 2) *The contract may be renewed annually by mutual written agreement of the Local Education Agency (the “LEA”) and the Food Service Management Company (the “FSMC”), for up to four additional one-year periods [7 CFR 210.16(d)], subject to the following limitations:*
  - A. *Each renewal shall be awarded by resolution of the LEA upon a finding that the services are being performed in an effective and efficient manner;*
  - B. *The contract shall not be renewed or extended so that it runs for more than a total of five consecutive years;*
  - C. *Any price change included as part of a renewal shall be based upon the price of the original contract as cumulatively adjusted pursuant to any previous adjustment or renewal, and shall not exceed the change in the Index Rate (as defined in Public Schools Contract Law, N.J.S.A. 18A:18A-1 et seq.) for the 12 months preceding the most recent quarterly calculation available at the time the contract is renewed; and*
  - D. *The terms and conditions of the contract shall remain substantially the same. [N.J.S.A. 18A:18A-42].*
- 3) *Each contract renewal is contingent upon the fulfillment by the FSMC of all provisions in the contract related to USDA donated foods [7 CFR 250.53(a) (12)]. Each contract renewal is subject to the availability and appropriation annually of sufficient funds as may be required to meet the extended obligation, and if funds are not available, this shall grant the LEA the opportunity to cancel the contract pursuant to the termination provisions of the contract.*
- 4) *Each contract renewal must use the current prototype addendum approved by the Division of Food and Nutrition in the New Jersey Department of Agriculture (the “State Agency”). Any change to the prototype addendum must be approved in writing by the State Agency before it is executed by either party. [7 CFR 210.16(a) (10) and N.J.S.A. 18A:18A-20].*

### B. LOCAL EDUCATION AGENCY RESPONSIBILITIES

- 1) *The LEA shall ensure that **the food service operation is in conformance** with the Agreement for School Nutrition Programs between the LEA and the State Agency (the “Program Agreement”) and shall monitor the food service operation through **periodic on-site visits**. [7 CFR 210.16(a) (2), (3)].*
- 2) *The LEA shall retain **control of the quality, extent and general nature of its food service, and the prices charged to the children for meals**. [7 CFR 210.16(a) (4)].*
- 3) *The LEA shall **retain signature authority** on the Program Agreement, the LEA’s Free and Reduced Price Policy Statement, and Claims for Reimbursement. [7 CFR 210.16(a) (5)].*
- 4) *The LEA shall ensure that all **federally donated foods** received by the LEA and made available to the FSMC accrue only to the benefit of the LEA’s nonprofit school food service and are fully utilized therein. [7 CFR 210.16(a) (6)].*
- 5) *The LEA shall maintain applicable **health certification** and assure that all State and local regulations are being met by the FSMC preparing or serving meals at a LEA facility. [7 CFR 210.16(a) (7)].*



- 6) *The LEA shall **establish an advisory board** composed of parents, teachers and students to assist in menu planning. [7 CFR 210.16(a) (8)].*
- 7) *The LEA shall retain control of the nonprofit school food service account and **overall financial responsibility** for the School Nutrition Programs, and shall make expenditures of nonprofit school food service revenues in accordance with the financial management system established by the State Agency. [7 CFR 210.14(a)].*
- 8) *The LEA may apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products. When utilizing the geographic preference to procure such products, the LEA making the purchase has the discretion to determine the local area to which the geographic preference option will be applied. For the purpose of applying the optional geographic procurement preference in this paragraph, “unprocessed locally grown or locally raised agricultural products” means only those agricultural products that retain their inherent character. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: Cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk. [7 CFR 210.21(g) (1) (2)].*

### **Free and Reduced Meal Policy**

1. The LEA is responsible for the written Free and Reduced Policy Statement to feed children who qualify for funded meals. The policy is on file in the LEA office. The LEA shall be responsible for the implementation of this policy. The FSMC will follow this policy.
2. The LEA will periodically review free and reduced price meal applications and provide the FSMC with current lists of those students eligible for funded meals.

### **Charge Meal Policy**

The LEA is responsible to provide a written Policy on how the FSMC should handle children who wish to receive a meal, do not qualify for a funded meal, and do not have the money to pay for the meal that day. **[This information will be provided in the General Information section.]**

The FSMC shall only assume the LEA will collect 80% of all meal fees and should only apply 80% of the meals charged to the monthly operating statement line.

### **Wellness Policy**

The LEA will provide a Wellness Policy. **[This information will be provided in the General Information section.]**

## **C. FOOD SERVICE OPERATION**

- 1) *In the operation of the LEA’s food service, the FSMC shall comply with the requirements of the Program Agreement, **the LEA’s Free and Reduced Policy Statement** and with all applicable USDA program policies and regulations, including 7 CFR Parts 210, 220, 245, 250 and 3016 and applicable state and local laws. In order to operate an a la carte food service under the contract, the FSMC agrees to offer free, reduced price and full price reimbursable meals to all eligible children. [7 CFR 210.16(a)].*

- 2) **MENUS** The FSMC will **submit with the proposal a twenty-one (21) day cycle menu.**  
*The FSMC shall adhere to the 21-day cycle menu contained in the LEA's Request for Proposal for the first 21 days of meal service. Changes thereafter may be made with the approval of the LEA. [7 CFR 210.16(b) (1)].*

**The current meal and ala carte prices are provided in "General Information"-Pricing**

- 3) The FSMC will provide a monthly staff menu separate from the school lunch menu. Staff menu should be submitted to the Director of Nutrition by the 15<sup>th</sup> of each month for approval.
- 4) **No payment shall be made for meals that are spoiled or unwholesome** at the time of delivery, do not meet detailed specifications as developed by the LEA for each food component specified in 7 CFR 210.10 (the School Lunch Pattern), or do not otherwise meet the requirements of the contract. [7 CFR 210.16(c) (3)].
- 5) **The FSMC shall purchase, to the maximum extent possible, domestic commodities or products.** "Domestic commodity or product" means an agricultural commodity that is produced in the United States, and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. [7 CFR 210.21(d)].
- 6) *The FSMC will use as much local produce as possible. They will be required to participate in the Farm to School Program.*
- 7) **The FSMC shall not directly or indirectly restrict the sale or marketing of fluid milk** (as described in 7 CFR 210.10(d)(4) at any time or in any place on school premises or at any school-sponsored event. [7 CFR 210.21(e)].
- 8) *The FSMC shall comply with the **nutrition standards for competitive foods** in 7 CFR §§ 210.11 and 220.12, as amended, and the competitive food policy established by the State Agency and set forth in N.J.A.C. 2:36-1.11, which restricts items that may be served, sold or given away as a free promotion anywhere on the school campus at any time during the school day. [7 CFR 210.11].*

Advisory Board - FSMC shall coordinate convenient times that the Food Service Director and members of the LEA appointed advisory board can meet to offer suggestions to improve the food service program.

Nutrition Education and Wellness Policy

1. The FSMC will comply with the Wellness Policy passed by the LEA and participate in the committee meetings as requested by the LEA.
2. The FSMC shall promote the nutritional education aspects of the LEA's food service program
3. The FSMC will work in partnership with the LEA administrative team to educate the students, parents, teachers, and community of nutritional efforts to work toward better health.
4. The FSMC will cooperate in the efforts of the LEA to coordinate these aspects with classroom instruction. The corporate Registered Dietitian will be available on an as needed basis.

**D. HEALTH CERTIFICATION AND FACILITIES**

*The FSMC shall have State or local **health certification** for any facility outside the school in which it proposes to prepare meals and the FSMC shall maintain this health certification for the duration of the contract. [7 CFR 210.16(c)(2)].*

FACILITIES / LEA

1. The LEA shall be responsible for painting and/or decorating within the kitchen and dining areas.
2. The LEA shall be responsible for periodic cleaning, waxing, and buffing of dining room and kitchen floors.
3. The LEA will maintain the walls, ceilings, windows, blinds, ducts and the hoods above the filter lines.

4. The LEA shall make available sanitary toilet facilities for the employees of the FSMC. The LEA will provide toilet paper, hand soap, and paper towels for all hand sinks.
5. See “Appendix I” for an overview of all cost responsibilities.

FACILITIES / FSMC

1. The FSMC shall provide garbage bags for the food program
2. The FSMC shall place garbage in designated trash receptacles and the LEA shall remove garbage/trash from the dining room.
3. FSMC shall dispose of all garbage from the production kitchen.
4. The FSMC shall clean the kitchen area, including but not limited to the sinks, counters, tables, chairs, silverware and utensils.
5. The FSMC will provide daily cleaning of kitchen floors.
6. FSMC will provide cleaning of cafeteria tables after all lunch periods.
7. The FSMC shall comply with all local and state sanitation requirements in the preparation of food.
8. The FSMC shall maintain safety programs for employees as required.
9. The FSMC will provide sanitation standards covering housekeeping, preparation, storage, employees, and equipment. The FSMC will also make adjustments to practices and operation of equipment as required.
10. The FSMC shall cooperate in any LEA recycling program that may be implemented. The LEA will be notified of any additional costs to implement such a program.
11. The FSMC will establish, implement, and maintain a HACCP program to meet the NJ Bureau of Child Nutrition’s standards.

All FSMC employees will register and complete the Newark food handlers’ course prior to employment.

**E. USDA DONATED FOODS**

- 1) *All USDA donated foods received for use by the LEA for the school year and made available to the FSMC shall be used in the LEA’s food service. [7 CFR 250.50(a)].*
- 2) *The FSMC shall perform the following activities related to USDA donated foods, and shall perform such activities in accordance with the applicable requirements in 7 CFR Part 250:*
  - a. **Preparing and serving meals;**
  - b. **Ordering or selection of donated foods in coordination with the LEA;**
  - c. **Storage and inventory management of donated foods;**
  - d. **Payment of processing fees or submittal of refund requests to a processor on behalf of the LEA, or remittance of refunds for the value of donated foods in processed end products to the LEA; and**
  - e. **Procurement of processed end products on behalf of the LEA. [7 CFR 250.53(a) (4)].**

- 3) *The FSMC shall credit the LEA for the value of all USDA donated foods received for use in the LEA’s meal service in the school year (including both entitlement and bonus foods), and including the value of donated foods contained in processed end products, if applicable. [7 CFR 250.53(a) (1)].*

**\*\*On the attached form in the RFP packet** the FSMC will indicate how they shall perform such crediting.

- **Indicating frequency:** : at least annually
- **By method:** invoice reductions shown by separate line item; refunds; etc.]. [7 CFR 250.53(a) (2)].

*If for the school year immediately preceding the beginning of the contract the LEA’s food service was self-operating, the FSMC shall also credit the LEA for the value of all USDA donated foods in the LEA’s inventory carried over from the preceding school year.*

- 4) *In crediting the LEA for the value of USDA donated foods, the FSMC shall use the market value of donated foods as identified on the monthly allocation notice from the New Jersey Department of Agriculture Food Distribution Program (the “Distributing Agency”) at the time the LEA receives the donated foods. In crediting for the value of donated foods contained in processed end products, the FSMC shall use the annual processing agreement value established in the Distributing Agency’s State Processing Agreement. [7 CFR 250.53(a) (3)].*
- 5) *The FSMC will use all donated ground beef and ground pork products, and all processed end products, in the LEA’s food service. [7 CFR 250.53(a) (5)]. The FSMC will use all other donated foods, or will use commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the donated foods, in the LEA’s food service. [7 CFR 250.53(a) (6)].*
- 6) *In the procurement of processed end products on behalf of the LEA, the FSMC will comply with the requirements of Subpart C of 7 CFR Part 250 and with the provisions of the Distributing Agency or LEA processing agreements, and will credit the LEA for the value of donated foods contained in such end products at the processing agreement value. The FSMC will not itself enter into the processing agreement with the processor. [7 CFR 250.53(a) (7), (8)].*
- 7) *The FSMC will comply with the storage and inventory requirements for USDA donated foods set forth in 7 CFR 250.14(b) and 250.52. [7 CFR 250.53(a) (9)]. The FSMC shall ensure that its system of inventory management does not result in the LEA being charged for USDA donated foods. [7 CFR 250.53(b)].*
- 8) *The FSMC shall maintain accurate and complete records with respect to the receipt, use/disposition, storage and inventory of all USDA donated foods. The FSMC will maintain records to document its compliance with the requirements relating to donated foods, in accordance with 7 CFR 250.54(b). [7 CFR 250.53(a) (11)].*
- 9) *The LEA, the Distributing Agency, the USDA, the Comptroller General, or their duly authorized representatives, may perform onsite reviews of the FSMC’s food service operation, including the review of records, to ensure compliance with requirements for the management and use of donated foods. [7 CFR 250.53(a) (10)].*
- 10) *Upon termination of the contract, the FSMC shall return all unused donated ground beef, donated ground pork and processed end products, including those that may be stored off the LEA’s premises, and shall also return all other unused donated foods that may be stored on or off the LEA’s premises. [7 CFR 250.52(c)].*
- 11) *The LEA must ensure that the FSMC is in compliance with the requirements of 7 CFR 250 through its monitoring of the food service operation and shall conduct a reconciliation at least annually, and upon termination of The contract, to ensure that the FSMC has credited it for the value of all donated foods received for use in the LEA’s food service in the school year, including the value of donated foods contained in processed end products. [7 CFR 250.54(c)].*
- 12) *The FSMC must comply with the Food Distribution Agreement for Distribution and Use of USDA Foods found in SNEARS on the NJDA website. [7 CFR 250 et. seq.].*

## **F. PURCHASING**

### **FSMC IS DESIGNATED BY LEA AS AN AGENT TO THE LEA FOR FOOD SERVICE PURCHASING**

1. The FSMC shall act as the purchasing agent for the LEA. The LEA is a tax exempt entity who designates the FSMC as its sole and exclusive agent to purchase all items used by the food service program.
2. The LEA is requiring that the FSMC does not limit purchasing to one specific vendor, regardless of company policies. The LEA is requiring that the vendor registers to buy from at least 2 major vendors (e.g. Sysco, US Foods, PFG and so on). LEA wants to ensure best ability to purchase items and minimize changes in the lunch menus. The FSMC must show proof of both vendors in the RFP response.
3. The LEA assumes ownership immediately of such goods when delivered in the schools.
4. The FSMC pays each vendor as part of the accounting service.
5. The FSMC will establish an account with Zone 7 and purchase as much local produce as possible.

## PURCHASE SPECIFICATIONS

The FSMC shall be responsible for purchasing standards and specifications to bring about the best quality and price for the LEA's food service program. The grade, purchase unit, style, weight, ingredients, formulation, etc., as agreed by the LEA shall be complied with by the FSMC. **The minimum procurement specifications are;**

|                           |                            |                          |                |
|---------------------------|----------------------------|--------------------------|----------------|
| Dairy Products            | Grade A                    | Meat                     | USDA Inspected |
| Fish                      | U.S. Govt. Inspected       | Poultry                  | USDA Inspected |
| Canned Fruit & Vegetables | U.S. Grade A Choice        | Fresh Fruit & Vegetables |                |
| U.S. No. 1 Grade          | Frozen Fruits & Vegetables | Highest Quality          |                |

1. FSMC will use products with minimal amounts of added sugar. Cereals, juices and other items with added sugar must be approved by the LEA before they are placed on a menu cycle.
2. FSMC will use as much fresh raw ingredient as possible.
3. FSMC will use a minimal amount of processed foods.
4. The FSMC shall purchase all food and non-food commodities at the lowest price possible, consistent with maintaining quality standards.
5. The FSMC will provide the LEA with bakery, and dairy bids/quotes as requested.
6. The FSMC will charge the LEA the net price on vendor's invoices, the amount due after vendor discounts that may apply.
7. Any menu or product changes must be approved by the LEA before menu implementation.
8. The FSMC shall honor existing contracts if advantageous to the LEA.

## PURCHASE OF FRESH MILK

- 1) *For all purchases of fresh milk for the LEA, the FSMC shall purchase an amount of **fresh milk from New Jersey producers** at least equal to the amount of fresh milk proposed to be furnished to the LEA, in accordance with N.J.S.A. 18A:18A-6 and N.J.A.C. 2:55-1.1 et seq.*
- 2) *Should the FSMC choose to purchase fresh milk for the LEA through a vendor, the FSMC shall require each vendor to agree in writing to purchase an amount of fresh milk from New Jersey producers at least equal to the amount of fresh milk proposed to be furnished to the LEA, in accordance with N.J.S.A. 18A:18A-6 and N.J.A.C. 2:55-1.1 et seq. The FSMC shall provide copies of any such agreements to the LEA for filing with the New Jersey Department of Agriculture, Division of Markets, PO Box 330, Trenton, NJ 08625-0330.*
- 3) *The FSMC shall be responsible for ensuring that all fresh milk purchases are made in conformance with N.J.S.A. 18A:18A-6 and N.J.A.C. 2:55-1.1 et seq.*
- 4) *The LEA shall file a copy of this agreement along with a copy of any vendor agreements received from the FSMC in accordance with N.J.S.A. 18A:18A-6 and N.J.A.C. 2:55-1.1 et seq.*

## ENVIRONMENTAL PROTECTION / ENERGY CONSERVATION

- 1) *In the performance of the contract, the FSMC shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40CFR Part 15). [7 CFR 3016.36(i) (12)].*
- 2) *The FSMC shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act. [7 CFR 3016.36(i) (13)].*

## G. EMPLOYEES

The FSMC shall describe their personnel management philosophy, particularly regarding the resident managers and their relationships to existing staff.

## FSMC - FOOD SERVICE PERSONNEL

1. LEA will submit a list of current employees that are eligible for return for the following year to winning FSMC.
2. All listed food service personnel shall have the right of first refusal on their positions by the FSMC.
3. FSMC may recommend hours and number of positions at each school location in order to meet national standards in food service for meals served per labor hours planned for operations.
4. The LEA requires that a full time General Manager be on site
5. **General Information Appendix Labor** -will contain specific information regarding food service personnel that may be required. It will list by school building the current hours, rates of pay of the current employees and an indication of which employees currently receive health benefits. If any employees are to continue to be employed by the LEA the cost to be budgeted for these persons will be included in the General Information as well.
6. The FSMC shall have the sole responsibility to compensate its employees, including applicable taxes, insurance's, and worker's compensation and shall be solely responsible for any losses incurred by the LEA, resulting from dishonest, fraudulent or negligent acts on the part of its employees or agents. All food service employees shall comply with all rules of the LEA, Local and County Health Departments and New Jersey Department of Health.
7. All personnel issues, concerns, or employment practices litigation associated with FSMC personnel are the sole responsibility of the FSMC, not the LEA. Any costs or expenses associated with the FSMC personnel, or their actions, would be paid by the FSMC. FSMC personnel are not agents or representatives of the LEA, and the FSMC shall be responsible for errors, omissions, and payment claims made the FSMC personnel.
8. The FSMC shall maintain its own personnel policies and fringe benefits for its employees, subject to review by the LEA.
9. The FSMC shall supply with this proposal a description of the proposed benefit package
10. The FSMC shall comply with the criminal background checks/fingerprints regulations required by law for all new hires, Chapter 116, P.L. 1986.
11. The LEA may require in writing the removal of an employee of the FSMC who violates health requirement or conducts himself/herself in a manner that is detrimental to the physical, mental or moral well-being of students. The FSMC shall adhere to state regulations in screening prospective employees.
12. In the event of the removal or suspension of any such employee, the FSMC shall immediately restructure its staff without disruption in service.
13. All food service personnel assigned to each school shall be instructed on the use of all emergency valve, switches, and fire and safety devices in the kitchen and cafeteria areas.
14. The use of student workers or students enrolled in the LEA is prohibited without prior LEA approval.

## **H. EQUAL EMPLOYMENT / AFFIRMATIVE ACTION**

*During the performance of the contract, the FSMC agrees as follows [N.J.S.A. 18A:18A-4.4d; N.J.A.C. 17:27-3.5; 3.7]:*

- 1) *It will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the FSMC will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that all employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment*

advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The FSMC agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the LEA Compliance Officer setting forth provisions of this nondiscrimination clause.

- 2) It will in all solicitations or advertisements for employees placed by or on behalf of the FSMC, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.
- 3) It will send to each labor union with which it has a collective bargaining agreement, a notice to be provided by the LEA contracting officer, advising the labor union of the FSMC's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 4) It will comply with any regulations promulgated by the State Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time, and the Americans with Disabilities Act. This Act (28 CFR Part 35, Title II, Subtitle A) prohibits discrimination on the basis of disability in all services, programs, and activities provided to the public and State and local governments, except public transportation services.
- 5) It will make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2 and 7 CFR 3016.36 or 7 CFR 3019.44, as applicable.
- 6) It will inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- 7) It will revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable federal law and applicable federal court decisions.
- 8) In conforming with the targeted employment goals, it will review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey and applicable federal law and applicable federal court decisions.
- 9) Prior to executing the contract, the FSMC submitted to the LEA  
\*\*[insert one of the following with this RFP].
  - a Letter of Federal Affirmative Action Plan Approval
  - a Certificate of Employee Information Report
  - an Employee Information Report Form AA302
- 10) It will furnish such reports or other documents to the New Jersey Department of Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program, as may be requested by the office from time to time in order to carry out the purposes of the regulations, and the LEA shall furnish such information as may be requested by the Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program for conducting a compliance investigation pursuant to subchapter 10 of the Administrative Code at N.J.A.C. 17:27.
- 11) It will comply with all applicable federal Equal Employment Opportunity standards and orders under 41 CFR part 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor and Executive Order 11246, as amended by Executive Order 11375, Amending Executive Order 11246 Relating to Equal Employment Opportunity.

## **CIVIL RIGHTS ASSURANCE**

The FSMC hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S. C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S. C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S. C. § 794), the Age Discrimination Act of 1975 (42 U.S. C. § 6101 et seq.); all provisions required by the

implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Part 50.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the FSMC receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

By accepting this assurance, the FSMC agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the FSMC, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the FSMC.

### **I. WORK HOURS/WORKPLACE**

- 1) *The FSMC shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C.327-330) as supplemented by U.S. Department of Labor regulations (29 CFR Part 5). [7 CFR 3016.36(i) (6)].*
- 2) *Drug-free Workplace Statement. The FSMC agrees to provide a drug-free workplace for their employees and comply with the provisions and regulations of the Drug Free Workplace Act of 1988 (41 U.S.C. 701 et seq., as amended) and applicable state laws and regulations [7 CFR 3021]. Failure to abide by these requirements may subject the LEA and/or FSMC to the penalties described in 7 CFR 3021.510.*

### **J. INVENTORY AND STORAGE**

1. **Ownership of beginning and ending inventories of food and supplies shall remain with the LEA.**
2. Ownership of all USDA commodities shall also remain with the LEA as required by regulations.
3. The FSMC will request, receive and inspect foods delivered by vendors and forward a list of bills in accordance with regulations.
4. The FSMC and the LEA shall inventory the equipment and foods owned by the LEA at the beginning of the contract year, including but not limited to flatware, trays, chinaware, glassware, kitchen utensils and food. At the termination of the contract, both the FSMC and the LEA shall inventory the equipment and foods to reconcile the differences in quantities and values pursuant to this RFP.

### **K. REBATES, DISCOUNTS AND CREDITS**

- 1) *The FSMC shall charge the LEA only for costs that are actual and allowable, net of all discounts, rebates and other applicable credits accruing to or received by the FSMC, to the extent those credits are allocable to the allowable portion of the costs billed to the LEA. The FSMC's determination of allowable costs shall be made in compliance with the applicable USDA and Child Nutrition Program regulations and Office of Management and Budget Cost Circulars. [7 CFR 210.21(f) (1) (i) and (iii)].*

**\*\*[On the attached form in the RFP packet the FSMC will indicate EITHER A OR B Method for costs.]**

- A. *The FSMC will separately identify on its billing documents, for each cost submitted for payment, the amount that is allowable and the amount that is unallowable. [7 CFR 210.21(f)(1) (ii)(A)].*

**OR**

- B. *The FSMC will exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and that records have been established that maintain visibility of*



*unallowable costs, including directly associated costs, in a manner suitable for contract cost determination and verification. [7 CFR 210.21(f)(1) (ii)(B)].*

- 2) The FSMC shall identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the LEA for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit.*

**\*\*[On the attached form in the RFP packet the FSMC will indicate the frequency to apply discounts, rebates, and credits: *may not be less frequent than annually.*] [7 CFR 210.21(f) (1)(iv)].**

- 3) The FSMC shall identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract, that are not reported prior to the conclusion of the contract. [7 CFR 210.21(f) (1)(v)].*

**\*\*[On the attached form in the RFP packet the FSMC will describe the specific method of reporting discounts, rebates, and credits.]**

- 4) The FSMC shall maintain documentation of costs and discounts, rebates and other applicable credits, and shall furnish such documentation upon request to the LEA, State Agency or USDA. [7 CFR 210.21(f)(1)(vi)].*

- 5) No expenditure shall be made from the nonprofit school food service account that permits or results in the FSMC's receiving payments in excess of its actual, net allowable costs. [7 CFR 210.21(f) (2)].*

#### **L. EQUIPMENT, REPAIRS, AND USE OF FACILITIES,**

##### EQUIPMENT - LEA

1. The LEA shall be responsible for any losses that may arise due to equipment malfunction or loss of electrical power not within the control of the FSMC.
2. The LEA will provide a physical inventory of supplies and equipment available for use by the FSMC.
3. The LEA shall not be responsible for loss or damage to equipment owned by the FSMC and located on the LEA premises.
4. The LEA shall furnish and install any equipment or make any structural changes needed to comply with Federal, State and local laws. It is the goal of the LEA to recover associated costs from the cafeteria operation to every extent feasible.
5. The value of new and replaced equipment shall be acquisitioned and shall be amortized by the LEA.
6. All food preparation and serving equipment owned by LEA shall remain on the premises of the LEA. The LEA will provide exterminating services.

##### EQUIPMENT - FSMC

1. The FSMC shall replace expendable equipment upon mutual agreement between LEA and the FSMC.
2. The FSMC shall notify the LEA of any equipment belonging to the FSMC on LEA premises within (10) days of its placement on the LEA premises.
3. The FSMC will recommend to the LEA the purchase of new or replacement equipment as needed on a priority basis.
4. The FSMC will account for all equipment and protect it from pilferage or destruction.
5. The FSMC shall operate and care for all equipment and food service areas (floors, walls, window, lights, bathrooms excepted) in a clean, safe and healthy condition in accordance with standards acceptable to the LEA and comply with all applicable laws, ordinance, regulations and rules of Federal, State and local authorities.

##### REPAIRS - LEA

1. The LEA shall be responsible for repairs to all permanent fixtures such as faucets, lights, sewers, air conditioning, heating and all other electrical work.
2. The LEA is also responsible for repairs of the food equipment.

#### REPAIRS - FSMC

1. Maintaining the facilities in a good state of repair.
2. The FSMC will be responsible for advising LEA of any needed repairs or replacements of any equipment not operating properly.

#### TELEPHONE SERVICE/NO PERSONAL CALLS

1. The LEA shall provide local and long distance telephone service for business calls and a line for the computer access to the internet.
2. The FSMC shall use telephones strictly for cafeteria business exclusively. No employee of the LEA or FSMC shall use the LEA's telephone for personal calls.

#### USE OF FACILITIES - LEA

1. The LEA shall furnish at its expense, space, light, heat, power, hot and cold water and other utilities as are necessary for the operation of the food services.
2. The LEA shall make available without cost to the FSMC, areas of the premises agreeable to both parties in which the FSMC shall render its services; such area or areas reasonable necessary for providing efficient food service.
3. The LEA may request of the FSMC, additional food services. The LEA reserves the right, at its sole discretion, to sell or dispense any food or beverage that meets state nutrition standards before or after the LEA's regularly scheduled lunch or breakfast periods, provided such use does not interfere with the operations of the school Lunch and/or Breakfast and/or Special Milk Programs and/or After School Snack Programs.
4. If the LEA approves the use of the facilities for extracurricular activities before or after the LEA's regularly scheduled meal periods, the LEA shall return facilities and equipment to the FSMC in the same condition as received, normal wear and tear accepted. An employee of the FSMC may be present during such extracurricular activities if requested by the LEA.
5. The LEA shall have unlimited access to all areas used by the FSMC for inspections and audits.

#### RENTAL OF FACILITIES FOR COMMUNITY USE

The LEA retains the right to rent or donate food service facilities during non-school hours or weekends, provided that such activity does not interfere with the normal food service operation. When such functions take place, the LEA may require that a member (s) of the food service staff designated by the resident manager be on duty to assure the safe use of LEA-owned equipment and/or to provide access to the facilities.

#### VALUE ADDED INCENTIVES

The LEA instructs the FSMC not to include in the RFP any equipment purchases, or incentives such as s scholarships or "free" equipment to entice the LEA to select its proposal.

#### **M) RECORDS, REPORTING SYSTEMS, AND FINANCIAL ACCOUNTING**

## **RECORDS**

- 1) *The FSMC shall **maintain such records as the LEA will need to support its claim for reimbursement**, shall report claim information to the LEA promptly at the **end of each calendar month**, at a minimum, and shall make such records available to the LEA upon request. [7 CFR 210.16(c) (1)].*
- 2) *The FSMC shall grant the LEA, the New Jersey Department of Education, the New Jersey Department of Agriculture, the United States Department of Agriculture, the Comptroller General of the United States and its State counterparts, or any of their duly authorized representatives, **access to any books, documents, papers and records** of the FSMC which are directly pertinent to The contract, for the **purpose of making audit, examination, excerpts and transcriptions**. [7 CFR 3016.36(i) (10)].*
- 3) *The FSMC shall retain all records required or necessary under the contract for a **period of three years from the date of final payment** hereunder; except that if any audit findings have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. [7 CFR 210.23(c) and 3016.36(i) (11)].*
- 4) *The FSMC shall **maintain all documentation related to products, transactions or services under the contract for a period of five years from the date of final payment**. Such records shall be made available to the New Jersey Office of the State Comptroller upon request. [N.J.A.C. 17:44-2.2(b)].*

*The LEA shall retain control of the nonprofit school food service account and overall financial responsibility for the School Nutrition Programs, and shall make expenditures of nonprofit school food service revenues in accordance with the financial management system established by the State Agency. [7 CFR 210.14(a)].*

### **The FSMC shall assume accountability and responsibility for:**

- Bookkeeping and recording functions, including State and Federal reimbursements. Monthly Profit and Loss Statement.
- Annual budgeting.
- Cost and inventory controls.
- Organization and preparation of records for annual audit by LEA.
- Catering costs will be reported separately from the NSLP program.

### **Preparation & Due Dates for Reimbursement and Reports**

The LEA will provide computer software to complete the record keeping required. The use of this software is limited to the term of the contract with the LEA. Use beyond this term would constitute a violation of this agreement. Annual software maintenance is an allowable expense of the food service budget.

Point-of-Sale Computer Equipment and software is purchased and owned by the LEA.

## **DEPOSITING OF FUNDS**

All revenue received as a result of payments by children and adults, federal and state reimbursements and all other income from sources including but not limited to donations, rebates, banquets, grants and loans must be under the control of the LEA and shall be deposited in the LEA's food service account.

## EXPENDITURES

1. All claims submitted by the FSMC must include a detailed description of the goods, supplies, services or other items being submitted for reimbursement.
2. FSMC shall request, receive, and verify for payment food and supplies used in conjunction with the food service program.
3. The FSMC shall bill the LEA weekly for the actual expenses of operation incurred. The LEA holds all cash and reimbursement income. Weekly billing is necessary in order for the FSMC to have cash flow to cover payroll and pay vendors in a manner that will offer the LEA the best pricing on products. The FSMC must provide the LEA with itemized claims for goods and services.
4. The state's statutes for administering school funds prohibits the payment of ESTIMATED payroll, service fees, vendor's invoices and/or other expenses submitted by the FSMC. Payments cannot be made prior to the submission of the actual documentation for the claim against school funds.
5. The FSMC may present a summary of vendor's invoices for accounts payable, but actual invoices must be on site for immediate access by any LEA employee, or representative, designated by the LEA.

## MONTHLY REIMBURSEMENT CLAIMS

1. The LEA will supply the information on Enrollment, Average Daily Attendance, and accurate current list of Free and Reduced Students eligible for each school on a timely basis so all associated record keeping can be accurate and completed within due dates.
2. FSMC shall prepare information necessary for school food service claims for reimbursement from State and Federal agencies and maintain such records. At the end of each month the numbers of meals to be claimed will be submitted by the FSMC representative on or before the 10<sup>th</sup> of the month. The FSMC representative will supply the LEA representative with meal totals and edit check information. The LEA will supply their representative who can certify these numbers to assure accurate and efficient submission.
3. The FSMC is responsible to provide an authorized submitter and the LEA is responsible to provide and authorized certifier.

## MONTHLY FINANCIAL STATEMENT

1. The FSMC will provide monthly and other reports to the LEA, which describes operating costs and related statistical information. The FSMC shall submit to the LEA an operating profit and loss statement.
2. **Any surplus revenues existing after deduction of approved cost of operations**, including the FSMC fees, from verified food service receipts, all Federal and State reimbursement, and the LEA's net inventory **accrue to the benefit of the LEA.**
3. The FSMC shall maintain such records (supported by invoices, receipts or other evidence) as the LEA will need to meet monthly reporting responsibilities and shall submit monthly operating statements in a format approved by the LEA no later than the 20th calendar day succeeding the month in which services were rendered.
4. The FSMC will report each month on participation for all meal services to the LEA during the monthly review.

#### ANNUAL PREPARATION FOR DISTRICT AUDITOR

1. The FSMC shall provide the LEA with a year-end statement-summarizing program expenses and meal statistics.
2. All food service records for the year must be delivered to the LEA at the end of the school year for audit review.
3. The FSMC must operate in conformance with AICPA statement of Auditing Standards SOC 1 Report. This service audit is to be conducted at the FSMC's expense by an independent auditor, and a copy of the findings submitted to the LEA.
4. The FSMC, at its own expense, shall comply with AICPA Standards of Auditing Standards SOC 1 Report in accordance with regulations.

#### SOC 1 REPORT

*The FSMC shall have an annual service audit of the **FSMC's internal controls** performed by an **independent audit firm** engaged by the FSMC. The service audit shall be as prescribed in A.I.C.P.A. Statement on Standards for Attestation Engagements (SSAE) No. 16. The FSMC shall provide the LEA with a Service Organization Control (SOC) 1 Type 2 Report in conformity with SSAE No. 16 to enable the LEA to meet its annual audit obligation under New Jersey Department of the Treasury Circular No. 04-04-OMB. [7 CFR 3016.26; 7 CFR 3052.210(f); N.J.S.A. 18A:23-1].*

#### The LEA shall assume accountability and responsibility for:

1. LEA shall designate by name and title the employee whose responsibility shall be to supervise and audit all financially related operations of the FSMC pertinent to the LEA.
2. The LEA, at its own expense, shall audit the FSMC's operations at the LEA periodically and at the year-end audit.

#### N) INSURANCE

FSMC shall maintain as a minimum the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the State of New Jersey. Companies should be rated "A" or better by A.M. Best. All policies shall be written on an occurrence form. A certificate of insurance indicating these amounts must be submitted as part of this proposal.

1. COMPREHENSIVE GENERAL LIABILITY - includes coverage for:
  - 1 - Premises - Operations
  - 2 - Products/Completed Operations
  - 3 - Contractual Insurance
  - 4 - Broad Form Property Damage
  - 5 - Independent Contractors
  - 6 - Personal Injury
  - 7 - Employment Practices Liability

\$1,000,000 Each Occurrence
2. AUTOMOBILE LIABILITY

1,000,000 Each Accident
3. WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY
  1. Worker's Compensation - Statutory
  2. Employer's Liability - \$1,000,000
4. UMBRELLA POLICY

An umbrella policy will be carried by the FSMC for an additional \$9,000,000 to increase the total coverage to \$10,000,000 to protect the LEA

4. The LEA shall be named an additional insured on all required insurance policies.
5. The contract of insurance shall provide for notice to the LEA of cancellation of insurance policies thirty (30) days before such cancellation to take effect.
6. A Certificate of Insurance of FSMC's insurance coverage shall be furnished to the LEA as part of this response.

#### **O) TERM AND TERMINATION**

##### **1) BREACH BY FSMC / REMEDIES, SANCTIONS**

*In the event of the FSMC's nonperformance under The contract and/or its violation or breach of the contract terms, the LEA shall have the right to pursue all administrative, contractual, and legal remedies against the FSMC and shall have the right to seek all sanctions and penalties as may be appropriate. [7 CFR 3016.36(i) (1)].*

##### **2) TERMINATION**

- 1) *The LEA or the FSMC may cancel the contract for cause by giving 60 days' written notification. [7 CFR 210.16(d)].*
- 2) *The LEA may terminate The contract at any time by giving 60 days' written notification to the FSMC setting forth the reason for and the effective date of termination. Upon such termination, the LEA and the FSMC shall make settlement of all amounts due hereunder as follows: in the contract the FSMC will insert description of all applicable payment terms. [7 CFR 3016.36(i) (2)].*

#### **P) TRANSITION**

The FSMC shall submit a proposed transition plan that shall indicate the activities, procedures, and potential time frames to implement the FSMC's services.

#### **Q) REQUIRED DOCUMENTS WITH PROPOSAL WITH PROJECTED ANNUAL OPERATING STATEMENT**

- 1) RFP CHECKLIST
- 2) Form 23 – PROJECTED ANNUAL OPERATING STATEMENT
- 3) Copy of Letter confirming Approval of the FSMC Contract for 2016-17 from the NJ Department of Agriculture.
- 4) CERTIFICATE OF INSURANCE -A Certificate of Insurance of FSMC's insurance coverage
- 5) AFFIRMATIVE ACTION FORM  
Copy must be included with the proposal.
- 6) FSMC EXPLANATION OF PROCUREMENT – REBATES, DISCOUNTS, & CREDITS

#### **R) CONDITIONS & REQUIREMENTS**

## GENERAL CONDITIONS

1. All proposals shall be valid and may not be withdrawn for sixty (60) days after submission. The FSMC must clearly outline the proposed financial arrangements in the response, including any conditions that may affect the financial representations made in the proposal.
2. The FSMC will comply with all specific and general conditions outlined in these specifications, which are in all respects made a part of this Request for Proposal.
3. **FSMC MUST use current reimbursement rates supplied by the LEA in their proposed budget.**
4. The FSMC must examine kitchens, cafeterias, receiving and storage areas where services are to be provided.
5. FSMC shall provide service for LEA functions when requested. No such special services may be provided to any sponsor without prior approval from the LEA.
6. No alterations, changes or improvements shall be made to the areas granted to the FSMC without obtaining prior written permission of the LEA with the final decision as to alterations, changes or improvements reserved solely for the LEA.

## **S) AT-RISK AFTERSCHOOL MEALS PROGRAM-IF APPLICABLE**

1. *The LEA shall provide the FSMC with a list of the schools to be furnished meals by the FSMC, and the number of meals, by type, to be served at each location. [7 CFR 226.6(i) (1)].*
2. *The FSMC shall maintain such records, supported by invoices, receipts or other evidence, as the LEA will need to meet its responsibilities under 7 CFR 226, and shall promptly submit invoices and delivery reports to the LEA no less frequently than monthly. [7 CFR 226.6 (i) (2)].*
3. *The FSMC shall have Federal, State, or local health certification for the plant in which it proposes to prepare meals for use in the Child and Adult Care Food Program, and it shall ensure that health and sanitation requirements are met at all times. In addition, NJDA may require the food service management company to provide for meals which it prepares to be periodically inspected by the local health department or an independent agency to determine bacteria levels in the meals being prepared. These bacteria levels shall conform to the standards which are applied by the local health authority with respect to the level of bacteria which may be present in meals prepared or served by other establishments in the locality. Results of these inspections shall be submitted to the LEA and NJDA.[7 CFR 226.6 (i) (3)].*
4. *The meals served under this agreement shall conform to the cycle menus upon which the bid or request for proposal was based, and to menu changes agreed upon by the LEA and the FSMC. [7 CFR 226.6(i) (4)].*
5. *The FSMC shall operate in accordance with current Child and Adult Care Food Program regulations. [7 CFR 226.6 (i) (6)].*
6. *If applicable, meals shall be delivered in accordance with a delivery schedule prescribed in this agreement. [7 CFR 226.6 (i) (8)]*
7. *Increases and decreases in the number of meal orders may be made by the LEA, as needed, within a prior notice period mutually agreed upon in this Agreement. [7 CFR 226.6(i) (9)].*
8. *All meals served under the Child and Adult Care Food Program shall meet the requirements for meals detailed in 7 CFR 226.20. [7 CFR 226.6 (i) (10)].*

## LEGAL REQUIREMENTS

Any proposals submitted shall be in accordance with the laws of the State of New Jersey, regulations and Standards of the New Jersey State Departments of Agriculture and Education, and shall conform to the standards of the United States Department of Agriculture.

## SUBMISSION OF PROPOSALS REQUIRED FORMS/RESPONSES

1. The FSMC must complete and submit all required forms provided by the LEA. Respondent's failure to complete these requirements may nullify the proposal submitted.
2. Clarification of interpretation must be made to the LEA prior to submission of a proposal.

## **REQUIRED DOCUMENTS with Contract IF APPROVED**

**If the FSMC is approved by the LEA to provide food service management the following documents must be submitted with the base contract.**

### **➤ NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS**

- 1) *Prior to the time a contract, purchase order or other contracting document is awarded or authorized, the FSMC provided the LEA, for itself or any other named subcontractor, with a current Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue or, at the option of the LEA, with sufficient information for the LEA to verify proof of business registration of the FSMC through a computerized system maintained by the State of New Jersey.*
- 2) *The FSMC shall provide written notice to its subcontractors, if any, of the responsibility to submit proof of business registration to the FSMC. The FSMC shall not enter into a contract with a subcontractor unless the subcontractor first provides the FSMC with proof of a valid business registration. The FSMC shall maintain and submit to the LEA a list of any subcontractors, and their addresses that may be updated from time to time during the course of the contract. Before final payment on The contract is made by the LEA, the FSMC shall submit a complete and accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, [N.J.S.A. 52:32-44(1)(c) and (d)].or shall attest that no subcontractors were used.*
- 3) *For the term of the contract, the FSMC, the subcontractor, if any, and each of its affiliates [N.J.S.A. 52:32-44(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, P.L.1966, c.30 (C.52:32B-1 et seq.) on all sales of tangible personal property delivered into New Jersey. [N.J.S.A. 52:32-44(g)].*

### **➤ POLITICAL CONTRIBUTIONS**

- 1) **ANNUAL REPORTING** (“CHAPTER 271, Section 3” Reporting). *The FSMC is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to N.J.S.A.19:44A-20.27 (L. 2005, c. 271, §3 as amended) if in a calendar year the FSMC receives one or more contracts valued at \$50,000.00 or more. It is the FSMC’s responsibility to determine if filing is necessary. Failure to file can result in the imposition of penalties by ELEC.*
- 2) **POLITICAL CONTRIBUTION DISCLOSURE.** *During the term of The contract, the FSMC and any person or business entity having an interest in the FSMC, shall not make any contribution reportable under N.J.S.A. 19:44A-1 et seq. to any member of the board of education of the LEA. [N.J.A.C. 6A:23A-6.3]. Included in its response to the LEA’s Request for Proposal, the FSMC signed and submitted a Political Contribution Disclosure Form listing the information set forth in N.J.S.A. 19:44A-20.26. [N.J.A.C. 6A:23A-6.3].*

### **➤ DEBARMENT/SUSPENSION CERTIFICATE**

- 1) *Included in its response to the LEA’s Invitation to Bid or Request for Proposal, the FSMC signed and submitted a Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion. [7 CFR 3017.300]*



- 2) *The FSMC shall provide immediate written notice to the LEA if it learns that its certification was erroneous when submitted or has become erroneous due to changed circumstances. A false certification can be grounds for suspension of payments, suspension or termination of the award or suspension or debarment [7 CFR 3017.630]*

➤ **CERTIFICATE OF INDEPENDENT PRICE DETERMINATION/FSMC WARRANTY**

- 1) *Prior to entering into The contract, the LEA and the FSMC executed a Certificate of Independent Price Determination, certifying that the prices in the offer have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.*
- 2) *The Certificate of Independent Price Determination shall be kept on file with the signed contract at the LEA.*

➤ **CERTIFICATION REGARDING LOBBYING**

- 1) *Included in its response to the LEA's Request for Proposal, the FSMC signed and submitted a Certification Regarding Lobbying and, if applicable, a Standard Form LLL – Disclosure of Lobbying Activities.*
- 2) *During the term of The contract the FSMC, shall file with the LEA a Standard Form LLL – Disclosure of Lobbying Activities at the end of each calendar quarter in which any event occurs that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed by the FSMC. [7 CFR 3018.110].*

➤ **STATEMENT OF OWNERSHIP INTEREST**

*Included in its response to the LEA's Request for Proposal, the FSMC submitted a statement setting forth the names and addresses of all stockholders and partners owning 10% or greater interest in the FSMC, as set forth in N.J.S.A. 52:25-24.2. [N.J.S.A. 18A:18A-4.4d]. The LEA will review this Statement to verify its consistency with the Political Disclosure form required under the contract in paragraph Q.*

➤ **DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

*Included in its response to the LEA's Request for Proposal and before entering into contract or renewal, the FSMC signed and submitted a Disclosure of Investment Activities in Iran, pursuant to N.J.S.A. 18A:18A-49.4, which requires the LEA to implement and comply with the provisions of P.L. 2012, c. 25 (N.J.S.A. 52-32-55, et. seq.). P.L. 2012, c. 25 requires all bidders to complete a certification that attests that neither the bidder, nor any of its parents, subsidiaries and/or affiliates is listed on the list developed by the New Jersey Department of Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran, pursuant to section 3 of P.L.2012, c. 25 (N.J.S.A. 52:32-57).*

➤ **CONSTRUCTION AND EFFECT**

*The LEA and the FSMC agree that Article I of The contract is intended to comply with applicable federal and State **procurement** and USDA program requirements. In the event that any provision contained in Article I should conflict with any other provision contained in the contract or any attachment to the contract, the provisions of Article I shall control.*

**APPENDIX I**  
**Required Components of RFP**  
**CHECKLIST**

# **Required Components of RFP**

## **APPENDIX I 2016-17**

We, the undersigned, agree to operate the food service management program as described in the quote specifications for the 2016-17 school year.

This proposal is subject to all the attached terms, conditions, and specifications and we hereby agree to enter into a FOOD MANAGEMENT SERVICE COMPANY CONTRACT with the LEA SUBSEQUENT TO THE AWARD OF THE QUOTE. The proposal book will be indexed and arranged in the following order with the required information.

## **Checklist of Required Components of RFP**

### **1) Executive Summary**

- Cover letter stating the intentions of the FSMC proposal.
- Summary detailing the FSMC findings and recommendations for the LEA's food service program. Exceptions to any of the stipulations contained in these specifications or general provisions will be clearly outlined in a separate letter from FSMC.

### **2) Financial Information**

- Projected Annual Operating Statement (Form 23 attached). Current district reimbursement rates are used.
- If guarantee is included, describe limits and conditions that would affect guarantee.
- We have made a physical inspection of all school facilities and have found all facilities and equipment to be satisfactory. If facility not found to be satisfactory, please attach a written explanation and recommendation.
- Transition Plan to take LEA from current program to FSMC's program.
- Any Equipment and/or facilities recommendations and costs.

### **3) Company Profile & District Support**

- Location of Food Service Company's office from which the account will be supervised
- An organizational chart showing the depth, extent, scope and availability of support personnel including the amount of personnel representation, visitation and coverage by Field Supervisors and other support personnel.
- Description of FSMC's support personnel including a summary of their backgrounds

### **4) Client List**

- Client references list of present LEA's served by the contractor in the State of New Jersey. (Client list indicating name, address, telephone number, and contact person.)
- Provide examples of scope of experience in school food service management

### **5) Staff Management & Development**

- A staffing schedule planned for each school, to include job titles, number of hours for each, and rate per hour or salary.
- Supervisors or bookkeepers should also be included.
  - Full-time Food Service Director (Required)
  - If a Shared Food Service Director explain why the exception
- Description of fringe benefits offered to employees.
- Description of employee training program.

- FSMC agrees to discharge or transfer any employee at the request of the LEA. The vacancy is to be filled without interruption of service. Description of how Chapter 116 P.L. 1986, background check, will be implemented.

#### **6) Menu Development**

- A sample twenty-one day menu cycle that must be implemented if the proposal is accepted
- Schedule of all selling prices for reimbursable meals and a la Carte.  
These prices would become the Price Schedule of the contract if the proposal were accepted. The a la carte selections will also include the portion sizes to be provided. These prices may be changed only after approval of the LEA.
- Policy regarding meals or refreshments at special school functions such as after-school meetings, faculty dinners, evening parties, athletic programs, etc.
- Describe purchasing practices and quality standards.

#### **7) Marketing & Merchandising**

- Description of merchandising and promotional programs and plans.

#### **8) Wellness & Nutrition Education**

- Description Definition of FSMC Nutrition Programs
- Implementation of the NJ Nutrition/Wellness Policy
- List FSMC Registered Dietitian who will work with LEA.
- Describe the role of the FSMC with the District Wellness Committee

#### **9) Communication & Customer Service**

- Details pertaining to FSMC's communication to the students, parents, faculty, administration, and the community.

#### **10) FSMC Standards & Procedures**

- Description of comprehensive food handling, equipment, and sanitation programs.
- Brief description of HACCP and bio-security programs.

#### **11) Accounting**

- Demonstrate the ability of FSMC to comply with state and federal requirements regarding accounting and reporting.
- Evidence of sound food service accounting, control and inventory systems.
- Description of on-site computerized record keeping system. Include samples of printouts.

Describe experience with Point of Sale Systems and any recommendations for LEA**12) Required Proposal Documents**

- Form 23 – Response and Projected Operating Statement
- Describe how the FSMC will identify and report rebates, discounts, and credits that will be applied back to the LEA. What will be the frequency of the reporting of these discounts, rebates or credits? Explain position of FSMC on 7CFR 210.21(i-vi) Procurement- Rebates, Discounts, and Credits (Form Attached)
- Completed - Required components of Appendix I Form
- Company must be registered and have an approved core contract on file with N.J. State Dept. of Agriculture for fiscal year 2014-15. Include letter or present letter for 2014-15 upon approval.
- Affirmative Action Acknowledgement (Form attached) plus one of below approvals:
  - Evidence of Federal approval, OR
  - N.J. Certificate of Employer Information Report Approval, OR
  - Completed Employee Information Report (Form AA302-form)
- Business Entity Disclosure Certification (Form attached).
- New Jersey Business Registration with the Dept. of Treasury. Please supply of a copy of your Business Registration Certificate.
- Political Contribution Disclosure Form
- Insurance coverage for product and personal liability. Please supply a copy of Certificate of Insurance with 10,000,000 coverage.

Authorized Signature & Title: \_\_\_\_\_

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

# **REQUIRED FIRST PAGE RESPONSE**

**PROPOSED ANNUAL OPERATING STATEMENT**

with  
Required Components of  
Administrative / Management Fee

Please submit using NJ Department of Agriculture's Form #23  
included with this Specification Pack.

# **APPENDIX II**

## **REQUIRED QUOTATION FORMS**



# AFFIRMATIVE ACTION ACKNOWLEDGEMENT

Contractor acknowledges that his firm is an Affirmative Action Employer and certifies compliance with all requirements:

\_\_\_\_\_ NAME OF FIRM

\_\_\_\_\_ SIGNATURE

\_\_\_\_\_ TITLE

\_\_\_\_\_ ADDRESS OF FIRM

\_\_\_\_\_

\_\_\_\_\_ DATE

ALL COMPANIES MUST SUBMIT THIS FORM WITH PROPOSAL

- Affirmative Action Acknowledgement (Form attached) plus one of below approvals:
  - Evidence of Federal approval, OR
  - N.J. Certificate of Employer Information Report Approval, OR
  - Completed Employee Information Report (Form AA302-form)

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
 Required Pursuant To N.J.S.A. 19:44A-20.8  
 [Local Education Agency]

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the <FSMC>\_\_\_\_\_ has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding (*date of award scheduled for approval of the contract by the governing body*) to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the [Local Education Agency] as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

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**Part II – Ownership Disclosure Certification**

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business entity:**

- Partnership       Corporation       Sole Proprietorship       Subchapter S Corporation  
 Limited Partnership       Limited Liability Corporation       Limited Liability Partnership

| Name of Stock or Shareholder | Home Address |
|------------------------------|--------------|
|                              |              |
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**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

|                                                            |                                                           |
|------------------------------------------------------------|-----------------------------------------------------------|
| Subscribed and sworn before me this ___ day of _____, 2__. | _____<br>(Affiant)                                        |
| My Commission expires:                                     | _____<br>(Print name & title of affiant) (Corporate Seal) |

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
FOR NON-FAIR AND OPEN CONTRACTS  
Required Pursuant To N.J.S.A. 19:44A-20.8

**TEAM Academy Charter School**

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

**“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)**

**19:44A-20.6 Certain contributions deemed as contributions by business entity.**

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

**19:44A-20.7 Definitions relative to certain campaign contributions.**

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

**Temporary and Executing**

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

~~~~~  
The New Jersey Campaign Contributions and Expenditures Reporting Act
(N.J.S.A. 19:44A-1 et seq.)

19:44A-3 Definitions. In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the LEA of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

19:44A-8 and 16 Contributions, expenditures, reports, requirements.

While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 C.19:44A-7.2)

7CPR 210.21 (i-vi) Procurement- Rebates, Discounts, and Credits Explanation of FSMC's approach for this Proposal

- (i) The FSMC shall **charge the LEA only for costs** that are actual and allowable, **net of** all credits, discounts, rebates, and allowances.
- (ii) The FSMC must either:
- Identify allowable and unallowable costs** on billing documents, OR
 - Must exclude all unallowable costs** from its billings and certify that only allowable costs are submitted for payment by the LEA.
- Records must be established that maintain visibility of unallowable costs including directly associated costs, in a manner suitable for contract cost determination and verification.
- (iii) The determination of **allowable costs must be made in compliance** with the applicable USDA and program regulations and Office of Management and Budget Circular A-87.
- (iv) The FSMC must **identify the amount** of each discount, rebate and other applicable credit on bills and invoices presented to the LEA for payment
AND individually identify the amount as a discount, rebate or credit.
- This information must be **reported monthly** but **no less frequently than annually**.
The FSMC must identify the location in the contract that indicates the frequency of reporting discounts, rebates, or credits.
- (v) The FSMC must **identify the specific method(s)** by which it will report discounts, rebates and other applicable credits allocable to the contract, that are not reported prior to the conclusion of the contract.
The FSMC must identify the location in the contract where the methods are specified.
- (vi) The FSMC must **maintain documentation** of costs and discounts, rebates and other applicable credits, and **must furnish** such documentation **upon request** to the LEA, state agency or USDA.
-

PLEASE COMPLETE THE FOLLOWING:

The FSMC must either: (Choose One)

- Identify allowable and unallowable costs** on billing documents, OR
- Must exclude all unallowable costs** from its billings and certify that only allowable costs are submitted for payment by the LEA.

What is the **frequency** that this information will be reported by FSMC?

Describe the **specific method(s)** by which this information will be reported.

(Please attach additional pages as needed)

Will the FSMC receive an Administrative Fee for its purchasing negotiations? _____

Food Service Management Company: _____

ALL COMPANIES MUST SUBMIT THIS FORM WITH PROPOSAL

APPENDIX III

GENERAL INFORMATION/ COST CHECKLIST [TEAM Academy Charter Schools]

COST RESPONSIBILITIES

FOOD	FSMC	LEA
PROCESSING OF INVOICES	X	
PAYMENT OF INVOICES	X	
USDA ADMINISTRATIVE CHARGES	X	
USDA PROCESSING CHARGES	X	
USDA DELIVERY CHARGES	X	
LABOR		
CRIMINAL BACKGROUND CHECKS	X	
PAYMENT OF WAGES FOR EMPLOYEES	X	
PAYROLL TAXES	X	
FRINGE BENEFITS AND INSURANCE FOR EMPLOYEES	X	
PREPARATION OF EMPLOYEES PAYROLL	X	
PROCESSING OF EMPLOYEES PAYROLL	X	
WORKER'S COMPENSATION FOR EMPLOYEES	X	
EMPLOYEE PHYSICALS	X	
DINING ROOM AIDES		X
FOOD SERVICE PERSONNEL ISSUES	X	
ADDITIONAL ITEMS		
CHINA/SILVER/GLASSWARE - ORIGINAL PURCHASE TO INVENTORY LEVEL REQUIRED FOR OPERATION		X
CHINA/SILVER/GLASSWARE - REPLACEMENT DURING OPERATION		X
TELEPHONE – LOCAL		X
TELEPHONE - LONG DISTANCE		X
REMOVAL OF TRASH AND GARBAGE FROM KITCHEN	X	
REMOVAL OF TRASH AND GARBAGE FROM DINING ROOMS		X
REPLACEMENT OF NON-EXPENDABLE EQUIPMENT	X	
INSURANCE'S LIABILITY	X	
COST OF REPAIRING EQUIPMENT (CAPITAL ITEMS)		X
MAINTAIN LEAS VEHICLE, OPERATING EXPENSES, REPAIRS, GAS, OIL	X	
UNIFORMS	X	
TICKET PRINTING	X	
TRAVEL (LOCAL) - REQUIRED AS REQUESTED	X	
AUDITORS FEES		X

COST RESPONSIBILITIES

ADDITIONAL ITEMS (CONTINUED)	FSMC	LEA
TRANSPORTATION OF MEALS, IF APPLICABLE	X	
WHO PROVIDES DELIVERY VEHICLE, IF APPLICABLE	X	
WHO TYPES MONTHLY MENUS	X	
PICK UP OF DONATED FOODS FROM N.J.D.A.	X	
SUPPLIES		
GARBAGE BAGS PROVIDED BY	X	
DETERGENT AND CLEANING SUPPLIES	X	
PAPER SUPPLIES	X	
MENU PAPER AND PRINTING		X
POSTAGE	X	
TAXES/LICENSES/PERMITS	X	
PEST CONTROL/EXTERMINATION SERVICES		X
UTILITIES		X
MENU PAPER		X
MENU DUPLICATION		X
CLEANING		
CEILING, LIGHT FIXTURES		X
DISHWASHING	X	
EQUIPMENT USED FOR PREP.	X	
HOOD/VENTS INSIDE KITCHEN		X
REST ROOMS		X
VENTS FROM HOODS TO OUTSIDE		X
WALLS, WINDOWS, BLINDS		X
FLOORS - KITCHEN	X	x
FLOORS IN SERVING COUNTER AREA		X
FLOORS - DINING ROOM		X
DINING ROOM - TABLE TOPS	X	
DINING ROOM - CHAIRS	X	
KITCHEN COUNTERS/WORK TABLES	X	
TRASH REMOVAL FROM DINING ROOM		X
TRASH REMOVAL FROM KITCHEN	X	
TRASH REMOVAL FROM SCHOOL PROPERTY		X

[TEAM Academy Charter Schools]

GENERAL INFORMATION

GENERAL INFORMATION

- LEA Anticipates **190** Food Service Days for the **2016-17** School Year.
Total Enrollment for 2016-17 will be 3650.
- By campus:

Schools	SPARK	THRIVE	SEEK	LIFE	TEAM	RISE	BOLD	NCA
TOTAL	546	550	445	380	434	434	211	605

- **Menus and Food Quality** – Food quality is a paramount concern for the TEAM Schools Nutrition Program. It is our goal to serve our students the highest quality and most nutritious food possible. TEAM Schools will require as much food as possible to be prepared from scratch. Menus should be comprised with making food from scratch in mind. Over the next few years TEAM Schools will require a certain percent of food to be prepared from scratch. This must be taken into consideration when you submit your proposal. Each response must show how the winning bidder will ensure from scratch cooking is implemented over time.
 - All School menus will be approved by each site’s Director of School Operations.
 - Menus may vary by school based on student feedback. The FSMC may be asked to provide multiple menus based on school needs.
 - Menus must be submitted to LEA by the 15th of each month for feedback and final approval.
 - All menus will be composed of fresh ingredients when applicable, beyond commodities, limited frozen food is to be used.
 - Low sugar cereals are to be used at all elementary and middle schools.
 - No high fructose corn syrup is allowed as an ingredient in any menu items.
 - All menus must minimize their use of processed foods.
 - Whole meat chicken is required except for chicken nuggets in the Elementary schools when requested.
 - Ground beef must be 100% ground beef.
 - Ground turkey must be 100% ground turkey.
- **Farm to school:**
 - TEAM Schools will require the FSMC to maximize farm to school participation as local produce is an important part of our Nutrition Program. Zone 7 is required as a produce vendor to be considered as the FSMC.
- **FFVP program for 2016-17**
 - TEAM Schools has been approved for the Fresh Fruit and Veggie Program. FSMC will be responsible for the distribution and production of the program. FSMC will work with the LEA’s Director of Nutrition to coordinate and administer the FFVP.
 - LEA requires a minimum of 2 servings of the program per week. All produce purchased will be approved by the Director of Nutrition and will be purchased from the produce vendor of the districts preference to ensure integration of locally framed produce.
- **Current Employees:**

- TEAM employees will have first right of refusal for rehire by FSMC. (Employee list is attached in exhibits.)
- Labor salaries and benefits will be maintained in accordance with the attached labor schedule exhibit.
- FSMC will offer all employees health benefits that qualify.
- FSMC will make sick days available to all employees.

General Manager:

- The FSMC must provide an onsite General Manager to oversee the nutrition program for TEAM Schools with a minimum of 5 years' experience as a Food Service Director.
- The General Manager must have culinary experience and bulk production oversight experience.
- TEAM Schools must play an equal partner in the hiring of the onsite General Manager.

● **Delivery Schedules:**

- FSMC will submit a delivery route schedule to the LEA by July 15th 2016.

● **Delivery vehicle(s):**

FSMC will provide the program with 3 vehicle/s to deliver all meals in an appropriate time each day.

● **Network Operating Plan:**

- Single Site Kitchens
 - Littleton Avenue -Serving: Newark Collegiate Academy – Site also has bigger storage area for frozen, fresh and dry food with production capability.
 - 18th Avenue - Serving: THRIVE and BOLD Academies
- Production Kitchen-103 Bragaw Avenue, Newark, serving on site: Life Academy, producing for other schools in the network.
- TEAM Academy will have a full production kitchen to serve the school and also have other production capability.

- Bulk Satellite Sites (fed by production kitchen)SPARK

- Rise
- Seek
- SPARK

● **Cooking Specifications:**

- Scratch cooking is required when possible. Minimal amount of processed food is to be served. Sauces, soups and other items should be made from scratch.

● **A la carte sales**

- Sales are limited to the High School and all items sold must be approved by Director of Nutrition.

- **CACFP** – LEA may possibly participate in the CACFP for the 2016-17 school year. The LEA will require the FSMC to supply and distribute meals. FSMC will be responsible for accountability of the CACFP.

● **Point of Sales System:**

- TEAM Schools requires the use of MCS. It is a fully contained system that allows for complete integration of the free and reduced software and the cafeteria POS system. Server will be operated and maintained by TEAM Schools. FSMC will be given access to the network to access the system.

- Security Policy – Attached to exhibits.
- Facility contingency plan:
- Rates of reimbursement are at the severe need rate for breakfast, high rate for lunch and area eligible for snack.
- All schools participate in the breakfast, lunch and after school snack programs.
- Commodities – Director of Nutrition will participate in the selection of and approval of commodities.

ATTACHMENTS:

Audit

1. Enterprise Fund Audit Operating Statement for 2014-2015
2. Audit Page with Number of Meals Served for that audit year on it or all reimbursement claim reports for audit year 2013-14
3. Number of Serving Days in Audit year. 184

TEAM Charter Schools

EXHIBITS/ ATTACHMENTS

Exhibit #1:

- List of Schools
- School Addresses

Exhibit #2:

- Map of School Locations

Exhibit #3:

- School Calendar for 2016 - 2017

Exhibit #4:

- Current Enrollments/5 year enrollment forecast by School

Exhibit #5:

- Lunch Bell Schedule by School

Exhibit #6:

- Staffing by School
- Hourly Rates

Exhibit #7:

- 2015 Total meals served by school (Federal Edit Check)

Exhibit #8:

- 2014-15 Audit report

Exhibit #9:

- Menus

Exhibit #10:

- Reimbursement Vouchers September 2015 – January 2016

Exhibit #11

- Wellness policy
- Security Policy
- Free and Reduced Policy

Exhibit #12

- Commodities Schedule for 2016-17

Exhibit #13

- Scoring Criteria

2015-2016 2016-2017 2017-2018 2018-2019 2019-2020 2020-2021

TEAM	429	434	434	434	434	434
Rise	453	434	434	434	434	434
NCA	605	605	605	605	605	605
SPARK	560	560	560	560	560	560
THRIVE	432	560	560	560	560	560
Seek	330	436	560	560	560	560
Life (combined)	297	380	462	560	560	560
BOLD	115	211	309	434	434	434
<u>MSIV - Newark</u>		3620	108	213	315	401
<u>HSII - Newark</u>			4032	4360	80	238
					4542	4786

Exhibit # 5

Proposed Lunch Schedules by School

SPARK

- A. 11:10-11:40
- B. 11:45-12:15
- C. 12:40-1:10
- D. TBD

THRIVE (18th Ave)

- K: 11:20
- 2: 11:45
- 1: 12:10
- 3: 12:35

Seek

- A. 11:20
- B. 12:35

Life (Bragaw)

- Lunch A 11:40-12:05
- Lunch B 12:45-1:10

Rise

Mon-Thurs

- 7th Grade - 10:27
- 5th Grade - 11:19
- 6th Grade - 12:00
- 8th Grade - 12:56

Friday:

- 5th and 6th Grade - 10:50
- 7th Grade - 11:40
- 8th Grade - 12:28

TEAM

- Mon.-Thurs
- 11:05-11:40
- 11:40-12:10
- 12:40-1:20
- 1:25-2:00

Fri

11:00-11:35

11:45-12:30

12:40-1:20

1:25-1:50

BOLD(18t Ave)

One lunch TBD will eat with THRIVE at 18th AVE

NCA (18 Norfolk)

Mon, Thurs, Fri

11:15-11:41

11:45-12:11

12:15-12:41

12:45-1:11

Tues

9:50-10:16

10:20-10:46

10:50-11:20

11:24-11:50

11:54-12:20

Wed

12:05-12:31

12:35-1:01

1:05-1:34

1:38-2:04

2:09-2:35

Name	School	Position	Pay Rate
Adams, Monae M	Life	Office Worker.BETT	\$15.00
Allen, Antoinette	Life	Cook.RCXE	\$13.00
Allen, Jovon T	Life	Cook.RCXE	\$13.00
Allen, Natasha	NCA	Food Svc Worker.RGYL	\$9.50
Armstrong, Rashad	Life	Driver.TEXG	\$13.00
Ballard, Bashira H	Rise	Food Svc Worker.RGYL	\$9.50
Barba-Miller, Brittany T	Life	Food Svc Worker.RGYL	\$10.00
Boone, Deborah	Bold Thrive	Food Svc Worker.RGYL	\$9.50
Brooks, Destiny	Spark	Food Svc Worker.RGYL	\$10.00
Bryant, Kelli D	Seek	Lead Food Svc Worker.RGYQ	\$12.00
Cooper, Porschea M	Rise	Lead Food Svc Worker.RGYQ	\$12.00
Davis, Kevin	Life	Driver.TEXG	\$12.98
Dawkins, Naquesha A	Life	Cook.RCXE	\$13.50
Garvin, James	Spark	Food Svc Worker.RGYL	\$9.50
Griffin, Nakayla	Life	Food Svc Worker.RGYL	\$9.50
Harrell, Terrine	NCA	Cook.RCXE	\$12.00
Hayes, Doretta A	Life	Food Svc Worker.RGYL	\$12.00
Hodges, Keisha T	Bold Thrive	Food Svc Worker.RGYL	\$13.00
Isaac, Hope	Life	Lead Cook.RCWB	\$15.00
Jenkins, Rose	Spark	Lead Food Svc Worker.RGYQ	\$12.00
Lambert, Valentia K	Bold Thrive	Lead Food Svc Worker.RGYQ	\$13.00
Loyal, Catese	Bold Thrive	Food Svc Worker.RGYL	\$9.50

Marshall, Aneesah	NCA	Lead Food Srvc Worker.RGYQ	\$13.50
McCleese, Shanta M	Team	Lead Food Srvc Worker.RGYQ	\$12.00
Mendoza, Jorge D	KIPP TACS	Sous Chef.RCWT	\$20.00
Miles, Tasha	Rise	Food Srvc Worker.RGYL	\$9.50
Mitchell, Chyvonne	Life	Food Srvc Worker.RGYL	\$10.00
Mix, Alneesa	Spark	Food Srvc Worker.RGYL	\$10.00
Molier, Faline	NCA	Food Srvc Worker.RGYL	\$9.50
Moreno, Harold A	KIPP TACS	Sous Chef.RCWT	\$20.00
Opoku, Elizabeth	Seek	Food Srvc Worker.RGYL	\$10.00
Parker, Zahirah	Seek	Food Srvc Worker.RGYL	\$9.50
Patterson, Sandra L	Team	Food Srvc Worker.RGYL	\$10.00
Patterson, Shonta	Bold Thrive	Food Srvc Worker.RGYL	\$10.00
Petermann, Cale R	Life	Food Srvc Dir.RAJZ	\$75,000/yr
Peters, Sharese R	Seek	Food Srvc Worker.RGYL	\$12.00
Shabazz, Shalease	NCA	Food Srvc Worker.RGYL	\$9.50
Smalls, Shavette	Life	Food Srvc Worker.RGYL	\$12.00
Smith, Ricky	Team	Driver.TEXG	\$12.00
Spruill, Trenise L	Rise	Food Srvc Worker.RGYL	\$11.25
Webb, Aysha	Spark	Food Srvc Worker.RGYL	\$9.50
Wheeler, Takai A	Life	Driver.TEXG	\$12.98
Whitaker, Juanita D	Life	Lead Food Srvc Worker.RGYQ	\$12.00
Williams, Latonya	Bold Thrive	Cook.RCXE	\$12.00
Williams, Shantice R	KIPP TACS	Chef Mgr.RAII	\$18.36

TEAM Schools
Child Nutrition
Federal Edit Check
8/1/2015 to 5/31/2016
All Cafeterias

(73252) Rise

Attendance Factor: 99.00%

Date	Eligible Students			Attendance	Number of Student Lunches					Number of Student Breakfasts				
	Reduced	Free	Paying		Reduced	Free	Paid	A.E.	Total	Reduced	Free	Paid	A.E.	Total
08/11/2015	48	343	80	466	8	67	24	0	99	8	48	20	0	76
08/12/2015	48	343	80	466	40	242	52	0	334	0	0	0	0	0
08/13/2015	49	342	80	466	35	233	42	0	310	0	0	0	0	0
08/14/2015	51	340	80	466	33	232	49	0	314	0	0	0	0	0
08/17/2015	51	340	80	466	32	232	47	0	311	0	0	0	0	0
08/18/2015	51	340	80	466	33	230	55	0	318	0	0	0	0	0
08/19/2015	51	340	80	466	36	233	53	0	322	0	0	0	0	0
08/20/2015	51	340	80	466	24	182	42	0	248	0	0	0	0	0
08/21/2015	51	332	81	459	23	184	46	0	253	0	0	0	0	0
09/09/2015	55	348	66	464	34	258	39	0	331	7	59	8	0	74
09/10/2015	54	352	66	467	37	246	40	0	323	14	102	5	0	121
09/11/2015	53	348	65	461	40	227	39	0	306	13	106	12	0	131
09/14/2015	51	349	66	461	35	244	46	0	325	15	126	9	0	150
09/15/2015	51	349	66	461	38	260	43	0	341	12	129	14	0	155
09/16/2015	53	357	56	461	37	254	32	0	323	19	139	11	0	169
09/17/2015	52	359	55	461	45	287	28	0	360	14	125	5	0	144
09/18/2015	53	359	54	461	32	232	30	0	294	12	99	16	0	127
09/21/2015	53	358	55	461	41	280	39	0	360	17	148	10	0	175
09/22/2015	53	358	52	458	46	293	33	0	372	23	171	14	0	208
09/23/2015	54	357	52	458	42	283	41	0	366	22	170	16	0	208
09/24/2015	54	357	52	458	40	276	30	0	346	24	185	21	0	230
09/28/2015	55	355	52	457	43	274	34	0	351	13	108	12	0	133
09/29/2015	55	356	51	457	48	308	36	0	392	15	111	11	0	137
09/30/2015	55	357	50	457	0	0	0	0	0	3	41	2	0	46
10/02/2015	50	353	59	457	42	283	35	0	360	0	139	0	0	139
10/05/2015	51	352	59	457	40	269	29	0	338	19	148	12	0	179
10/06/2015	51	352	59	457	45	280	35	0	360	19	155	15	0	189
10/07/2015	52	355	55	457	42	264	42	0	348	12	130	16	0	158
10/08/2015	52	355	55	457	29	247	30	0	306	18	170	20	0	208
10/09/2015	52	358	55	460	8	315	3	0	326	24	176	19	0	219
10/14/2015	52	357	55	459	43	252	36	0	331	16	149	14	0	179
10/15/2015	52	356	56	459	45	269	32	0	346	8	91	11	0	110
10/16/2015	54	355	55	459	39	201	25	0	265	20	154	15	0	189
10/19/2015	54	355	55	459	44	275	33	0	352	14	158	14	0	186
10/20/2015	54	355	54	458	30	313	26	0	369	20	279	12	0	311
10/21/2015	54	355	54	458	48	280	33	0	361	16	177	14	0	207
10/22/2015	54	355	54	458	42	282	31	0	355	21	178	18	0	217
10/23/2015	54	355	54	458	43	276	29	0	348	19	169	16	0	204
10/26/2015	54	355	54	458	44	277	34	0	355	15	166	15	0	196
10/27/2015	54	355	51	455	42	267	33	0	342	23	180	12	0	215
10/28/2015	54	355	51	455	40	259	29	0	328	14	169	16	0	199
10/29/2015	54	355	51	455	48	280	30	0	358	18	155	13	0	186
10/30/2015	54	355	51	455	27	314	18	0	359	20	151	9	0	180
11/02/2015	54	355	51	455	44	262	32	0	338	16	171	11	0	198
11/03/2015	54	354	50	453	39	255	21	0	315	19	180	11	0	210

(73252) Rise

Attendance Factor: 99.00%

11/04/2015	54	354	50	453	32	192	26	0	250	12	171	10	0	193
11/05/2015	54	354	50	453	42	233	32	0	307	18	154	14	0	186
11/06/2015	54	354	50	453	47	270	33	0	350	14	174	15	0	203
11/10/2015	54	353	50	452	37	223	25	0	285	14	142	16	0	172
11/11/2015	54	353	50	452	37	258	28	0	323	13	181	14	0	208
11/12/2015	54	353	50	452	39	237	25	0	301	13	173	11	0	197
11/13/2015	54	353	50	452	43	252	27	0	322	17	166	11	0	194
11/17/2015	54	353	50	452	41	239	27	0	307	17	148	11	0	176
11/18/2015	54	353	50	452	34	206	21	0	261	21	172	17	0	210
11/19/2015	54	353	50	452	41	239	30	0	310	13	178	10	0	201
11/20/2015	54	353	50	452	40	232	28	0	300	20	174	10	0	204
11/23/2015	54	353	50	452	35	246	28	0	309	20	144	10	0	174
11/24/2015	54	352	50	451	40	239	26	0	305	20	177	13	0	210
11/30/2015	51	347	58	451	4	48	1	0	53	13	139	13	0	165
12/01/2015	51	347	58	451	37	235	30	0	302	18	166	14	0	198
12/02/2015	51	347	58	451	39	234	33	0	306	19	163	13	0	195
12/03/2015	51	347	58	451	37	254	31	0	322	17	166	15	0	198
12/07/2015	51	347	58	451	30	228	31	0	289	13	134	9	0	156
12/08/2015	51	347	58	451	34	226	30	0	290	17	155	17	0	189
12/09/2015	51	347	57	450	29	214	26	0	269	20	161	13	0	194
12/10/2015	51	347	57	450	34	254	32	0	320	15	166	14	0	195
12/11/2015	51	347	57	450	42	244	34	0	320	14	159	13	0	186
12/14/2015	52	347	56	450	37	276	35	0	348	9	129	12	0	150
12/15/2015	52	347	56	450	37	249	32	0	318	17	157	11	0	185
12/16/2015	52	347	56	450	46	272	37	0	355	14	149	12	0	175
12/17/2015	51	348	56	450	36	219	34	0	289	0	0	0	0	0
12/18/2015	51	348	56	450	34	263	29	0	326	21	151	13	0	185
12/21/2015	51	348	56	450	42	251	32	0	325	13	141	8	0	162
12/22/2015	51	348	56	450	41	269	38	0	348	15	159	11	0	185
12/23/2015	51	348	56	450	38	206	31	0	275	12	115	11	0	138
01/05/2016	51	348	56	450	40	244	35	0	319	6	89	11	0	106
01/06/2016	51	348	56	450	41	271	34	0	346	11	126	13	0	150
01/07/2016	51	348	56	450	40	267	37	0	344	13	145	12	0	170
01/08/2016	51	348	56	450	36	265	33	0	334	13	144	12	0	169
01/11/2016	51	348	56	450	42	269	38	0	349	9	121	8	0	138
01/12/2016	51	348	56	450	42	284	38	0	364	14	137	11	0	162
01/13/2016	51	348	56	450	43	278	35	0	356	18	146	15	0	179
01/14/2016	51	348	56	450	39	282	35	0	356	16	148	15	0	179
01/15/2016	51	348	56	450	46	283	40	0	369	21	149	10	0	180
01/19/2016	51	348	56	450	38	271	30	0	339	15	124	7	0	146
01/20/2016	51	348	56	450	43	277	36	0	356	21	182	18	0	221
01/21/2016	51	348	56	450	46	300	42	0	388	17	178	12	0	207
01/22/2016	51	348	56	450	39	269	35	0	343	16	161	9	0	186
01/27/2016	51	348	56	450	34	242	24	0	300	14	119	9	0	142
01/28/2016	51	348	56	450	41	275	44	0	360	11	146	12	0	169
02/01/2016	51	348	56	450	41	280	37	0	358	13	144	10	0	167
02/02/2016	51	348	56	450	43	278	39	0	360	16	162	13	0	191
02/03/2016	51	348	56	450	39	261	33	0	333	13	149	11	0	173
02/04/2016	52	348	55	450	42	290	30	0	362	20	156	10	0	186
02/08/2016	52	348	55	450	35	260	30	0	325	15	148	8	0	171
02/09/2016	52	348	55	450	41	270	36	0	347	16	144	15	0	175
02/10/2016	52	348	55	450	45	284	41	0	370	19	161	17	0	197
02/11/2016	52	348	55	450	35	278	29	0	342	14	151	13	0	178
02/12/2016	52	348	55	450	45	253	38	0	336	16	135	15	0	166

(73252) Rise

Attendance Factor: 99.00%

02/22/2016	52	347	55	449	37	276	39	0	352	13	130	12	0	155
02/23/2016	52	347	55	449	35	267	39	0	341	18	142	10	0	170
02/24/2016	52	347	55	449	43	271	34	0	348	19	154	12	0	185
02/25/2016	52	347	55	449	41	280	33	0	354	15	131	14	0	160
02/26/2016	52	347	55	449	33	211	26	0	270	11	110	6	0	127
02/29/2016	52	347	55	449	44	267	38	0	349	15	140	14	0	169
03/01/2016	52	346	55	448	43	261	40	0	344	21	155	12	0	188
03/02/2016	52	346	55	448	0	320	2	0	322	26	133	17	0	176
03/03/2016	52	343	55	446	48	268	33	0	349	15	159	11	0	185
03/04/2016	52	342	55	445	47	250	36	0	333	16	154	12	0	182
03/07/2016	52	342	55	445	37	267	33	0	337	16	136	10	0	162
03/08/2016	51	344	54	445	42	248	36	0	326	18	150	14	0	182
03/09/2016	51	344	54	445	45	268	43	0	356	21	155	16	0	192
03/10/2016	51	344	54	445	36	268	36	0	340	20	162	16	0	198
03/11/2016	51	344	54	445	44	270	40	0	354	20	149	17	0	186
03/14/2016	51	344	54	445	40	265	32	0	337	10	119	9	0	138
03/15/2016	51	344	54	445	47	271	43	0	361	13	145	13	0	171
03/16/2016	51	344	54	445	40	269	38	0	347	17	149	14	0	180
03/17/2016	51	344	54	445	37	275	36	0	348	18	164	19	0	201
03/18/2016	51	344	54	445	41	272	39	0	352	18	155	12	0	185
03/21/2016	51	344	54	445	44	279	39	0	362	14	148	14	0	176
03/22/2016	51	344	54	445	42	271	35	0	348	21	165	14	0	200
03/23/2016	51	344	54	445	44	257	34	0	335	0	225	0	0	225
03/24/2016	51	344	54	445	39	268	37	0	344	18	145	17	0	180
03/28/2016	51	344	54	445	44	262	36	0	342	17	118	9	0	144
03/29/2016	51	344	54	445	46	291	43	0	380	19	148	13	0	180
03/30/2016	51	344	54	445	44	281	41	0	366	13	126	9	0	148
03/31/2016	51	344	54	445	46	278	41	0	365	20	166	13	0	199
04/01/2016	51	344	54	445	38	244	33	0	315	21	163	7	0	191
04/04/2016	51	344	54	445	40	270	33	0	343	13	148	11	0	172
04/05/2016	51	344	54	445	43	286	38	0	367	0	197	0	0	197
04/06/2016	51	344	54	445	38	284	37	0	359	18	163	16	0	197
04/07/2016	51	344	54	445	41	273	33	0	347	17	159	13	0	189
04/08/2016	51	344	54	445	31	238	32	0	301	18	129	12	0	159
04/19/2016	51	344	54	445	43	287	32	0	362	10	117	11	0	138
04/20/2016	51	344	54	445	35	227	30	0	292	19	152	14	0	185
04/21/2016	51	344	54	445	28	223	24	0	275	16	159	12	0	187
04/22/2016	51	344	54	445	28	220	21	0	269	16	161	10	0	187
04/25/2016	51	344	54	445	30	204	31	0	265	16	147	7	0	170
04/26/2016	51	344	54	445	40	283	38	0	361	16	153	11	0	180
04/27/2016	51	344	54	445	44	282	43	0	369	15	159	16	0	190
04/28/2016	51	344	54	445	41	271	39	0	351	15	156	10	0	181
05/02/2016	51	344	54	445	43	289	40	0	372	15	127	8	0	150
05/03/2016	51	344	54	445	31	233	28	0	292	18	143	12	0	173
05/04/2016	51	344	54	445	28	240	31	0	299	15	144	10	0	169
05/05/2016	51	344	54	445	31	242	28	0	301	17	142	7	0	166
05/06/2016	51	344	54	445	42	283	39	0	364	13	121	13	0	147
05/09/2016	51	344	54	445	43	305	44	0	392	14	135	10	0	159
05/10/2016	51	344	54	445	46	286	41	0	373	19	162	9	0	190
05/11/2016	51	344	54	445	43	286	36	0	365	18	163	15	0	196
05/12/2016	51	344	54	445	44	284	40	0	368	17	140	11	0	168
05/13/2016	51	344	54	445	46	292	37	0	375	18	143	9	0	170
05/16/2016	51	344	54	445	43	282	37	0	362	20	140	12	0	172
05/17/2016	51	344	54	445	43	300	42	0	385	18	156	10	0	184

(73252) Rise

Attendance Factor: 99.00%

05/18/2016	51	344	54	445	38	293	41	0	372	0	210	0	0	210
05/19/2016	51	344	54	445	42	286	40	0	368	19	164	14	0	197
05/23/2016	51	344	54	445	47	293	41	0	381	19	141	10	0	170
05/24/2016	51	344	54	445	43	285	40	0	368	15	153	8	0	176
05/25/2016	51	344	54	445	38	274	37	0	349	18	150	10	0	178
05/26/2016	51	344	54	445	41	268	35	0	344	16	143	14	0	173
05/27/2016	51	344	54	445	28	307	33	0	368	16	142	10	0	168
05/31/2016	51	344	54	445	46	291	38	0	375	21	141	11	0	173

Totals		72,644	6,182	41,558	5,471	0	53,211	2,396	22,597	1,818	0	26,811
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Legend

- A** - Exceeds applications on file
- B** - Exceeds eligible times attendance factor
- C** - Exceeds enrollment times attendance factor
- D** - Exceeds average daily attendance
- *** - One or more problems for the day

Total number of days lunch was served	160
Total number of days breakfast was served	152
Total number of days snack was served	64
Average daily attendance	451
Average daily participation - lunch	333
Average daily participation - breakfast	176
Maximum number of reduced applications on file on any day	55
Maximum number of free applications on file on any day	359
Maximum number of paid students on file on any day	81
Enrollment on last day	449

Date	Comments
1/21/2016	Missing 6th grade silent lunch students. Will need to be edited.
2/3/2016	updated
2/10/2016	Missing 6th grade silent lunch and 8th grade trip students. Will be put in by tomorrow. UPDATED! 2/12 pmc
2/11/2016	Missing 6th grade silent lunch numbers. UPDATED 2/12/16 pmc
2/12/2016	Missing 5th grade Silent lunch UPDATED. pmc
2/22/2016	On 2/22 Rise Academy internet went down. Was unable to imput silent luch students for 6th, 7th, and 8th grade lunches. Will need to be updated. UPDATED on 2/24 by p. cooper
2/23/2016	Missing 7th grade silent lunch.UPDATED on 2/24 by p. cooper
2/25/2016	Missing 5th grade silent lunch. UPDATED 3/3 p.lesaine
3/1/2016	missing 6 grade silent lunch UPDATED by plesaine 3/7/16
3/4/2016	Missing 5th grade silent lunch. UPDATED
3/7/2016	Missing 5th grade silent lunch
3/18/2016	Missing 5th grade silent lunch.Updated 3/24
3/28/2016	Missing 5th grade Silent Lunch- UPDATED 3/39 by pc
4/4/2016	didnt do silent lunch for 4Th and 5 th grade
4/5/2016	IMPUT missing silent lunch on 4/6/16 by p.cooper
4/8/2016	8th grade went on a trip.
4/19/2016	Missing 6th and 8th grade silent lunch students. UPDATED 4/20 by cooper
4/20/2016	7th grade school provided their lunch
5/3/2016	7th grade had takeout paid by school.
5/6/2016	Missing 5th grade silent lunch students. UPDATED BY P.COOPER 5/9/16
5/13/2016	Missing 4th grade trip students.

Manager's Signature

Date	Eligible Students			Attendance	Number of Student Lunches					Number of Student Breakfasts				
	Reduced	Free	Paying		Reduced	Free	Paid	A.E.	Total	Reduced	Free	Paid	A.E.	Total
08/07/2015	85	478	113	669	0	0	0	0	0	0	0	0	0	0
08/17/2015	92	459	125	669	0	0	0	0	0	13	66	27	0	106
08/18/2015	91	462	123	669	9	71	19	0	99	0	0	0	0	0
08/19/2015	91	462	123	669	8	72	22	0	102	3	34	7	0	44
08/20/2015	91	463	122	669	16	103	26	0	145	11	59	19	0	89
08/21/2015	83	436	110	623	18	96	26	0	140	11	46	14	0	71
08/22/2015	83	436	110	623	6	20	6	0	32	6	19	8	0	33
08/31/2015	81	443	102	620	47	256	52	0	355	6	29	4	0	39
09/01/2015	81	442	103	620	48	263	46	0	357	12	60	9	0	81
09/02/2015	80	440	100	614	49	273	45	0	367	9	64	10	0	83
09/03/2015	80	440	101	615	45	227	39	0	311	8	52	8	0	68
09/09/2015	76	447	96	613	54	303	57	0	414	2	49	5	0	56
09/10/2015	76	446	93	609	55	331	63	0	449	7	44	9	0	60
09/11/2015	76	446	93	609	0	0	0	0	0	10	54	12	0	76
09/14/2015	77	445	93	609	58	328	59	0	445	17	57	9	0	83
09/15/2015	77	443	92	606	52	326	60	0	438	15	43	10	0	68
09/16/2015	78	444	90	606	18	114	19	0	151	16	62	12	0	90
09/17/2015	79	444	89	606	23	107	16	0	146	11	60	12	0	83
09/18/2015	79	443	88	604	59	325	53	0	437	15	64	10	0	89
09/21/2015	79	441	89	603	54	325	50	0	429	9	50	9	0	68
09/22/2015	79	440	88	601	59	315	47	0	421	13	73	11	0	97
09/23/2015	79	439	89	601	65	346	53	0	464	16	79	14	0	109
09/24/2015	79	439	89	601	60	314	48	0	422	11	73	9	0	93
09/25/2015	80	438	89	601	65	336	54	0	455	7	65	11	0	83
09/28/2015	80	438	89	601	63	341	55	0	459	8	53	8	0	69
09/29/2015	80	439	88	601	55	327	52	0	434	3	37	5	0	45
09/30/2015	79	437	87	597	58	355	58	0	471	20	88	10	0	118
10/01/2015	73	421	109	597	61	338	68	0	467	12	55	11	0	78
10/02/2015	74	421	109	598	51	304	66	0	421	10	55	9	0	74
10/05/2015	74	422	107	597	55	335	75	0	465	10	64	6	0	80
10/06/2015	74	425	104	597	56	326	62	0	444	10	67	14	0	91
10/07/2015	74	425	104	597	56	327	65	0	448	12	62	8	0	82
10/08/2015	74	425	104	597	64	348	77	0	489	11	60	15	0	86
10/09/2015	74	427	103	598	61	336	68	0	465	11	71	12	0	94
10/14/2015	74	430	101	599	56	337	65	0	458	12	52	10	0	74
10/15/2015	74	428	107	603	55	332	70	0	457	11	72	13	0	96
10/16/2015	74	430	105	603	63	368	72	0	503	8	60	14	0	82
10/17/2015	74	430	105	603	12	379	12	0	403	12	39	10	0	61
10/19/2015	74	431	104	603	60	332	70	0	462	0	0	0	0	0
10/20/2015	74	431	103	602	20	212	24	0	256	15	87	15	0	117
10/21/2015	74	431	103	602	21	113	18	0	152	12	88	10	0	110
10/22/2015	74	431	103	602	61	356	65	0	482	9	72	20	0	101
10/23/2015	74	431	103	602	57	340	68	0	465	8	79	14	0	101
10/24/2015	74	431	103	602	0	0	0	0	0	7	27	7	0	41
10/26/2015	74	431	103	602	62	338	64	0	464	11	72	5	0	88
10/27/2015	74	430	102	600	57	347	65	0	469	10	69	10	0	89
10/28/2015	74	430	102	600	60	352	66	0	478	15	78	21	0	114
10/29/2015	74	430	102	600	63	352	68	0	483	15	90	12	0	117
11/02/2015	74	430	102	600	64	348	66	0	478	8	54	9	0	71
11/03/2015	74	430	101	599	54	334	63	0	451	17	78	13	0	108
11/04/2015	74	430	101	599	11	73	17	0	101	47	268	40	0	355
11/05/2015	74	430	101	599	57	326	65	0	448	12	74	13	0	99

(73253) NCA

Attendance Factor: 95.00%

11/06/2015	74	430	101	599	54	301	63	0	418	6	65	15	0	86
11/10/2015	74	430	101	599	55	342	59	0	456	9	58	7	0	74
11/11/2015	74	430	101	599	65	346	74	0	485	7	72	9	0	88
11/12/2015	74	430	101	599	58	340	62	0	460	14	71	9	0	94
11/13/2015	73	430	101	598	61	345	66	0	472	10	74	10	0	94
11/16/2015	73	430	101	598	52	334	67	0	453	8	67	12	0	87
11/17/2015	73	430	101	598	16	125	19	0	160	12	79	11	0	102
11/18/2015	73	428	102	597	19	147	23	0	189	11	85	9	0	105
11/19/2015	73	427	102	596	57	331	63	0	451	12	88	12	0	112
11/20/2015	73	427	102	596	50	305	60	0	415	12	54	8	0	74
11/23/2015	73	427	102	596	57	330	65	0	452	11	65	11	0	87
11/24/2015	74	427	101	596	56	328	68	0	452	8	61	10	0	79
11/30/2015	67	419	115	595	56	320	77	0	453	5	45	9	0	59
12/01/2015	67	419	115	595	53	344	83	0	480	10	52	12	0	74
12/02/2015	67	419	114	594	19	135	32	0	186	9	55	11	0	75
12/03/2015	67	417	114	592	25	130	23	0	178	10	66	19	0	95
12/04/2015	67	417	114	592	56	290	72	0	418	11	57	7	0	75
12/07/2015	67	417	114	592	55	345	81	0	481	10	64	14	0	88
12/08/2015	67	417	114	592	48	313	74	0	435	11	49	10	0	70
12/09/2015	67	417	114	592	53	323	74	0	450	12	46	12	0	70
12/10/2015	67	417	114	592	54	314	71	0	439	7	45	9	0	61
12/11/2015	67	417	114	592	47	301	71	0	419	5	53	8	0	66
12/14/2015	68	417	113	592	50	332	81	0	463	3	58	9	0	70
12/15/2015	68	417	113	592	56	332	73	0	461	9	68	11	0	88
12/16/2015	68	417	113	592	52	337	75	0	464	11	68	11	0	90
12/17/2015	68	419	111	592	47	317	69	0	433	4	72	9	0	85
12/18/2015	68	419	111	592	54	342	74	0	470	6	74	10	0	90
12/21/2015	68	419	111	592	50	331	74	0	455	7	61	9	0	77
12/22/2015	68	419	111	592	49	306	64	0	419	7	61	9	0	77
12/23/2015	68	419	111	592	42	239	60	0	341	7	66	14	0	87
01/05/2016	68	419	111	592	51	308	66	0	425	5	52	3	0	60
01/06/2016	68	420	110	592	50	333	71	0	454	5	60	10	0	75
01/07/2016	68	420	110	592	53	344	74	0	471	4	65	8	0	77
01/08/2016	68	420	111	593	52	316	75	0	443	6	50	9	0	65
01/11/2016	69	420	111	594	56	335	73	0	464	11	60	6	0	77
01/12/2016	69	420	111	594	53	331	72	0	456	6	57	16	0	79
01/13/2016	69	420	111	594	55	333	62	0	450	9	65	12	0	86
01/14/2016	69	420	111	594	57	334	75	0	466	11	71	9	0	91
01/15/2016	69	420	111	594	15	100	13	0	128	11	64	13	0	88
01/19/2016	69	420	111	594	9	73	13	0	95	14	56	12	0	82
01/20/2016	69	420	111	594	5	68	9	0	82	9	60	15	0	84
01/21/2016	69	420	111	594	9	56	9	0	74	5	64	12	0	81
01/27/2016	69	420	111	594	47	302	61	0	410	8	35	8	0	51
01/28/2016	69	420	111	594	50	329	71	0	450	5	44	8	0	57
01/29/2016	69	420	111	594	51	324	71	0	446	5	43	8	0	56
02/01/2016	69	420	111	594	52	333	76	0	461	9	58	12	0	79
02/02/2016	69	420	111	594	13	102	13	0	128	8	60	12	0	80
02/03/2016	69	420	111	594	18	114	17	0	149	10	71	10	0	91
02/04/2016	69	421	110	594	58	335	75	0	468	8	63	7	0	78
02/08/2016	69	421	110	594	56	333	71	0	460	9	58	13	0	80
02/09/2016	69	421	110	594	53	325	68	0	446	7	57	10	0	74
02/10/2016	69	421	110	594	45	320	60	0	425	5	56	12	0	73
02/11/2016	69	419	110	592	50	326	66	0	442	5	57	9	0	71
02/12/2016	69	419	110	592	49	247	57	0	353	8	53	11	0	72

(73253) NCA

Attendance Factor: 95.00%

02/23/2016	69	419	110	592	53	332	62	0	447	7	45	4	0	56
02/24/2016	69	419	110	592	45	332	69	0	446	13	69	11	0	93
02/25/2016	69	417	110	590	44	316	72	0	432	7	51	14	0	72
02/26/2016	69	417	110	590	51	310	68	0	429	12	65	11	0	88
02/29/2016	69	417	110	590	51	302	69	0	422	5	38	6	0	49
03/01/2016	69	417	110	590	58	325	63	0	446	14	65	10	0	89
03/02/2016	69	417	110	590	51	321	70	0	442	8	56	9	0	73
03/03/2016	69	417	110	590	56	333	66	0	455	10	60	7	0	77
03/04/2016	69	417	110	590	53	291	67	0	411	5	39	10	0	54
03/07/2016	71	417	108	590	57	312	75	0	444	3	36	4	0	43
03/08/2016	71	415	108	588	55	306	73	0	434	8	56	10	0	74
03/09/2016	71	415	108	588	53	312	70	0	435	6	47	5	0	58
03/10/2016	71	415	108	588	50	275	57	0	382	9	57	9	0	75
03/11/2016	71	415	108	588	50	292	64	0	406	7	59	5	0	71
03/14/2016	71	415	108	588	55	291	67	0	413	4	49	10	0	63
03/15/2016	71	415	108	564	50	282	61	0	393	5	38	5	0	48
03/16/2016	71	415	108	564	19	128	21	0	168	5	50	9	0	64
03/17/2016	71	415	108	564	28	185	35	0	248	7	54	8	0	69
03/18/2016	71	415	108	564	49	300	65	0	414	7	45	6	0	58
03/21/2016	71	414	108	563	54	290	68	0	412	9	51	13	0	73
03/22/2016	71	414	108	563	47	296	67	0	410	9	57	10	0	76
03/23/2016	71	414	108	563	53	306	60	0	419	10	64	8	0	82
03/24/2016	71	414	108	563	48	287	54	0	389	6	63	8	0	77
03/28/2016	71	414	108	563	48	293	62	0	403	14	43	4	0	61
03/29/2016	71	414	108	563	53	324	59	0	436	10	51	6	0	67
03/30/2016	71	414	108	563	58	311	62	0	431	9	43	7	0	59
03/31/2016	71	414	108	563	47	304	56	0	407	10	66	10	0	86
04/01/2016	71	414	108	563	47	289	62	0	398	8	49	8	0	65
04/05/2016	71	414	108	563	18	133	27	0	178	20	96	27	0	143
04/06/2016	71	414	108	563	11	72	20	0	103	12	63	15	0	90
04/07/2016	71	414	108	563	18	112	20	0	150	5	34	6	0	45
04/08/2016	71	414	108	563	6	28	6	0	40	4	32	4	0	40
04/19/2016	71	414	108	563	50	306	68	0	424	7	52	7	0	66
04/20/2016	71	414	108	563	47	315	71	0	433	7	54	9	0	70
04/21/2016	71	414	108	563	56	304	65	0	425	12	77	14	0	103
04/22/2016	71	414	108	563	46	297	64	0	407	10	65	8	0	83
04/25/2016	71	414	108	563	51	302	66	0	419	5	57	9	0	71
04/26/2016	71	414	108	563	51	314	68	0	433	5	58	13	0	76
04/27/2016	71	414	108	563	55	284	60	0	399	7	59	6	0	72
04/28/2016	71	414	108	563	50	290	65	0	405	4	56	10	0	70
04/29/2016	71	414	108	563	28	163	30	0	221	15	81	15	0	111
05/02/2016	71	414	108	563	21	133	23	0	177	20	94	15	0	129
05/03/2016	71	414	108	563	21	127	23	0	171	17	105	16	0	138
05/04/2016	71	414	108	563	13	86	11	0	110	18	100	19	0	137
05/05/2016	71	414	108	563	17	123	18	0	158	13	80	15	0	108
05/06/2016	71	414	108	563	12	97	14	0	123	14	76	15	0	105
05/09/2016	71	414	108	563	57	293	70	0	420	10	66	6	0	82
05/10/2016	71	414	108	563	44	298	55	0	397	9	79	9	0	97
05/11/2016	71	414	108	563	54	297	63	0	414	8	81	5	0	94
05/12/2016	71	414	108	563	58	292	69	0	419	10	61	9	0	80
05/13/2016	71	414	108	563	48	303	61	0	412	10	77	14	0	101
05/16/2016	71	414	108	563	44	282	59	0	385	10	75	12	0	97
05/17/2016	71	414	108	563	26	180	29	0	235	15	103	14	0	132
05/18/2016	71	414	108	563	26	180	34	0	240	7	99	12	0	118

(73253) NCA

Attendance Factor: 95.00%

05/19/2016	71	414	108	563	50	315	69	0	434	10	80	15	0	105
05/20/2016	71	414	108	563	49	294	63	0	406	10	71	10	0	91
05/23/2016	71	414	108	563	62	327	72	0	461	12	79	9	0	100
05/24/2016	71	414	108	563	55	312	57	0	424	12	69	12	0	93
05/25/2016	71	414	108	563	42	287	57	0	386	17	136	26	0	179
05/26/2016	71	414	108	563	52	273	55	0	380	21	114	18	0	153
05/27/2016	71	414	108	563	48	285	64	0	397	5	66	12	0	83
05/31/2016	71	414	108	563	51	281	63	0	395	11	69	13	0	93

Totals			99,118	7,474	44,903	9,082	0	61,459	1,610	10,481	1,780	0	13,871
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Legend

- A** - Exceeds applications on file
- B** - Exceeds eligible times attendance factor
- C** - Exceeds enrollment times attendance factor
- D** - Exceeds average daily attendance
- *** - One or more problems for the day

Total number of days lunch was served	164
Total number of days breakfast was served	165
Total number of days snack was served	0
Average daily attendance	590
Average daily participation - lunch	375
Average daily participation - breakfast	84
Maximum number of reduced applications on file on any day	92
Maximum number of free applications on file on any day	478
Maximum number of paid students on file on any day	125
Enrollment on last day	593

Manager's Signature

Date	Eligible Students				Number of Student Lunches					Number of Student Breakfasts				
	Reduced	Free	Paying	Attendance	Reduced	Free	Paid	A.E.	Total	Reduced	Free	Paid	A.E.	Total
08/20/2015	68	422	87	571	0	0	0	0	0	0	0	0	0	0
08/24/2015	67	417	89	567	9	67	19	0	95	9	53	10	0	72
08/25/2015	69	419	85	567	9	63	15	0	87	11	77	10	0	98
08/26/2015	67	423	87	571	17	117	25	0	159	21	109	20	0	150
08/27/2015	66	426	86	572	15	103	19	0	137	24	136	26	0	186
08/28/2015	66	423	85	568	17	124	22	0	163	22	126	24	0	172
08/31/2015	66	423	86	569	44	316	45	0	405	28	215	35	0	278
09/01/2015	66	423	86	569	37	331	42	0	410	47	328	51	0	426
09/02/2015	65	424	88	571	37	312	45	0	394	49	328	50	0	427
09/03/2015	65	424	88	571	39	320	45	0	404	45	318	52	0	415
09/04/2015	65	428	85	572	36	305	40	0	381	43	325	42	0	410
09/09/2015	64	435	78	571	40	322	40	0	402	34	229	36	0	299
09/10/2015	64	433	77	568	34	304	30	0	368	44	306	43	0	393
09/11/2015	65	435	74	568	41	306	35	0	382	46	352	47	0	445
09/14/2015	66	432	74	566	44	327	35	0	406	48	344	39	0	431
09/15/2015	66	432	76	568	37	328	39	0	404	39	282	35	0	356
09/16/2015	64	434	76	568	35	297	30	0	362	50	367	47	0	464
09/17/2015	63	435	76	568	36	317	34	0	387	48	355	45	0	448
09/18/2015	64	435	75	568	40	285	33	0	358	50	361	48	0	459
09/21/2015	64	435	75	568	40	324	31	0	395	54	378	53	0	485
09/22/2015	64	436	75	569	31	305	26	0	362	47	312	41	0	400
09/23/2015	64	436	75	569	40	308	32	0	380	41	309	48	0	398
09/24/2015	64	436	75	569	37	299	30	0	366	36	289	39	0	364
09/25/2015	64	435	74	567	35	310	34	0	379	48	344	51	0	443
09/28/2015	66	435	72	567	47	351	33	0	431	40	342	50	0	432
09/29/2015	66	435	72	567	46	316	31	0	393	56	351	46	0	453
09/30/2015	66	435	72	567	42	312	34	0	388	39	287	39	0	365
10/01/2015	65	430	78	567	39	316	34	0	389	45	337	52	0	434
10/05/2015	66	430	77	567	17	296	19	0	332	47	326	45	0	418
10/06/2015	66	431	76	567	47	305	35	0	387	53	343	52	0	448
10/07/2015	66	432	75	567	44	321	39	0	404	52	330	43	0	425
10/08/2015	66	431	75	566	28	252	25	0	305	44	314	47	0	405
10/09/2015	66	431	79	570	43	297	37	0	377	46	351	50	0	447
10/14/2015	66	438	72	570	44	312	30	0	386	17	201	22	0	240
10/15/2015	66	437	72	569	42	334	30	0	406	35	213	25	0	273
10/16/2015	66	437	72	569	48	328	35	0	411	41	362	39	0	442
10/19/2015	66	437	72	569	38	293	36	0	367	47	308	38	0	393
10/20/2015	66	437	71	568	20	303	21	0	344	8	92	9	0	109
10/21/2015	66	438	70	568	44	295	30	0	369	18	218	29	0	265
10/22/2015	66	438	70	568	46	326	35	0	407	45	326	37	0	408
10/23/2015	66	437	70	567	43	300	37	0	380	48	322	39	0	409
10/26/2015	66	437	71	568	46	328	30	0	404	50	310	31	0	391
10/27/2015	66	433	71	564	47	337	34	0	418	43	328	41	0	412
10/28/2015	66	434	70	564	32	301	23	0	356	38	298	35	0	371
10/29/2015	66	434	70	564	41	301	33	0	375	44	366	39	0	449
10/30/2015	67	434	69	564	45	297	43	0	385	50	356	44	0	450
11/02/2015	67	435	68	564	36	210	36	0	282	48	333	38	0	419
11/03/2015	67	435	70	566	45	275	31	0	351	51	327	32	0	410
11/04/2015	67	435	70	566	44	291	38	0	373	51	371	42	0	464
11/05/2015	67	435	70	566	38	291	36	0	365	46	299	36	0	381
11/06/2015	67	435	70	566	42	288	35	0	365	59	384	48	0	491
11/10/2015	67	435	70	566	37	276	29	0	342	53	357	38	0	448

(73254) SPARK

Attendance Factor: 95.00%

11/11/2015	67	435	70	566	39	246	25	0	310	36	237	26	0	299
11/12/2015	67	435	72	568	58	369	49	0	476	40	281	36	0	357
11/13/2015	67	435	72	568	39	267	33	0	339	52	354	42	0	448
11/17/2015	67	435	72	568	40	250	41	0	331	48	287	34	0	369
11/19/2015	67	436	71	568	53	337	38	0	428	32	295	32	0	359
11/20/2015	67	438	69	568	50	293	47	0	390	51	294	39	0	384
11/23/2015	67	438	69	568	51	371	32	0	454	41	303	34	0	378
11/24/2015	67	438	69	568	33	227	26	0	286	45	272	36	0	353
11/30/2015	66	432	76	568	46	338	42	0	426	41	294	36	0	371
12/01/2015	66	432	76	568	52	345	37	0	434	45	318	39	0	402
12/02/2015	66	432	76	568	47	361	42	0	450	36	237	35	0	308
12/03/2015	66	432	76	568	37	290	34	0	361	36	293	38	0	367
12/07/2015	66	432	76	568	40	310	39	0	389	5	83	10	0	98
12/08/2015	66	432	76	568	41	289	34	0	364	36	249	32	0	317
12/09/2015	66	432	76	568	43	328	39	0	410	49	331	45	0	425
12/10/2015	66	430	76	566	41	338	45	0	424	42	282	31	0	355
12/11/2015	66	430	76	566	49	336	42	0	427	48	304	35	0	387
12/14/2015	66	430	76	566	43	331	42	0	416	39	215	22	0	276
12/15/2015	66	430	76	566	32	278	40	0	350	28	204	24	0	256
12/16/2015	66	430	76	566	41	326	42	0	409	37	227	24	0	288
12/17/2015	66	431	75	566	27	223	24	0	274	46	329	44	0	419
12/18/2015	66	431	75	566	50	354	44	0	448	46	320	41	0	407
12/21/2015	66	431	75	566	44	328	43	0	415	27	162	25	0	214
12/22/2015	66	431	75	566	52	338	44	0	434	26	216	26	0	268
12/23/2015	66	431	75	566	36	216	24	0	276	15	143	15	0	173
01/05/2016	66	432	74	566	54	350	42	0	446	38	324	48	0	410
01/06/2016	66	432	74	566	41	340	35	0	416	34	254	28	0	316
01/07/2016	66	431	74	565	47	354	44	0	445	46	318	36	0	400
01/08/2016	65	431	75	565	49	350	41	0	440	45	313	36	0	394
01/11/2016	65	431	75	565	51	347	37	0	435	49	354	53	0	456
01/12/2016	65	431	76	566	45	356	43	0	444	38	255	28	0	321
01/13/2016	65	431	76	566	57	375	52	0	484	34	275	33	0	342
01/14/2016	65	431	75	565	53	380	51	0	484	48	321	39	0	408
01/15/2016	65	431	75	565	51	362	45	0	458	45	298	35	0	378
01/19/2016	65	431	75	565	43	325	34	0	402	35	295	35	0	365
01/20/2016	65	431	75	565	7	48	8	0	63	50	351	44	0	445
01/21/2016	65	431	75	565	45	344	37	0	426	45	324	46	0	415
01/22/2016	65	431	75	565	51	337	44	0	432	35	236	30	0	301
01/27/2016	65	431	75	565	48	334	42	0	424	38	255	31	0	324
01/28/2016	65	431	75	565	26	231	32	0	289	35	273	33	0	341
01/29/2016	65	431	75	565	55	358	40	0	453	29	170	24	0	223
02/01/2016	64	430	75	563	44	318	38	0	400	36	287	34	0	357
02/02/2016	64	430	75	563	52	353	37	0	442	47	348	38	0	433
02/03/2016	64	430	75	563	54	363	53	0	470	58	371	55	0	484
02/04/2016	64	432	74	564	44	322	36	0	402	35	285	32	0	352
02/08/2016	64	432	75	565	40	321	41	0	402	52	337	44	0	433
02/09/2016	64	432	75	565	42	335	39	0	416	51	331	34	0	416
02/10/2016	64	432	75	565	44	327	43	0	414	44	284	38	0	366
02/11/2016	64	432	75	565	47	327	38	0	412	38	309	30	0	377
02/12/2016	64	432	75	565	42	314	41	0	397	45	300	38	0	383
02/22/2016	64	432	75	565	51	351	42	0	444	34	301	37	0	372
02/23/2016	64	432	75	565	43	336	42	0	421	40	309	42	0	391
02/24/2016	64	432	75	565	44	340	41	0	425	45	333	41	0	419
02/25/2016	65	432	74	565	49	351	44	0	444	37	306	37	0	380

(73254) SPARK

Attendance Factor: 95.00%

02/26/2016	65	432	74	565	50	340	43	0	433	53	352	42	0	447
02/29/2016	65	432	74	565	48	342	44	0	434	47	346	47	0	440
03/01/2016	65	432	74	565	46	325	44	0	415	45	338	44	0	427
03/02/2016	65	430	74	563	43	308	38	0	389	46	346	48	0	440
03/03/2016	65	430	74	563	44	340	46	0	430	47	318	37	0	402
03/04/2016	65	430	74	563	49	306	41	0	396	51	312	40	0	403
03/07/2016	65	430	74	563	49	322	47	0	418	45	306	38	0	389
03/08/2016	65	430	74	563	50	349	46	0	445	55	323	45	0	423
03/09/2016	65	430	74	563	46	331	46	0	423	48	278	34	0	360
03/10/2016	65	428	74	561	48	313	45	0	406	48	289	42	0	379
03/11/2016	65	428	74	561	50	339	44	0	433	48	315	42	0	405
03/14/2016	65	428	75	562	47	324	35	0	406	45	307	38	0	390
03/15/2016	65	429	76	542	47	342	42	0	431	39	310	42	0	391
03/16/2016	65	429	76	542	45	331	40	0	416	43	324	43	0	410
03/17/2016	65	429	76	542	45	327	48	0	420	51	333	46	0	430
03/18/2016	65	431	74	542	51	340	41	0	432	44	315	45	0	404
03/21/2016	65	431	74	542	48	328	44	0	420	50	327	43	0	420
03/22/2016	65	431	75	542	46	320	44	0	410	49	330	43	0	422
03/23/2016	65	431	75	542	44	333	42	0	419	50	312	43	0	405
03/24/2016	65	431	75	542	46	327	43	0	416	49	335	48	0	432
03/28/2016	65	431	75	542	45	306	40	0	391	44	298	29	0	371
03/29/2016	65	431	75	542	49	333	42	0	424	49	316	44	0	409
03/30/2016	65	431	75	542	44	316	43	0	403	48	341	43	0	432
03/31/2016	65	431	75	542	50	331	40	0	421	49	314	41	0	404
04/01/2016	65	431	75	542	50	319	42	0	411	47	324	40	0	411
04/04/2016	65	431	76	543	47	360	50	0	457	46	339	43	0	428
04/05/2016	65	431	76	543	54	373	51	0	478	41	313	40	0	394
04/06/2016	65	431	76	543	45	324	45	0	414	39	294	40	0	373
04/07/2016	65	431	76	543	49	349	47	0	445	42	320	37	0	399
04/08/2016	65	431	76	543	35	304	39	0	378	39	305	38	0	382
04/19/2016	65	431	76	543	50	316	40	0	406	43	294	36	0	373
04/20/2016	65	431	76	543	49	347	47	0	443	50	310	42	0	402
04/21/2016	65	431	76	543	48	348	43	0	439	41	323	39	0	403
04/22/2016	65	431	76	543	54	345	45	0	444	55	354	58	0	467
04/25/2016	65	431	76	543	51	343	46	0	440	40	330	41	0	411
04/26/2016	65	431	76	543	49	361	44	0	454	51	317	47	0	415
04/27/2016	65	431	76	543	46	354	44	0	444	45	328	44	0	417
04/28/2016	65	431	76	543	47	364	51	0	462	42	319	40	0	401
05/02/2016	65	432	75	543	51	342	37	0	430	43	316	41	0	400
05/03/2016	65	432	75	543	50	366	45	0	461	42	331	37	0	410
05/04/2016	65	432	75	543	52	346	46	0	444	48	340	45	0	433
05/05/2016	65	432	75	543	49	342	45	0	436	47	345	40	0	432
05/06/2016	65	432	75	543	49	359	53	0	461	53	328	42	0	423
05/09/2016	65	432	75	543	47	338	44	0	429	39	319	45	0	403
05/10/2016	65	432	75	543	43	340	40	0	423	49	342	45	0	436
05/11/2016	65	432	75	543	55	351	49	0	455	55	329	45	0	429
05/12/2016	65	432	75	543	44	353	47	0	444	48	342	46	0	436
05/13/2016	65	432	75	543	42	271	37	0	350	45	339	50	0	434
05/16/2016	65	432	75	543	54	376	48	0	478	35	339	45	0	419
05/17/2016	65	432	75	543	55	367	46	0	468	51	322	33	0	406
05/18/2016	65	432	75	543	51	350	45	0	446	50	346	49	0	445
05/19/2016	65	432	75	543	48	354	48	0	450	44	342	46	0	432
05/20/2016	65	432	75	543	53	345	46	0	444	51	339	43	0	433
05/23/2016	65	432	75	543	34	338	29	0	401	37	343	43	0	423

(73254) SPARK

Attendance Factor: 95.00%

05/24/2016	65	432	75	543	56	348	48	0	452	48	325	42	0	415
05/25/2016	65	432	75	543	53	342	45	0	440	57	360	55	0	472
05/26/2016	65	432	75	543	51	326	45	0	422	38	337	36	0	411
05/27/2016	65	432	75	543	53	365	52	0	470	39	342	42	0	423
05/31/2016	65	432	75	543	52	362	47	0	461	48	346	40	0	434

Totals		92,351	7,130	51,741	6,369	0	65,240	6,982	49,469	6,360	0	62,811
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Legend

- A** - Exceeds applications on file
- B** - Exceeds eligible times attendance factor
- C** - Exceeds enrollment times attendance factor
- D** - Exceeds average daily attendance
- *** - One or more problems for the day

Total number of days lunch was served	164
Total number of days breakfast was served	164
Total number of days snack was served	73
Average daily attendance	560
Average daily participation - lunch	398
Average daily participation - breakfast	383
Maximum number of reduced applications on file on any day	69
Maximum number of free applications on file on any day	438
Maximum number of paid students on file on any day	89
Enrollment on last day	572

Manager's Signature

June 17, 2016 12:30 PM

Date	Eligible Students				Number of Student Lunches					Number of Student Breakfasts				
	Reduced	Free	Paying	Attendance	Reduced	Free	Paid	A.E.	Total	Reduced	Free	Paid	A.E.	Total
08/17/2015	52	343	55	446	0	0	0	0	0	0	0	0	0	0
08/18/2015	52	343	55	446	0	0	0	0	0	0	0	0	0	0
08/19/2015	51	344	55	446	0	0	0	0	0	0	1	0	0	1
08/20/2015	51	344	55	446	0	0	0	0	0	0	0	1	0	1
08/21/2015	51	344	56	446	0	1	0	0	1	0	1	1	0	2
08/24/2015	51	344	56	446	5	76	12	0	93	5	76	11	0	92
08/25/2015	51	344	56	446	6	81	10	0	97	6	80	10	0	96
08/26/2015	51	346	54	446	4	62	5	0	71	7	93	9	0	109
08/27/2015	48	349	53	446	5	82	8	0	95	5	74	5	0	84
08/28/2015	48	348	55	446	4	79	6	0	89	5	78	6	0	89
08/31/2015	48	349	54	446	43	322	40	0	405	37	273	34	0	344
09/01/2015	48	349	53	446	40	293	34	0	367	33	265	30	0	328
09/02/2015	47	351	52	446	33	285	32	0	350	30	246	22	0	298
09/03/2015	47	351	52	446	29	241	24	0	294	29	261	25	0	315
09/04/2015	47	351	52	446	41	308	42	0	391	27	262	25	0	314
09/09/2015	45	353	52	446	41	311	39	0	391	27	234	30	0	291
09/10/2015	46	352	52	446	43	332	45	0	420	32	273	32	0	337
09/11/2015	46	352	52	446	38	279	32	0	349	32	296	34	0	362
09/14/2015	47	350	52	445	41	293	29	0	363	32	249	26	0	307
09/15/2015	46	351	52	445	35	303	31	0	369	33	254	21	0	308
09/16/2015	46	351	52	445	10	126	10	0	146	32	207	24	0	263
09/17/2015	46	351	51	444	34	285	31	0	350	32	280	37	0	349
09/18/2015	46	354	49	445	39	293	27	0	359	30	252	25	0	307
09/21/2015	46	354	50	446	38	305	28	0	371	35	287	28	0	350
09/22/2015	46	355	49	446	38	323	31	0	392	37	295	33	0	365
09/23/2015	46	355	49	446	34	304	32	0	370	36	292	27	0	355
09/28/2015	46	355	49	446	40	301	29	0	370	36	290	26	0	352
09/29/2015	46	355	49	446	39	309	32	0	380	37	294	29	0	360
09/30/2015	46	355	49	446	37	318	34	0	389	34	295	21	0	350
10/01/2015	45	355	50	446	39	319	28	0	386	30	274	21	0	325
10/02/2015	45	355	50	446	35	292	32	0	359	32	281	25	0	338
10/05/2015	45	355	50	446	36	292	27	0	355	36	291	29	0	356
10/06/2015	45	355	50	446	35	295	30	0	360	34	322	34	0	390
10/07/2015	45	355	50	446	24	244	22	0	290	8	42	10	0	60
10/08/2015	45	355	50	446	34	271	29	0	334	32	257	32	0	321
10/09/2015	45	355	50	446	31	279	28	0	338	29	267	26	0	322
10/14/2015	45	355	50	446	37	306	36	0	379	32	280	31	0	343
10/15/2015	45	355	50	446	23	218	19	0	260	33	276	33	0	342
10/16/2015	45	355	50	446	35	303	32	0	370	33	283	32	0	348
10/17/2015	45	355	50	446	0	0	0	0	0	0	0	0	0	0
10/19/2015	45	355	50	446	37	309	31	0	377	36	269	27	0	332
10/20/2015	45	355	49	445	38	307	29	0	374	38	291	28	0	357
10/21/2015	45	355	49	445	39	299	32	0	370	31	261	27	0	319
10/22/2015	45	355	49	445	35	294	28	0	357	26	280	31	0	337
10/23/2015	45	356	48	445	19	202	13	0	234	31	272	24	0	327
10/26/2015	45	356	48	445	39	316	31	0	386	26	262	23	0	311
10/27/2015	45	356	47	444	40	303	30	0	373	31	253	29	0	313
10/28/2015	45	356	47	444	38	311	32	0	381	32	271	32	0	335
10/29/2015	45	356	47	444	36	314	33	0	383	30	258	28	0	316
10/30/2015	45	356	47	444	36	296	36	0	368	32	265	24	0	321
11/02/2015	45	356	47	444	37	299	32	0	368	28	260	23	0	311
11/03/2015	45	356	47	444	26	241	20	0	287	27	242	19	0	288

(73255) THRIVE

Attendance Factor: 95.00%

11/04/2015	45	356	47	444	38	305	33	0	376	34	279	25	0	338
11/05/2015 *	45	356	47	444	32	288	32	0	352	44 ^B	339	41	0	424
11/06/2015	45	356	47	444	37	306	27	0	370	33	293	31	0	357
11/10/2015	45	356	47	444	36	315	31	0	382	32	295	30	0	357
11/11/2015	45	356	47	444	32	298	28	0	358	33	282	26	0	341
11/12/2015	45	356	47	444	34	287	29	0	350	37	294	28	0	359
11/13/2015	45	356	47	444	33	303	32	0	368	25	259	23	0	307
11/17/2015	45	356	47	444	38	321	35	0	394	29	240	22	0	291
11/18/2015	45	356	47	444	36	313	35	0	384	32	267	28	0	327
11/19/2015	45	356	47	444	40	314	35	0	389	32	286	28	0	346
11/20/2015	45	357	46	444	39	314	32	0	385	38	290	31	0	359
11/23/2015	45	357	46	444	40	311	34	0	385	40	277	30	0	347
11/24/2015	45	357	46	444	32	250	31	0	313	32	249	21	0	302
11/30/2015	44	349	55	444	35	296	41	0	372	33	252	34	0	319
12/01/2015	45	349	55	445	36	308	39	0	383	33	280	39	0	352
12/02/2015	45	349	55	445	33	310	37	0	380	30	266	33	0	329
12/03/2015	45	349	55	445	33	309	39	0	381	30	267	29	0	326
12/07/2015	45	349	55	445	38	295	38	0	371	32	281	32	0	345
12/08/2015	45	349	55	445	33	278	36	0	347	30	274	33	0	337
12/09/2015	45	349	55	445	36	305	39	0	380	33	249	30	0	312
12/10/2015	45	349	55	445	38	293	37	0	368	30	259	36	0	325
12/11/2015	45	349	55	445	36	287	39	0	362	43	309	48	0	400
12/14/2015	46	349	54	445	39	303	39	0	381	39	265	39	0	343
12/15/2015	46	349	54	445	34	279	38	0	351	44	322	49	0	415
12/16/2015	46	349	54	445	36	307	42	0	385	30	270	38	0	338
12/17/2015	46	349	54	445	33	297	39	0	369	28	254	28	0	310
12/18/2015	46	349	54	445	34	302	42	0	378	30	267	35	0	332
12/21/2015	46	349	54	445	22	244	28	0	294	28	232	30	0	290
12/22/2015	46	349	54	445	33	292	37	0	362	26	218	22	0	266
12/23/2015	46	349	54	445	31	247	34	0	312	27	214	33	0	274
01/04/2016	46	349	54	445	0	0	0	0	0	0	0	0	0	0
01/05/2016	46	349	54	445	38	292	38	0	368	31	242	27	0	300
01/06/2016	46	349	54	445	40	303	40	0	383	36	262	36	0	334
01/07/2016	46	349	54	445	35	248	26	0	309	39	272	29	0	340
01/08/2016	46	349	54	445	35	290	30	0	355	33	261	32	0	326
01/11/2016	46	349	54	445	41	310	38	0	389	37	271	31	0	339
01/12/2016	46	349	54	445	38	308	40	0	386	32	272	35	0	339
01/13/2016	46	349	54	445	36	307	38	0	381	32	259	33	0	324
01/14/2016	46	349	54	445	37	311	38	0	386	33	261	31	0	325
01/15/2016	46	349	54	445	39	307	40	0	386	38	274	30	0	342
01/19/2016	46	350	53	445	38	310	37	0	385	35	265	24	0	324
01/20/2016	46	350	53	445	36	307	39	0	382	28	267	29	0	324
01/21/2016	46	350	53	445	37	302	39	0	378	30	254	34	0	318
01/22/2016	46	350	53	445	39	306	35	0	380	33	252	27	0	312
01/27/2016	46	350	53	445	36	281	38	0	355	33	244	27	0	304
01/28/2016	46	350	53	445	40	309	36	0	385	34	252	30	0	316
01/29/2016	46	350	53	445	41	295	43	0	379	29	248	26	0	303
02/01/2016	46	350	53	445	38	318	38	0	394	29	263	29	0	321
02/02/2016	46	350	53	445	39	320	35	0	394	29	274	32	0	335
02/03/2016	46	350	53	445	34	302	38	0	374	32	243	30	0	305
02/04/2016	47	350	52	445	32	295	34	0	361	36	253	33	0	322
02/08/2016	47	350	52	445	35	293	35	0	363	33	234	30	0	297
02/09/2016	47	350	52	445	39	307	35	0	381	34	259	34	0	327
02/10/2016	47	350	52	445	40	302	39	0	381	37	275	33	0	345

(73255) THRIVE

Attendance Factor: 95.00%

02/11/2016	47	350	52	445	41	314	35	0	390	35	279	33	0	347
02/12/2016	47	350	52	445	41	295	34	0	370	37	239	28	0	304
02/22/2016	47	350	52	445	38	306	37	0	381	30	250	29	0	309
02/23/2016	47	350	52	445	38	294	37	0	369	38	260	34	0	332
02/24/2016	47	350	53	446	35	285	33	0	353	39	279	34	0	352
02/25/2016	47	350	53	446	38	309	38	0	385	38	275	34	0	347
02/26/2016	47	348	53	444	39	322	36	0	397	36	259	31	0	326
02/29/2016	47	348	53	444	40	304	36	0	380	34	268	34	0	336
03/01/2016	47	348	53	444	40	307	37	0	384	36	277	29	0	342
03/02/2016	47	348	53	444	38	310	40	0	388	35	286	35	0	356
03/03/2016	47	348	53	444	37	313	40	0	390	34	283	29	0	346
03/04/2016	47	347	53	443	40	297	35	0	372	37	261	34	0	332
03/07/2016	47	347	53	443	38	304	38	0	380	36	263	31	0	330
03/08/2016	47	347	53	443	39	310	35	0	384	39	274	32	0	345
03/09/2016	47	347	53	443	35	298	36	0	369	38	276	33	0	347
03/10/2016	47	347	53	443	37	307	37	0	381	35	269	31	0	335
03/11/2016	47	347	53	443	40	302	38	0	380	35	266	37	0	338
03/14/2016	47	347	53	425	39	295	36	0	370	39	260	30	0	329
03/15/2016	47	347	53	425	38	313	38	0	389	26	235	21	0	282
03/16/2016	47	347	53	425	35	299	37	0	371	36	242	24	0	302
03/17/2016	47	347	53	425	37	288	34	0	359	31	235	24	0	290
03/18/2016	47	348	52	425	37	300	35	0	372	26	237	26	0	289
03/21/2016	47	348	52	425	38	299	37	0	374	35	252	29	0	316
03/22/2016	47	348	52	425	40	303	35	0	378	33	254	27	0	314
03/23/2016	47	348	52	425	40	293	34	0	367	33	258	29	0	320
03/24/2016	47	346	52	423	40	303	36	0	379	33	252	34	0	319
03/28/2016	47	346	52	423	35	290	36	0	361	33	243	29	0	305
03/29/2016	47	346	52	423	40	320	34	0	394	33	283	32	0	348
03/30/2016	47	346	52	423	38	310	39	0	387	38	256	30	0	324
03/31/2016	47	346	52	423	37	298	40	0	375	36	263	33	0	332
04/01/2016	48	347	51	424	36	269	31	0	336	36	246	28	0	310
04/04/2016	48	347	51	424	40	287	33	0	360	37	256	27	0	320
04/05/2016	49	347	50	424	38	288	35	0	361	36	261	31	0	328
04/06/2016	49	347	50	424	30	240	23	0	293	35	263	28	0	326
04/07/2016	49	346	50	423	37	295	30	0	362	34	268	32	0	334
04/08/2016	49	346	50	423	36	303	32	0	371	33	232	31	0	296
04/19/2016	49	346	50	423	41	301	36	0	378	28	238	27	0	293
04/20/2016	49	346	50	423	42	310	37	0	389	38	272	29	0	339
04/21/2016	49	346	50	423	41	317	37	0	395	38	269	25	0	332
04/22/2016	49	346	51	424	43	315	33	0	391	36	266	29	0	331
04/25/2016	49	346	51	424	38	273	25	0	336	29	206	16	0	251
04/26/2016	49	346	51	424	38	285	28	0	351	31	244	27	0	302
04/27/2016	49	346	51	424	40	291	31	0	362	38	255	28	0	321
04/28/2016	49	346	51	424	42	296	30	0	368	37	252	29	0	318
05/02/2016	49	346	51	424	41	312	34	0	387	32	235	25	0	292
05/03/2016	49	346	51	424	42	315	35	0	392	34	239	30	0	303
05/04/2016	49	346	51	424	42	314	38	0	394	36	276	33	0	345
05/05/2016	49	346	51	424	43	316	33	0	392	36	279	31	0	346
05/06/2016	49	346	51	424	41	305	34	0	380	35	269	35	0	339
05/09/2016	49	346	51	424	36	292	29	0	357	35	258	29	0	322
05/10/2016	49	346	51	424	42	316	35	0	393	38	268	33	0	339
05/11/2016	49	346	51	424	43	306	34	0	383	33	263	31	0	327
05/12/2016	49	346	51	424	41	304	33	0	378	37	276	34	0	347
05/13/2016	49	346	51	424	41	309	36	0	386	37	251	33	0	321

(73255) THRIVE

Attendance Factor: 95.00%

05/16/2016	49	346	51	424	42	304	33	0	379	35	264	33	0	332
05/17/2016	49	346	51	424	41	316	34	0	391	33	260	31	0	324
05/18/2016	49	346	51	424	43	314	35	0	392	32	265	28	0	325
05/19/2016	49	346	51	424	33	250	30	0	313	34	262	32	0	328
05/20/2016	49	346	51	424	38	297	33	0	368	32	229	30	0	291
05/23/2016	49	346	51	424	40	312	32	0	384	31	262	26	0	319
05/24/2016	49	346	51	424	41	312	31	0	384	35	257	30	0	322
05/25/2016	49	346	51	424	41	313	35	0	389	41	276	34	0	351
05/26/2016	49	346	51	424	39	307	34	0	380	32	254	29	0	315
05/27/2016	49	346	51	424	39	298	32	0	369	32	266	29	0	327
05/31/2016	49	346	51	424	41	319	33	0	393	36	254	29	0	319

Totals		75,085	5,916	47,611	5,417	0	58,944	5,322	42,176	4,762	0	52,260
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Legend

- A** - Exceeds applications on file
- B** - Exceeds eligible times attendance factor
- C** - Exceeds enrollment times attendance factor
- D** - Exceeds average daily attendance
- *** - One or more problems for the day

Total number of days lunch was served	165
Total number of days breakfast was served	167
Total number of days snack was served	0
Average daily attendance	439
Average daily participation - lunch	357
Average daily participation - breakfast	313
Maximum number of reduced applications on file on any day	52
Maximum number of free applications on file on any day	357
Maximum number of paid students on file on any day	56
Enrollment on last day	446

* 11/5/2015 97.8% Reduced participation at Breakfast

Manager's Signature

Date	Eligible Students				Number of Student Lunches					Number of Student Breakfasts				
	Reduced	Free	Paying	Attendance	Reduced	Free	Paid	A.E.	Total	Reduced	Free	Paid	A.E.	Total
08/24/2015	45	251	51	344	13	68	12	0	93	12	58	9	0	79
08/25/2015	45	255	46	343	13	61	7	0	81	11	54	6	0	71
08/26/2015	45	253	44	339	12	66	8	0	86	11	60	8	0	79
08/27/2015	46	252	44	339	13	65	7	0	85	12	58	7	0	77
08/28/2015	45	255	43	340	13	67	7	0	87	11	61	5	0	77
08/31/2015	46	256	43	342	39	204	25	0	268	28	176	18	0	222
09/01/2015	46	255	43	341	41	199	21	0	261	35	189	19	0	243
09/02/2015	46	256	44	343	39	206	19	0	264	34	194	17	0	245
09/03/2015	47	255	44	343	43	207	17	0	267	36	195	18	0	249
09/04/2015	47	255	44	343	37	207	19	0	263	38	190	18	0	246
09/09/2015	46	259	39	341	42	213	16	0	271	37	196	12	0	245
09/10/2015	45	259	37	338	41	218	15	0	274	34	197	11	0	242
09/11/2015	45	259	37	338	40	216	15	0	271	35	194	15	0	244
09/14/2015	45	258	38	338	41	215	15	0	271	34	194	14	0	242
09/15/2015	44	263	37	341	38	223	17	0	278	33	195	15	0	243
09/16/2015	44	263	37	341	39	221	16	0	276	34	214	18	0	266
09/17/2015	45	263	36	341	38	218	14	0	270	33	207	14	0	254
09/18/2015	45	263	36	341	42	221	15	0	278	39	222	16	0	277
09/21/2015	46	262	36	341	43	216	11	0	270	37	213	15	0	265
09/22/2015	46	261	36	340	41	219	12	0	272	37	209	14	0	260
09/23/2015	46	261	36	340	43	213	12	0	268	34	210	14	0	258
09/24/2015	46	261	36	340	42	207	14	0	263	38	211	15	0	264
09/25/2015	46	261	36	340	40	214	14	0	268	37	209	14	0	260
09/28/2015	46	261	36	340	42	223	13	0	278	37	210	10	0	257
09/29/2015	46	261	36	340	38	222	16	0	276	33	216	8	0	257
09/30/2015	46	260	36	339	37	222	14	0	273	35	211	13	0	259
10/01/2015	45	258	39	339	41	219	14	0	274	33	221	11	0	265
10/02/2015	45	258	39	339	37	218	14	0	269	35	204	12	0	251
10/05/2015	45	258	40	340	36	221	11	0	268	36	204	10	0	250
10/06/2015	45	258	40	340	40	213	10	0	263	32	210	15	0	257
10/07/2015	45	258	40	340	40	218	16	0	274	32	207	13	0	252
10/08/2015	45	259	40	341	38	218	13	0	269	32	215	19	0	266
10/09/2015	45	257	41	340	42	216	16	0	274	34	204	17	0	255
10/14/2015	45	258	40	340	42	218	15	0	275	33	207	13	0	253
10/15/2015	45	258	40	340	43	223	18	0	284	35	210	13	0	258
10/16/2015	45	258	40	340	42	230	18	0	290	39	218	13	0	270
10/19/2015	45	258	40	340	39	227	17	0	283	31	204	13	0	248
10/20/2015	45	258	39	339	42	226	16	0	284	32	204	12	0	248
10/21/2015	45	258	39	339	42	220	19	0	281	35	200	11	0	246
10/22/2015	45	258	39	339	38	231	15	0	284	33	212	17	0	262
10/23/2015	44	259	39	339	41	230	16	0	287	33	213	14	0	260
10/26/2015	44	258	39	338	41	223	18	0	282	32	208	13	0	253
10/27/2015	44	258	38	337	40	226	17	0	283	36	204	12	0	252
10/28/2015	44	258	38	337	40	223	13	0	276	35	205	14	0	254
10/29/2015	44	258	38	337	37	226	16	0	279	34	210	13	0	257
10/30/2015	44	258	38	337	41	220	17	0	278	28	174	9	0	211
11/02/2015	44	258	38	337	40	229	17	0	286	32	204	13	0	249
11/03/2015	44	258	38	337	39	226	17	0	282	31	208	13	0	252
11/04/2015	44	258	38	337	38	216	20	0	274	32	193	11	0	236
11/05/2015	44	258	38	337	40	218	18	0	276	32	198	14	0	244
11/06/2015	44	258	38	337	40	206	19	0	265	31	192	16	0	239
11/10/2015	44	258	38	337	40	223	15	0	278	34	202	12	0	248

(73256) Seek

Attendance Factor: 95.00%

11/11/2015	44	258	38	337	39	213	18	0	270	30	189	11	0	230
11/12/2015	44	258	38	337	40	224	20	0	284	35	204	16	0	255
11/13/2015	44	258	38	337	41	226	17	0	284	33	203	15	0	251
11/17/2015	44	258	38	337	41	210	18	0	269	31	207	13	0	251
11/18/2015	44	258	38	337	40	220	17	0	277	35	205	15	0	255
11/19/2015	44	259	37	337	40	220	17	0	277	34	196	12	0	242
11/20/2015	44	259	37	337	37	231	20	0	288	30	189	13	0	232
11/23/2015	44	259	37	337	40	209	14	0	263	31	182	8	0	221
11/24/2015	44	259	37	337	42	218	17	0	277	28	195	10	0	233
11/30/2015	42	253	45	337	39	210	24	0	273	32	190	20	0	242
12/01/2015 *	42	253	47	339	41 ^B	213	25	0	279	31	182	21	0	234
12/02/2015	42	253	47	339	38	209	28	0	275	32	191	21	0	244
12/03/2015	42	253	47	339	37	204	29	0	270	29	183	19	0	231
12/07/2015	42	253	47	339	37	209	24	0	270	34	192	18	0	244
12/08/2015 *	42	253	47	339	41 ^B	209	26	0	276	33	182	22	0	237
12/09/2015	42	253	47	339	38	208	23	0	269	32	190	20	0	242
12/10/2015	42	253	47	339	33	203	26	0	262	29	187	25	0	241
12/11/2015	42	253	47	339	34	214	27	0	275	27	182	23	0	232
12/14/2015	42	253	47	339	36	215	22	0	273	24	156	21	0	201
12/15/2015	42	253	47	339	35	195	23	0	253	31	188	22	0	241
12/16/2015	42	253	47	339	38	210	25	0	273	33	182	16	0	231
12/17/2015	43	256	43	339	41	219	22	0	282	31	189	21	0	241
12/18/2015	43	256	43	339	34	207	21	0	262	27	177	22	0	226
12/21/2015	43	256	43	339	37	204	26	0	267	28	172	20	0	220
12/22/2015	43	256	43	339	36	210	20	0	266	32	186	17	0	235
12/23/2015	43	256	43	339	31	189	17	0	237	24	144	17	0	185
01/05/2016	43	257	43	340	40	206	21	0	267	33	174	18	0	225
01/06/2016	43	257	43	340	40	214	20	0	274	30	180	16	0	226
01/07/2016	43	257	43	340	40	218	22	0	280	37	194	20	0	251
01/08/2016	43	257	43	340	40	214	20	0	274	29	189	20	0	238
01/11/2016	43	257	43	340	39	226	23	0	288	32	194	18	0	244
01/12/2016	43	257	43	340	36	206	21	0	263	31	190	19	0	240
01/13/2016	43	257	43	340	40	209	20	0	269	30	183	18	0	231
01/14/2016	43	257	43	340	37	213	19	0	269	33	193	20	0	246
01/15/2016	43	256	43	339	36	213	25	0	274	33	201	19	0	253
01/19/2016	43	256	43	339	39	211	19	0	269	35	199	20	0	254
01/20/2016	43	256	43	339	38	210	21	0	269	34	202	22	0	258
01/21/2016	43	256	43	339	38	222	22	0	282	35	202	22	0	259
01/22/2016	43	256	43	339	37	212	26	0	275	30	196	21	0	247
01/27/2016	43	256	43	339	40	191	22	0	253	36	165	14	0	215
01/28/2016	43	256	43	339	38	211	19	0	268	36	191	16	0	243
01/29/2016	43	256	43	339	37	220	23	0	280	30	185	16	0	231
02/01/2016	43	256	43	339	37	217	21	0	275	33	180	20	0	233
02/02/2016	43	256	43	339	36	209	24	0	269	33	197	19	0	249
02/03/2016	43	256	43	339	35	206	22	0	263	32	186	19	0	237
02/04/2016	43	256	43	339	33	215	23	0	271	30	191	16	0	237
02/08/2016	43	256	43	339	35	208	20	0	263	31	185	16	0	232
02/09/2016	43	256	43	339	34	208	24	0	266	31	195	22	0	248
02/10/2016	43	256	43	339	41	231	38	0	310	27	187	19	0	233
02/11/2016	43	256	43	339	33	209	25	0	267	32	197	23	0	252
02/12/2016	43	256	43	339	37	191	29	0	257	29	160	23	0	212
02/22/2016	43	256	43	339	34	203	24	0	261	29	185	18	0	232
02/23/2016	43	256	43	339	38	216	22	0	276	34	190	21	0	245
02/24/2016	43	256	43	339	35	206	21	0	262	31	189	17	0	237

(73256) Seek

Attendance Factor: 95.00%

02/25/2016	43	256	43	339	34	213	21	0	268	32	186	13	0	231
02/26/2016	43	256	43	339	38	212	21	0	271	32	190	17	0	239
02/29/2016	43	256	43	339	34	212	20	0	266	34	182	18	0	234
03/01/2016	43	256	43	339	33	198	20	0	251	31	180	17	0	228
03/02/2016	43	256	43	339	34	195	20	0	249	34	178	17	0	229
03/03/2016	43	255	43	338	36	207	21	0	264	36	193	22	0	251
03/04/2016	43	254	43	337	36	193	21	0	250	35	172	18	0	225
03/07/2016	43	254	43	337	33	207	24	0	264	26	172	20	0	218
03/08/2016	43	254	43	337	32	202	22	0	256	32	187	19	0	238
03/09/2016	43	254	42	336	37	201	20	0	258	38	189	17	0	244
03/10/2016	43	254	42	336	33	197	22	0	252	31	190	21	0	242
03/11/2016	43	254	42	336	34	209	23	0	266	29	177	20	0	226
03/14/2016	43	254	42	336	36	198	23	0	257	31	172	21	0	224
03/15/2016	43	253	42	321	36	210	21	0	267	28	182	14	0	224
03/16/2016	43	253	42	321	34	199	22	0	255	31	178	21	0	230
03/17/2016	43	253	42	321	34	195	22	0	251	28	179	18	0	225
03/18/2016	43	253	42	321	36	209	23	0	268	27	192	19	0	238
03/21/2016	43	253	42	321	37	206	17	0	260	27	178	14	0	219
03/22/2016	43	253	42	321	35	204	22	0	261	32	184	21	0	237
03/23/2016	43	253	42	321	32	191	22	0	245	28	165	12	0	205
03/24/2016	43	253	42	321	38	190	25	0	253	31	172	21	0	224
03/28/2016	43	253	42	321	34	197	23	0	254	29	176	16	0	221
03/29/2016	43	253	42	321	35	206	19	0	260	34	188	23	0	245
03/30/2016	43	253	42	321	34	214	22	0	270	31	179	16	0	226
03/31/2016	43	253	42	321	36	206	22	0	264	32	195	19	0	246
04/01/2016	43	253	42	321	37	198	25	0	260	32	191	22	0	245
04/04/2016	43	253	43	322	35	201	23	0	259	27	182	18	0	227
04/05/2016	43	253	44	323	37	202	24	0	263	34	192	22	0	248
04/06/2016	43	253	45	324	35	202	26	0	263	31	173	21	0	225
04/07/2016	43	253	45	324	37	193	25	0	255	30	188	20	0	238
04/08/2016	43	253	45	324	35	204	25	0	264	32	187	22	0	241
04/19/2016	43	251	45	322	38	211	25	0	274	29	177	18	0	224
04/20/2016	43	251	46	323	38	212	26	0	276	33	184	19	0	236
04/21/2016	43	251	46	323	35	216	25	0	276	31	183	24	0	238
04/22/2016	43	251	46	323	36	207	26	0	269	32	181	23	0	236
04/25/2016	43	251	46	323	38	218	25	0	281	34	177	24	0	235
04/26/2016	43	251	46	323	38	216	26	0	280	34	181	24	0	239
04/27/2016	43	251	47	324	35	197	29	0	261	29	164	21	0	214
04/28/2016	42	257	42	324	37	214	23	0	274	31	182	14	0	227
05/02/2016	42	257	42	324	37	216	24	0	277	26	179	13	0	218
05/03/2016	42	257	42	324	37	214	22	0	273	32	181	19	0	232
05/04/2016	42	257	42	324	35	207	22	0	264	33	192	21	0	246
05/05/2016	42	257	42	324	32	222	22	0	276	32	191	16	0	239
05/06/2016	42	257	42	324	34	220	20	0	274	26	185	18	0	229
05/09/2016	42	258	42	325	34	230	22	0	286	29	202	18	0	249
05/10/2016	42	258	42	325	33	220	20	0	273	28	194	18	0	240
05/11/2016	42	258	42	325	32	188	20	0	240	30	193	20	0	243
05/12/2016	42	258	42	325	37	224	24	0	285	31	200	20	0	251
05/13/2016	42	258	42	325	34	227	23	0	284	31	204	18	0	253
05/16/2016	42	258	42	325	33	227	23	0	283	32	199	21	0	252
05/17/2016	42	258	42	325	37	225	22	0	284	33	203	19	0	255
05/18/2016	42	258	42	325	35	221	22	0	278	35	191	19	0	245
05/19/2016	42	258	42	325	36	220	22	0	278	33	198	19	0	250
05/20/2016	42	258	42	325	37	213	24	0	274	23	167	12	0	202

(73256) Seek

Attendance Factor: 95.00%

05/23/2016	42	258	42	325	36	216	22	0	274	28	188	19	0	235
05/24/2016	42	258	42	325	32	213	21	0	266	31	189	20	0	240
05/25/2016	42	258	42	325	35	206	22	0	263	30	181	22	0	233
05/26/2016	42	258	42	325	30	205	21	0	256	28	188	16	0	232
05/27/2016	42	258	42	325	34	213	23	0	270	25	159	15	0	199
05/31/2016	42	258	42	325	34	216	21	0	271	34	183	21	0	238
Totals		55,536	6,084	34,514	3,341	0	43,939	5,197	31,042	2,806	0	39,045		

Legend

- A** - Exceeds applications on file
- B** - Exceeds eligible times attendance factor
- C** - Exceeds enrollment times attendance factor
- D** - Exceeds average daily attendance
- *** - One or more problems for the day

Total number of days lunch was served	166
Total number of days breakfast was served	166
Total number of days snack was served	152
Average daily attendance	335
Average daily participation - lunch	265
Average daily participation - breakfast	235
Maximum number of reduced applications on file on any day	47
Maximum number of free applications on file on any day	263
Maximum number of paid students on file on any day	51
Enrollment on last day	342

- * 12/1/2015 97.6% Reduced participation at Lunch
- * 12/8/2015 97.6% Reduced participation at Lunch

Manager's Signature

Date	Eligible Students				Number of Student Lunches					Number of Student Breakfasts				
	Reduced	Free	Paying	Attendance	Reduced	Free	Paid	A.E.	Total	Reduced	Free	Paid	A.E.	Total
08/20/2015	18	260	51	326	0	0	0	0	0	0	0	0	0	0
08/24/2015	18	260	51	326	0	0	0	0	0	5	52	18	0	75
08/25/2015	20	264	52	333	5	65	23	0	93	6	58	24	0	88
08/26/2015	20	264	52	333	4	63	18	0	85	6	64	17	0	87
08/27/2015	19	268	45	329	5	66	19	0	90	6	65	22	0	93
08/28/2015	19	269	43	328	5	58	20	0	83	6	63	20	0	89
08/31/2015	19	274	38	328	13	179	19	0	211	17	210	29	0	256
09/01/2015	19	275	37	328	11	184	20	0	215	16	222	24	0	262
09/02/2015	19	275	34	325	15	197	17	0	229	16	216	22	0	254
09/03/2015	19	273	34	323	16	211	18	0	245	16	218	21	0	255
09/04/2015	20	277	33	327	11	183	15	0	209	15	215	20	0	250
09/09/2015	21	282	27	327	13	208	15	0	236	18	217	19	0	254
09/10/2015	21	281	30	329	17	202	17	0	236	16	210	16	0	242
09/11/2015	21	282	30	330	17	202	18	0	237	19	237	18	0	274
09/14/2015	22	280	32	331	19	228	17	0	264	19	229	20	0	268
09/15/2015	22	280	32	331	19	223	16	0	258	18	214	20	0	252
09/16/2015	22	280	32	331	20	227	17	0	264	18	235	22	0	275
09/17/2015	23	279	32	331	20	220	21	0	261	19	211	18	0	248
09/18/2015	23	279	32	331	19	231	16	0	266	20	230	18	0	268
09/21/2015	23	279	32	331	20	233	20	0	273	20	241	20	0	281
09/22/2015	23	279	32	331	20	240	24	0	284	20	230	20	0	270
09/23/2015	23	279	32	331	19	236	21	0	276	17	237	23	0	277
09/24/2015	23	279	32	331	19	216	20	0	255	20	225	24	0	269
09/25/2015	23	279	32	331	19	221	17	0	257	18	222	20	0	260
09/28/2015	23	281	31	332	16	195	15	0	226	17	201	17	0	235
09/29/2015	23	281	31	332	19	233	18	0	270	14	200	17	0	231
09/30/2015	23	281	31	332	16	210	18	0	244	16	211	17	0	244
10/01/2015	22	280	33	332	20	249	25	0	294	19	232	22	0	273
10/02/2015	22	280	33	332	19	228	20	0	267	18	235	22	0	275
10/05/2015	22	279	33	331	17	208	17	0	242	17	202	17	0	236
10/06/2015	22	279	33	331	20	217	22	0	259	16	230	21	0	267
10/07/2015	22	279	33	331	19	210	23	0	252	17	206	22	0	245
10/08/2015	22	279	33	331	21	237	22	0	280	17	222	21	0	260
10/09/2015	22	278	33	330	14	193	20	0	227	16	226	20	0	262
10/14/2015	22	280	33	332	14	206	17	0	237	17	221	20	0	258
10/15/2015	23	280	32	332	21	243	18	0	282	16	204	17	0	237
10/16/2015	23	280	33	333	22	252	20	0	294	20	233	20	0	273
10/19/2015	23	281	32	333	21	236	22	0	279	18	215	20	0	253
10/20/2015	23	281	31	332	22	224	21	0	267	17	224	16	0	257
10/21/2015	23	281	31	332	22	234	22	0	278	17	209	16	0	242
10/22/2015	23	281	31	332	21	241	21	0	283	20	234	23	0	277
10/23/2015	23	281	31	332	22	267	26	0	315	21	249	20	0	290
10/26/2015	23	281	31	332	20	214	18	0	252	19	219	17	0	255
10/27/2015	23	281	30	331	21	247	22	0	290	19	235	17	0	271
10/28/2015	23	281	30	331	19	235	22	0	276	18	226	16	0	260
10/29/2015	23	281	30	331	20	234	18	0	272	19	229	18	0	266
10/30/2015	23	281	30	331	21	252	23	0	296	18	216	17	0	251
11/02/2015	23	281	30	331	20	234	21	0	275	22	221	24	0	267
11/03/2015	23	281	30	331	22	253	22	0	297	21	231	22	0	274
11/04/2015 *	23	281	30	331	23 ^B	251	22	0	296	18	220	19	0	257
11/05/2015 *	23	281	30	331	23 ^B	234	17	0	274	20	228	17	0	265
11/06/2015 *	23	280	30	330	23 ^B	248	24	0	295	20	229	19	0	268

(73257) Life

Attendance Factor: 95.00%

11/10/2015	23	280	31	331	20	251	22	0	293	18	236	19	0	273
11/11/2015	23	280	31	331	19	194	19	0	232	16	214	19	0	249
11/12/2015	23	280	31	331	19	234	19	0	272	18	221	21	0	260
11/13/2015	23	280	31	331	21	238	21	0	280	18	225	18	0	261
11/17/2015	23	280	31	331	18	228	19	0	265	17	234	18	0	269
11/18/2015	23	280	31	331	20	237	23	0	280	20	217	20	0	257
11/19/2015	24	280	30	331	23	247	21	0	291	21	239	24	0	284
11/20/2015	24	280	30	331	19	192	22	0	233	22	231	22	0	275
11/23/2015	25	280	29	331	24	234	17	0	275	23	223	17	0	263
11/24/2015	25	280	29	331	24	256	20	0	300	20	232	18	0	270
11/30/2015 *	25	278	31	331	25 ^B	234	20	0	279	19	230	19	0	268
12/01/2015	25	278	31	331	22	242	21	0	285	19	202	19	0	240
12/02/2015 *	25	278	31	331	25 ^B	243	21	0	289	23	221	18	0	262
12/03/2015 *	25	278	31	331	25 ^B	234	22	0	281	20	231	18	0	269
12/07/2015	25	278	31	331	23	253	21	0	297	23	245	20	0	288
12/08/2015	25	278	31	331	20	245	21	0	286	17	238	23	0	278
12/09/2015	25	278	31	331	21	242	20	0	283	20	235	18	0	273
12/10/2015	25	278	31	331	22	239	20	0	281	21	232	22	0	275
12/11/2015	25	278	31	331	23	241	21	0	285	23	243	20	0	286
12/14/2015	25	278	31	331	22	238	21	0	281	19	213	19	0	251
12/15/2015	25	278	31	331	21	240	22	0	283	21	227	18	0	266
12/16/2015	25	278	31	331	21	233	22	0	276	19	228	18	0	265
12/17/2015	25	278	31	331	22	240	24	0	286	21	236	20	0	277
12/18/2015	25	278	31	331	20	225	16	0	261	20	221	18	0	259
12/21/2015	25	278	31	331	21	234	21	0	276	21	208	17	0	246
12/22/2015	25	278	31	331	15	235	16	0	266	18	218	19	0	255
12/23/2015	25	278	31	331	16	199	18	0	233	13	189	18	0	220
01/05/2016	25	278	31	331	23	244	22	0	289	16	217	18	0	251
01/06/2016	25	278	31	331	22	238	22	0	282	19	228	21	0	268
01/07/2016	25	276	31	329	23	246	21	0	290	19	221	16	0	256
01/08/2016	25	276	31	329	18	232	9	0	259	17	218	21	0	256
01/11/2016	25	276	31	329	15	229	13	0	257	21	217	20	0	258
01/12/2016	25	274	31	327	15	241	11	0	267	21	233	23	0	277
01/13/2016	25	274	31	327	17	224	16	0	257	21	203	22	0	246
01/14/2016	25	274	31	327	17	231	16	0	264	17	223	22	0	262
01/15/2016	25	274	31	327	11	229	12	0	252	22	218	21	0	261
01/19/2016	25	274	31	327	19	233	19	0	271	16	209	18	0	243
01/20/2016	25	274	31	327	17	233	16	0	266	18	192	20	0	230
01/21/2016	25	274	31	327	23	249	23	0	295	21	218	20	0	259
01/22/2016	25	274	31	327	19	209	18	0	246	14	215	17	0	246
01/27/2016	25	271	31	324	18	215	15	0	248	18	184	17	0	219
01/28/2016	25	271	31	324	20	238	21	0	279	20	226	21	0	267
01/29/2016	25	271	31	324	18	208	21	0	247	22	215	20	0	257
02/01/2016	25	272	31	325	23	240	23	0	286	18	224	22	0	264
02/02/2016	25	272	31	325	19	241	20	0	280	16	219	19	0	254
02/03/2016	25	272	31	325	22	223	21	0	266	18	209	19	0	246
02/04/2016	25	272	32	326	22	225	22	0	269	22	223	22	0	267
02/08/2016	25	272	32	326	20	220	23	0	263	19	217	20	0	256
02/09/2016	25	272	32	326	21	228	23	0	272	20	218	21	0	259
02/10/2016	25	272	32	326	21	222	23	0	266	19	213	21	0	253
02/11/2016	25	271	32	325	22	232	19	0	273	20	238	23	0	281
02/12/2016	25	271	32	325	21	252	25	0	298	20	209	23	0	252
02/22/2016	25	271	32	325	18	234	21	0	273	16	188	14	0	218
02/23/2016	25	271	32	325	21	236	22	0	279	19	229	23	0	271

(73257) Life

Attendance Factor: 95.00%

02/24/2016	24	272	32	325	22	233	23	0	278	19	215	22	0	256
02/25/2016	24	273	32	326	22	239	25	0	286	21	234	24	0	279
02/26/2016	24	273	32	326	15	201	17	0	233	20	226	19	0	265
02/29/2016	24	273	32	326	22	237	24	0	283	18	217	23	0	258
03/01/2016	24	273	32	326	19	235	20	0	274	19	222	23	0	264
03/02/2016	24	273	32	326	21	232	20	0	273	19	218	20	0	257
03/03/2016	24	273	32	326	21	228	21	0	270	21	221	15	0	257
03/04/2016	24	273	32	326	19	226	19	0	264	18	213	20	0	251
03/07/2016	24	273	32	326	20	231	19	0	270	17	221	15	0	253
03/08/2016	24	273	32	326	18	213	22	0	253	16	210	20	0	246
03/09/2016	24	273	32	326	21	226	20	0	267	19	221	22	0	262
03/10/2016	24	273	32	326	23	228	22	0	273	19	230	21	0	270
03/11/2016	24	273	32	326	19	212	20	0	251	20	215	22	0	257
03/14/2016	24	273	33	327	20	227	24	0	271	20	200	23	0	243
03/15/2016	24	273	33	314	22	228	24	0	274	18	205	19	0	242
03/16/2016	24	273	33	314	19	218	21	0	258	17	221	23	0	261
03/17/2016	24	273	34	314	17	227	19	0	263	20	216	18	0	254
03/18/2016	24	275	32	314	15	249	21	0	285	20	229	24	0	273
03/21/2016	24	275	32	314	21	218	24	0	263	18	198	23	0	239
03/22/2016	24	275	32	314	2	247	2	0	251	4	224	4	0	232
03/23/2016	24	275	32	314	21	221	24	0	266	4	47	6	0	57
03/24/2016	24	275	32	314	21	226	21	0	268	18	204	20	0	242
03/28/2016	24	275	32	314	19	216	21	0	256	14	189	18	0	221
03/29/2016	24	275	32	314	23	240	24	0	287	22	216	19	0	257
03/30/2016	24	275	32	314	20	227	20	0	267	17	223	18	0	258
03/31/2016	24	275	32	314	21	240	23	0	284	19	213	24	0	256
04/01/2016	24	275	32	314	19	226	18	0	263	18	209	18	0	245
04/04/2016	24	275	33	315	18	235	20	0	273	19	206	20	0	245
04/05/2016	24	275	33	315	22	237	20	0	279	21	224	18	0	263
04/06/2016	24	275	33	315	17	234	21	0	272	18	224	24	0	266
04/07/2016	24	275	39	321	21	226	20	0	267	15	223	23	0	261
04/08/2016	24	275	39	321	21	226	17	0	264	16	201	20	0	237
04/19/2016	24	275	40	322	23	234	20	0	277	16	207	20	0	243
04/20/2016	24	275	40	322	23	244	27	0	294	20	233	22	0	275
04/21/2016	24	275	40	322	18	233	23	0	274	19	217	20	0	256
04/22/2016	24	275	39	321	18	234	19	0	271	15	192	17	0	224
04/25/2016	24	275	39	321	23	231	24	0	278	18	210	22	0	250
04/26/2016	24	275	39	321	20	238	19	0	277	17	210	20	0	247
04/27/2016	24	275	39	321	22	240	22	0	284	17	212	20	0	249
04/28/2016	24	275	39	321	19	205	19	0	243	20	209	14	0	243
05/02/2016	24	275	39	321	22	241	25	0	288	19	218	20	0	257
05/03/2016	24	275	39	321	21	234	21	0	276	18	221	20	0	259
05/04/2016	24	275	39	321	20	227	21	0	268	19	225	21	0	265
05/05/2016	24	275	39	321	22	246	23	0	291	19	225	18	0	262
05/06/2016	24	275	39	321	21	212	21	0	254	19	213	21	0	253
05/09/2016	24	275	39	321	21	239	19	0	279	15	211	22	0	248
05/10/2016	24	275	39	321	22	235	19	0	276	16	194	15	0	225
05/11/2016	24	275	39	321	23	253	24	0	300	19	210	17	0	246
05/12/2016	24	275	39	321	20	238	18	0	276	18	233	21	0	272
05/13/2016	24	275	39	321	20	230	25	0	275	17	209	22	0	248
05/16/2016	24	275	39	321	21	224	17	0	262	20	200	19	0	239
05/17/2016	24	275	39	321	22	241	19	0	282	21	223	17	0	261
05/18/2016	24	275	39	321	16	239	18	0	273	16	216	22	0	254
05/19/2016	24	275	39	321	22	241	21	0	284	18	223	23	0	264

(73257) Life

Attendance Factor: 95.00%

05/20/2016	24	275	39	321	21	223	22	0	266	20	218	21	0	259
05/23/2016	24	275	39	321	23	231	25	0	279	18	211	23	0	252
05/24/2016	24	275	39	321	15	230	16	0	261	14	216	19	0	249
05/25/2016	24	275	39	321	23	239	21	0	283	19	224	19	0	262
05/26/2016	24	275	39	321	22	234	19	0	275	21	232	22	0	275
05/27/2016	24	275	39	321	20	244	24	0	288	17	223	17	0	257
05/31/2016	24	275	39	321	21	223	19	0	263	15	196	17	0	228

Totals		54,482	3,205	37,250	3,317	0	43,772	2,981	35,408	3,272	0	41,661
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Legend

- A** - Exceeds applications on file
- B** - Exceeds eligible times attendance factor
- C** - Exceeds enrollment times attendance factor
- D** - Exceeds average daily attendance
- *** - One or more problems for the day

Total number of days lunch was served	165
Total number of days breakfast was served	166
Total number of days snack was served	2
Average daily attendance	326
Average daily participation - lunch	265
Average daily participation - breakfast	251
Maximum number of reduced applications on file on any day	25
Maximum number of free applications on file on any day	282
Maximum number of paid students on file on any day	52
Enrollment on last day	338

- * 11/4/2015 100.0% Reduced participation at Lunch
- * 11/5/2015 100.0% Reduced participation at Lunch
- * 11/6/2015 100.0% Reduced participation at Lunch
- * 11/30/2015 100.0% Reduced participation at Lunch
- * 12/2/2015 100.0% Reduced participation at Lunch
- * 12/3/2015 100.0% Reduced participation at Lunch

Manager's Signature

June 17, 2016 12:30 PM

Date	Eligible Students			Attendance	Number of Student Lunches					Number of Student Breakfasts				
	Reduced	Free	Paying		Reduced	Free	Paid	A.E.	Total	Reduced	Free	Paid	A.E.	Total
08/17/2015	11	80	22	112	10	64	12	0	86	0	0	0	0	0
08/18/2015	11	82	20	112	11	70	12	0	93	0	0	0	0	0
08/19/2015	11	82	20	112	11	74	12	0	97	8	61	12	0	81
08/20/2015	11	82	20	112	10	70	16	0	96	7	65	12	0	84
08/21/2015	11	81	20	111	8	65	13	0	86	5	50	6	0	61
08/24/2015	11	81	21	112	9	68	13	0	90	9	68	15	0	92
08/25/2015	12	82	20	113	10	67	15	0	92	10	65	13	0	88
08/26/2015	12	83	19	113	10	70	15	0	95	10	60	12	0	82
08/27/2015	12	83	19	113	12	72	15	0	99	9	66	14	0	89
08/28/2015	12	83	19	113	10	70	14	0	94	8	65	14	0	87
08/31/2015	12	84	18	113	0	2	0	0	2	0	0	0	0	0
09/01/2015	12	84	18	113	0	1	0	0	1	0	0	0	0	0
09/02/2015	12	85	17	113	1	0	0	0	1	0	1	0	0	1
09/03/2015	12	84	18	113	0	0	0	0	0	0	0	0	0	0
09/04/2015	12	86	16	113	3	5	1	0	9	0	1	0	0	1
09/09/2015 *	12	86	16	113	12	84 ^B	16	0	112	9	79	15	0	103
09/10/2015	12	86	17	114	8	64	13	0	85	9	52	12	0	73
09/11/2015	13	86	16	114	10	72	13	0	95	9	64	11	0	84
09/14/2015	13	85	16	113	11	62	15	0	88	10	59	9	0	78
09/15/2015	12	86	16	113	9	61	10	0	80	9	65	11	0	85
09/16/2015	13	86	16	114	10	39	10	0	59	9	66	12	0	87
09/17/2015	13	86	16	114	13	79	10	0	102	10	66	10	0	86
09/18/2015	13	86	16	114	12	77	7	0	96	12	69	11	0	92
09/21/2015	13	86	16	114	11	73	10	0	94	11	64	12	0	87
09/22/2015	13	88	14	114	12	77	10	0	99	12	63	10	0	85
09/23/2015	13	89	13	114	6	39	7	0	52	13	72	10	0	95
09/28/2015	14	91	11	115	13	82	11	0	106	12	65	5	0	82
09/29/2015	14	91	11	115	9	81	7	0	97	11	75	8	0	94
09/30/2015	14	91	11	115	11	73	7	0	91	11	65	6	0	82
10/01/2015	14	91	11	115	8	79	8	0	95	12	70	6	0	88
10/02/2015	14	91	11	115	11	81	8	0	100	11	65	7	0	83
10/05/2015	14	91	11	115	12	71	8	0	91	10	53	6	0	69
10/06/2015	14	91	11	115	9	66	11	0	86	1	72	4	0	77
10/07/2015	14	91	11	115	0	0	0	0	0	10	55	9	0	74
10/08/2015	14	91	11	115	10	47	8	0	65	1	66	4	0	71
10/09/2015	14	91	11	115	12	80	7	0	99	10	67	8	0	85
10/14/2015	14	91	11	115	13	83	10	0	106	13	71	8	0	92
10/15/2015	14	91	11	115	10	69	8	0	87	10	81	7	0	98
10/16/2015	14	91	11	115	12	81	10	0	103	11	66	8	0	85
10/17/2015	14	91	11	115	0	0	0	0	0	0	0	0	0	0
10/19/2015	14	91	11	115	9	75	7	0	91	11	65	8	0	84
10/20/2015	14	91	11	115	14	78	7	0	99	10	45	6	0	61
10/21/2015	14	91	11	115	11	84	9	0	104	9	49	4	0	62
10/22/2015	14	91	11	115	14	83	10	0	107	1	76	8	0	85
10/23/2015	14	91	11	115	0	0	0	0	0	7	41	6	0	54
10/26/2015	14	91	11	115	9	65	7	0	81	12	60	5	0	77
10/27/2015	14	91	11	115	14	85	9	0	108	13	61	9	0	83
10/28/2015	14	91	11	115	12	78	7	0	97	12	65	8	0	85
10/29/2015	14	91	11	115	12	82	8	0	102	9	66	9	0	84
10/30/2015	14	91	11	115	14	73	10	0	97	6	51	7	0	64
11/02/2015	14	91	11	115	11	71	9	0	91	12	61	8	0	81
11/03/2015	14	91	11	115	13	78	8	0	99	12	72	9	0	93

(73258) Bold Academy

Attendance Factor: 95.00%

11/04/2015	14	91	11	115	13	78	10	0	101	8	58	6	0	72
11/05/2015	14	90	11	114	12	81	8	0	101	10	50	6	0	66
11/06/2015	14	90	11	114	11	80	11	0	102	10	71	6	0	87
11/10/2015	14	90	11	114	13	83	10	0	106	11	45	8	0	64
11/11/2015	14	90	11	114	14	77	9	0	100	10	45	6	0	61
11/12/2015	14	90	11	114	14	78	10	0	102	8	55	4	0	67
11/13/2015	14	90	11	114	6	48	6	0	60	12	73	7	0	92
11/17/2015 *	14	90	11	114	12	87 ^B	10	0	109	0	0	0	0	0
11/18/2015	14	90	11	114	12	73	11	0	96	10	48	8	0	66
11/19/2015	14	90	11	114	14	79	10	0	103	11	67	8	0	86
11/20/2015	14	90	11	114	9	63	6	0	78	9	46	6	0	61
11/23/2015	14	90	11	114	11	79	7	0	97	10	59	7	0	76
11/24/2015	14	90	11	114	12	75	9	0	96	10	53	6	0	69
11/30/2015	11	87	16	113	10	70	14	0	94	9	46	11	0	66
12/01/2015	11	87	17	114	10	68	10	0	88	8	62	11	0	81
12/02/2015	11	87	17	114	6	71	12	0	89	9	54	11	0	74
12/03/2015	11	87	17	114	8	74	13	0	95	6	62	10	0	78
12/07/2015	11	87	17	114	8	67	12	0	87	9	53	8	0	70
12/08/2015	11	87	17	114	9	80	15	0	104	9	59	9	0	77
12/09/2015	11	87	17	114	11	76	15	0	102	8	60	11	0	79
12/10/2015	11	87	17	114	9	59	12	0	80	8	69	9	0	86
12/11/2015	11	87	17	114	9	68	14	0	91	9	58	12	0	79
12/14/2015	11	87	17	114	11	75	14	0	100	11	76	11	0	98
12/15/2015	11	87	17	114	10	79	17	0	106	9	77	13	0	99
12/16/2015	11	87	17	114	9	74	14	0	97	7	45	4	0	56
12/17/2015	11	87	17	114	10	76	13	0	99	7	46	4	0	57
12/18/2015	11	87	17	114	9	69	14	0	92	0	0	0	0	0
12/21/2015	11	87	17	114	3	55	10	0	68	7	53	7	0	67
12/22/2015	11	87	17	114	6	52	13	0	71	9	52	6	0	67
12/23/2015	11	87	17	114	10	69	14	0	93	7	30	4	0	41
01/04/2016	11	87	17	114	0	0	0	0	0	0	0	0	0	0
01/05/2016	11	87	17	114	10	74	15	0	99	7	36	11	0	54
01/06/2016	11	87	17	114	9	77	15	0	101	5	53	7	0	65
01/07/2016	11	87	17	114	10	76	16	0	102	5	52	10	0	67
01/08/2016	11	87	17	114	9	73	14	0	96	4	44	9	0	57
01/11/2016	11	87	17	114	10	80	17	0	107	6	47	7	0	60
01/12/2016	11	87	17	114	6	73	14	0	93	6	54	7	0	67
01/13/2016	11	87	17	114	10	63	14	0	87	8	46	11	0	65
01/14/2016	11	87	17	114	11	79	15	0	105	9	48	4	0	61
01/15/2016	11	87	17	114	11	83	17	0	111	8	46	5	0	59
01/19/2016	12	87	16	114	12	71	15	0	98	5	54	8	0	67
01/20/2016	12	87	16	114	12	75	14	0	101	7	48	8	0	63
01/21/2016	12	87	16	114	11	66	13	0	90	5	45	8	0	58
01/22/2016	12	87	16	114	9	62	15	0	86	2	58	8	0	68
01/27/2016	12	87	16	114	9	68	15	0	92	4	41	10	0	55
01/28/2016	12	87	16	114	12	75	15	0	102	4	38	7	0	49
01/29/2016	12	87	16	114	9	75	14	0	98	6	47	8	0	61
02/01/2016	12	87	16	114	9	71	12	0	92	5	63	8	0	76
02/02/2016	12	87	16	114	10	75	16	0	101	4	62	9	0	75
02/03/2016	12	87	16	114	10	73	14	0	97	6	60	8	0	74
02/04/2016	12	87	16	114	9	70	14	0	93	8	53	5	0	66
02/08/2016	12	87	16	114	12	71	13	0	96	7	53	7	0	67
02/09/2016	12	87	16	114	10	79	15	0	104	6	50	9	0	65
02/10/2016	12	87	16	114	11	74	15	0	100	9	59	10	0	78

(73258) Bold Academy

Attendance Factor: 95.00%

02/11/2016	12	87	16	114	11	80	16	0	107	6	66	10	0	82
02/12/2016	12	87	16	114	9	83	15	0	107	8	50	10	0	68
02/22/2016	12	87	16	114	11	79	16	0	106	6	48	8	0	62
02/23/2016	12	87	16	114	6	68	14	0	88	6	63	9	0	78
02/24/2016	12	87	16	114	11	76	15	0	102	5	58	9	0	72
02/25/2016	12	87	16	114	10	71	13	0	94	8	65	9	0	82
02/26/2016	13	87	15	114	13	76	13	0	102	9	59	8	0	76
02/29/2016	13	87	15	114	11	79	13	0	103	5	60	7	0	72
03/01/2016	13	87	15	114	12	76	13	0	101	8	50	6	0	64
03/02/2016	13	87	15	114	12	70	13	0	95	6	55	7	0	68
03/03/2016	13	87	15	114	8	70	11	0	89	9	59	9	0	77
03/04/2016	13	87	15	114	12	62	13	0	87	8	45	8	0	61
03/07/2016	13	87	15	114	10	70	12	0	92	5	61	7	0	73
03/08/2016	13	87	15	114	11	74	11	0	96	6	57	7	0	70
03/09/2016	13	87	15	114	13	76	14	0	103	5	60	8	0	73
03/10/2016	13	87	15	114	12	75	15	0	102	10	54	8	0	72
03/11/2016	13	87	15	114	11	71	14	0	96	7	56	7	0	70
03/14/2016	13	87	15	109	11	68	9	0	88	6	52	7	0	65
03/15/2016	13	87	15	109	12	78	12	0	102	5	65	7	0	77
03/16/2016	13	87	15	109	13	69	11	0	93	4	49	7	0	60
03/17/2016	13	87	15	109	11	69	12	0	92	6	53	8	0	67
03/18/2016	13	87	15	109	13	83	14	0	110	6	47	8	0	61
03/21/2016	13	87	15	109	12	69	14	0	95	8	69	6	0	83
03/22/2016	13	87	15	109	9	75	12	0	96	10	63	8	0	81
03/23/2016	13	87	15	109	10	60	12	0	82	8	56	9	0	73
03/24/2016	13	87	15	109	9	72	13	0	94	8	62	4	0	74
03/28/2016	13	87	15	109	10	66	9	0	85	8	50	6	0	64
03/29/2016 *	13	87	15	109	13	84 ^B	14	0	111	7	62	6	0	75
03/30/2016	13	87	15	109	12	78	10	0	100	6	58	5	0	69
03/31/2016	13	87	15	109	13	79	14	0	106	7	57	4	0	68
04/01/2016	13	87	15	109	12	74	13	0	99	7	49	5	0	61
04/04/2016	13	87	15	109	12	78	11	0	101	7	50	10	0	67
04/05/2016	13	87	15	109	12	78	12	0	102	10	64	9	0	83
04/06/2016	13	87	15	109	12	74	13	0	99	8	64	11	0	83
04/07/2016	13	87	15	109	9	76	12	0	97	7	71	6	0	84
04/08/2016	13	87	15	109	11	73	13	0	97	8	60	7	0	75
04/19/2016	13	87	15	109	13	81	14	0	108	4	47	8	0	59
04/20/2016 *	13	87	15	109	13	87 ^B	15	0	115 ^D	7	69	8	0	84
04/21/2016	13	87	15	109	13	78	12	0	103	8	60	9	0	77
04/22/2016	13	87	15	109	9	61	10	0	80	12	70	9	0	91
04/25/2016	13	87	15	109	12	79	12	0	103	6	63	7	0	76
04/26/2016	13	87	15	109	12	77	14	0	103	6	54	8	0	68
04/27/2016	13	87	15	109	10	73	13	0	96	9	47	8	0	64
04/28/2016	13	87	15	109	13	82	13	0	108	7	53	11	0	71
05/02/2016	13	87	15	109	9	58	8	0	75	7	53	8	0	68
05/03/2016 *	13	87	15	109	13	87 ^B	15	0	115 ^D	4	46	6	0	56
05/04/2016	13	87	15	109	12	64	12	0	88	8	51	8	0	67
05/05/2016 *	13	87	15	109	13	85 ^B	15	0	113	6	60	6	0	72
05/06/2016	13	87	15	109	13	82	15	0	110	6	46	9	0	61
05/09/2016	13	87	15	109	10	72	10	0	92	8	52	6	0	66
05/10/2016	13	87	15	109	13	78	14	0	105	7	53	8	0	68
05/11/2016	13	87	15	109	12	76	13	0	101	4	61	7	0	72
05/12/2016	13	87	15	109	12	83	15	0	110	7	59	6	0	72
05/13/2016	13	87	15	109	11	81	13	0	105	10	66	9	0	85

(73258) Bold Academy

Attendance Factor: 95.00%

05/16/2016	*	13	87	15	109	13	85 ^B	15	0	113	9	60	11	0	80
05/17/2016	*	13	87	15	109	12	87 ^B	15	0	114 ^D	6	68	9	0	83
05/18/2016		13	87	15	109	7	61	11	0	79	5	47	6	0	58
05/19/2016	*	13	87	15	109	13	85 ^B	15	0	113	8	58	10	0	76
05/20/2016		13	87	15	109	12	76	11	0	99	11	61	13	0	85
05/23/2016		13	87	15	109	13	83	15	0	111	8	53	9	0	70
05/24/2016		13	87	15	109	13	80	14	0	107	9	56	10	0	75
05/25/2016		13	87	15	109	10	81	13	0	104	5	58	7	0	70
05/26/2016	*	13	87	15	109	13	87 ^B	15	0	115 ^D	8	57	10	0	75
05/27/2016		13	87	15	109	11	82	15	0	108	10	70	11	0	91
05/31/2016	*	13	87	15	109	12	84 ^B	14	0	110	8	64	10	0	82

Totals			19,255	1,755	11,950	1,980	0	15,685	1,269	9,262	1,314	0	11,845
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Legend

- A** - Exceeds applications on file
- B** - Exceeds eligible times attendance factor
- C** - Exceeds enrollment times attendance factor
- D** - Exceeds average daily attendance
- *** - One or more problems for the day

Total number of days lunch was served	166
Total number of days breakfast was served	162
Total number of days snack was served	0
Average daily attendance	113
Average daily participation - lunch	94
Average daily participation - breakfast	73
Maximum number of reduced applications on file on any day	14
Maximum number of free applications on file on any day	91
Maximum number of paid students on file on any day	22
Enrollment on last day	115

- * 9/9/2015 97.7% Free participation at Lunch
- * 11/17/2015 96.7% Free participation at Lunch
- * 3/29/2016 96.6% Free participation at Lunch
- * 4/20/2016 100.0% Free participation at Lunch
- * 4/20/2016 115 Lunch meal served exceeds ADA of 113
- * 5/3/2016 100.0% Free participation at Lunch
- * 5/3/2016 115 Lunch meal served exceeds ADA of 113
- * 5/5/2016 97.7% Free participation at Lunch
- * 5/16/2016 97.7% Free participation at Lunch
- * 5/17/2016 100.0% Free participation at Lunch
- * 5/17/2016 114 Lunch meal served exceeds ADA of 113
- * 5/19/2016 97.7% Free participation at Lunch
- * 5/26/2016 100.0% Free participation at Lunch
- * 5/26/2016 115 Lunch meal served exceeds ADA of 113
- * 5/31/2016 96.6% Free participation at Lunch

Manager's Signature

(179901) Revolution Primary

Attendance Factor: 95.00%

Date	Eligible Students			Attendance	Number of Student Lunches					Number of Student Breakfasts				
	Reduced	Free	Paying		Reduced	Free	Paid	A.E.	Total	Reduced	Free	Paid	A.E.	Total
05/16/2016	9	227	15	238	0	0	0	0	0	0	1	0	0	1
Totals				238	0	0	0	0	0	0	1	0	0	1

Legend

- A - Exceeds applications on file
- B - Exceeds eligible times attendance factor
- C - Exceeds enrollment times attendance factor
- D - Exceeds average daily attendance
- * - One or more problems for the day

Total number of days lunch was served	0
Total number of days breakfast was served	1
Total number of days snack was served	0
Average daily attendance	238
Average daily participation - lunch	0
Average daily participation - breakfast	1
Maximum number of reduced applications on file on any day	9
Maximum number of free applications on file on any day	227
Maximum number of paid students on file on any day	15
Enrollment on last day	251

Manager's Signature

Date	Eligible Students				Number of Student Lunches					Number of Student Breakfasts				
	Reduced	Free	Paying	Attendance	Reduced	Free	Paid	A.E.	Total	Reduced	Free	Paid	A.E.	Total
10/05/2015	0	9	5	14	0	0	0	0	0	0	0	0	0	0
Totals				14	0	0	0	0	0	0	0	0	0	0

Legend

- A** - Exceeds applications on file
- B** - Exceeds eligible times attendance factor
- C** - Exceeds enrollment times attendance factor
- D** - Exceeds average daily attendance
- *** - One or more problems for the day

Total number of days lunch was served	0
Total number of days breakfast was served	0
Total number of days snack was served	0
Average daily attendance	14
Average daily participation - lunch	0
Average daily participation - breakfast	0
Maximum number of reduced applications on file on any day	0
Maximum number of free applications on file on any day	9
Maximum number of paid students on file on any day	5
Enrollment on last day	14

Manager's Signature

(133570965) TEAM

Attendance Factor: 95.00%

Date	Eligible Students				Number of Student Lunches					Number of Student Breakfasts				
	Reduced	Free	Paying	Attendance	Reduced	Free	Paid	A.E.	Total	Reduced	Free	Paid	A.E.	Total
08/11/2015	49	332	58	435	9	60	13	0	82	0	0	0	0	0
08/12/2015	50	332	57	435	10	63	14	0	87	0	0	0	0	0
08/13/2015	50	330	57	433	33	215	31	0	279	0	0	0	0	0
08/14/2015	52	328	57	433	35	221	27	0	283	0	0	0	0	0
08/17/2015	53	327	57	433	34	225	30	0	289	0	0	0	0	0
08/18/2015	53	327	57	433	33	234	27	0	294	0	0	0	0	0
08/19/2015	53	327	57	433	34	225	25	0	284	0	0	0	0	0
08/20/2015	53	327	57	433	33	224	23	0	280	0	0	0	0	0
08/21/2015	53	327	57	433	33	218	25	0	276	0	0	0	0	0
09/09/2015	47	341	50	434	29	239	22	0	290	22	137	16	0	175
09/10/2015	46	342	51	435	31	259	27	0	317	22	140	15	0	177
09/11/2015	47	342	50	435	30	254	24	0	308	19	151	17	0	187
09/14/2015	47	342	51	436	35	267	24	0	326	22	127	9	0	158
09/15/2015	45	345	50	436	33	259	23	0	315	16	164	14	0	194
09/16/2015	45	349	48	438	31	274	24	0	329	22	172	15	0	209
09/17/2015	45	349	48	438	28	262	23	0	313	13	157	11	0	181
09/18/2015	45	349	48	438	29	295	21	0	345	15	169	16	0	200
09/21/2015	47	347	49	439	30	258	15	0	303	13	153	11	0	177
09/22/2015	47	346	48	437	35	274	23	0	332	20	179	12	0	211
09/23/2015	48	344	49	437	35	289	25	0	349	29	184	14	0	227
09/24/2015	48	344	49	437	31	269	23	0	323	23	169	16	0	208
09/25/2015	47	344	50	437	33	267	20	0	320	22	160	13	0	195
09/28/2015	48	340	51	435	36	291	30	0	357	19	144	17	0	180
09/29/2015	48	341	51	436	34	271	26	0	331	25	169	16	0	210
09/30/2015	48	341	51	436	34	291	23	0	348	29	171	16	0	216
10/01/2015	43	330	66	435	35	282	33	0	350	23	153	24	0	200
10/02/2015	43	330	66	435	35	276	37	0	348	18	161	22	0	201
10/05/2015	43	329	67	435	28	275	37	0	340	18	124	15	0	157
10/06/2015	43	331	65	435	36	268	33	0	337	16	121	10	0	147
10/07/2015	43	331	65	435	31	273	30	0	334	18	132	17	0	167
10/08/2015	43	331	65	435	36	270	33	0	339	18	158	22	0	198
10/09/2015	44	332	66	438	36	281	31	0	348	23	143	20	0	186
10/14/2015	44	336	65	441	35	287	37	0	359	17	114	14	0	145
10/15/2015	44	338	63	441	37	299	34	0	370	18	141	16	0	175
10/16/2015	45	339	61	441	41	291	33	0	365	18	139	13	0	170
10/19/2015	45	340	60	441	37	300	37	0	374	18	142	8	0	168
10/20/2015	45	341	60	442	38	285	30	0	353	25	148	23	0	196
10/21/2015	45	341	60	442	35	295	34	0	364	22	145	17	0	184
10/22/2015	45	341	60	442	38	288	32	0	358	20	173	21	0	214
10/23/2015	45	341	60	442	40	289	36	0	365	21	151	19	0	191
10/26/2015	45	341	60	442	39	293	34	0	366	21	167	16	0	204
10/27/2015	45	342	58	441	37	286	28	0	351	23	172	21	0	216
10/28/2015	45	342	58	441	36	285	29	0	350	21	161	20	0	202
10/29/2015	45	342	58	441	37	269	31	0	337	26	179	16	0	221
10/30/2015	45	342	58	441	33	261	33	0	327	19	160	14	0	193
11/02/2015	45	342	58	441	29	241	30	0	300	22	181	25	0	228
11/03/2015	45	341	58	440	37	276	35	0	348	23	162	21	0	206
11/04/2015	45	341	58	440	28	225	29	0	282	22	144	13	0	179
11/05/2015	45	341	58	440	38	271	33	0	342	27	187	19	0	233
11/06/2015	45	341	58	440	34	255	33	0	322	20	175	18	0	213
11/10/2015	45	341	58	440	38	283	35	0	356	24	159	22	0	205
11/11/2015	45	341	58	440	36	294	31	0	361	23	150	15	0	188

(133570965) TEAM

Attendance Factor: 95.00%

11/12/2015	45	341	58	440	38	290	32	0	360	23	166	22	0	211
11/13/2015	45	341	58	440	38	289	37	0	364	22	172	20	0	214
11/17/2015	45	341	58	440	35	289	33	0	357	22	131	15	0	168
11/18/2015	45	342	57	440	39	293	33	0	365	20	140	17	0	177
11/19/2015	45	341	58	440	31	249	24	0	304	17	158	15	0	190
11/20/2015	46	341	57	440	31	236	25	0	292	18	162	15	0	195
11/23/2015	46	340	56	438	37	284	33	0	354	25	176	20	0	221
11/24/2015	46	340	56	438	36	270	37	0	343	21	144	15	0	180
11/30/2015	43	334	65	438	39	291	41	0	371	21	132	23	0	176
12/01/2015	43	334	65	438	37	279	46	0	362	22	141	22	0	185
12/02/2015	43	334	65	438	31	265	35	0	331	24	139	25	0	188
12/03/2015	43	334	65	438	33	288	39	0	360	22	177	23	0	222
12/04/2015	43	334	65	438	36	259	34	0	329	23	169	27	0	219
12/07/2015	43	334	65	438	28	263	33	0	324	17	131	16	0	164
12/08/2015	43	334	65	438	34	272	43	0	349	18	138	15	0	171
12/09/2015	43	334	65	438	34	265	36	0	335	18	119	19	0	156
12/10/2015	43	334	65	438	35	255	38	0	328	23	130	20	0	173
12/11/2015	43	334	65	438	34	252	32	0	318	26	128	22	0	176
12/14/2015	43	333	65	437	37	269	37	0	343	23	113	20	0	156
12/15/2015	43	333	65	437	35	272	36	0	343	21	134	18	0	173
12/16/2015	43	333	65	437	34	283	34	0	351	25	131	25	0	181
12/17/2015	43	335	63	437	40	281	40	0	361	16	113	14	0	143
12/18/2015	43	335	63	437	36	257	34	0	327	20	161	14	0	195
12/21/2015	43	335	63	437	36	286	40	0	362	22	139	20	0	181
12/22/2015	43	335	63	437	36	279	42	0	357	17	123	17	0	157
12/23/2015	43	335	63	437	17	90	17	0	124	28	229	35	0	292
01/05/2016	43	335	64	438	37	277	33	0	347	15	102	12	0	129
01/06/2016	43	334	65	438	38	285	37	0	360	18	129	12	0	159
01/07/2016	43	334	65	438	37	269	38	0	344	24	159	21	0	204
01/08/2016	43	334	65	438	37	246	38	0	321	15	159	15	0	189
01/11/2016	43	334	65	438	34	273	47	0	354	13	58	13	0	84
01/12/2016	43	334	65	438	38	265	35	0	338	4	93	2	0	99
01/13/2016	43	334	65	438	38	255	35	0	328	0	105	0	0	105
01/14/2016	43	334	65	438	36	265	38	0	339	25	120	16	0	161
01/15/2016	43	334	65	438	36	273	42	0	351	22	140	11	0	173
01/19/2016	43	335	64	438	35	288	35	0	358	21	141	17	0	179
01/20/2016	43	334	64	437	38	284	34	0	356	27	127	12	0	166
01/21/2016	43	334	64	437	37	274	41	0	352	19	119	11	0	149
01/22/2016	43	334	64	437	38	279	41	0	358	9	66	6	0	81
01/27/2016	43	334	64	437	37	263	39	0	339	14	105	15	0	134
01/28/2016	43	334	64	437	30	216	30	0	276	20	117	20	0	157
01/29/2016	43	334	64	437	38	266	35	0	339	17	132	21	0	170
02/01/2016	43	334	64	437	38	275	47	0	360	22	131	17	0	170
02/02/2016	43	334	64	437	34	278	39	0	351	26	157	21	0	204
02/03/2016	43	334	64	437	34	268	38	0	340	23	169	18	0	210
02/04/2016	43	334	64	437	37	287	43	0	367	23	145	24	0	192
02/05/2016	43	334	64	437	30	226	42	0	298	16	112	18	0	146
02/08/2016	43	334	64	437	36	280	39	0	355	13	114	14	0	141
02/09/2016	43	334	64	437	37	267	35	0	339	18	129	18	0	165
02/10/2016	43	334	64	437	33	256	35	0	324	11	97	14	0	122
02/11/2016	43	334	64	437	34	264	42	0	340	21	144	17	0	182
02/12/2016	43	334	64	437	29	233	29	0	291	12	101	14	0	127
02/22/2016	43	334	64	437	31	258	29	0	318	11	73	8	0	92
02/23/2016	43	334	64	437	35	258	38	0	331	17	118	10	0	145

(133570965) TEAM

Attendance Factor: 95.00%

02/24/2016	43	332	64	435	31	221	30	0	282	16	105	14	0	135
02/25/2016	43	332	64	435	35	236	36	0	307	20	104	24	0	148
02/26/2016	43	332	64	435	32	221	31	0	284	17	100	14	0	131
02/29/2016	43	332	64	435	39	275	43	0	357	17	98	14	0	129
03/01/2016	43	332	64	435	32	230	37	0	299	21	119	19	0	159
03/02/2016	43	332	64	435	37	259	36	0	332	13	95	14	0	122
03/03/2016	43	332	64	435	34	277	41	0	352	17	129	19	0	165
03/04/2016	43	332	64	435	37	267	40	0	344	20	147	21	0	188
03/07/2016	43	333	63	435	35	268	39	0	342	21	141	18	0	180
03/08/2016	43	333	63	435	39	283	40	0	362	20	151	14	0	185
03/09/2016	43	333	63	435	39	278	40	0	357	25	147	20	0	192
03/10/2016	43	333	63	435	39	285	42	0	366	24	150	18	0	192
03/11/2016	43	333	63	435	35	278	42	0	355	19	151	16	0	186
03/14/2016	43	333	63	435	36	266	38	0	340	21	132	17	0	170
03/15/2016	43	333	63	417	33	238	33	0	304	22	152	23	0	197
03/16/2016	43	333	63	417	39	253	40	0	332	21	165	27	0	213
03/17/2016	43	333	63	417	37	262	34	0	333	23	148	24	0	195
03/18/2016	43	333	63	417	33	222	35	0	290	20	126	21	0	167
03/21/2016	43	333	63	417	36	268	41	0	345	19	133	15	0	167
03/22/2016	43	333	63	417	35	284	35	0	354	17	148	21	0	186
03/23/2016	43	333	63	417	28	219	26	0	273	21	151	16	0	188
03/24/2016	43	332	63	416	35	282	34	0	351	24	163	22	0	209
03/28/2016	43	332	63	416	35	277	41	0	353	18	116	13	0	147
03/29/2016	43	332	63	416	36	283	42	0	361	21	157	19	0	197
03/30/2016	43	332	63	416	35	280	34	0	349	23	150	15	0	188
03/31/2016	43	332	63	416	37	271	37	0	345	21	130	13	0	164
04/01/2016	43	332	63	416	37	273	37	0	347	17	129	16	0	162
04/04/2016	43	332	63	416	32	275	39	0	346	16	121	12	0	149
04/05/2016	43	332	63	416	39	288	40	0	367	18	167	19	0	204
04/06/2016	43	332	63	416	33	272	33	0	338	20	165	18	0	203
04/07/2016	43	332	63	416	34	268	36	0	338	16	157	15	0	188
04/08/2016	43	332	63	416	39	294	31	0	364	15	130	13	0	158
04/19/2016	43	332	63	416	37	275	34	0	346	14	81	11	0	106
04/20/2016	43	332	63	416	24	289	14	0	327	14	118	14	0	146
04/21/2016	43	332	63	416	37	262	37	0	336	19	138	24	0	181
04/22/2016	43	332	63	416	33	265	29	0	327	21	140	18	0	179
04/25/2016	43	332	63	416	36	269	38	0	343	13	107	12	0	132
04/26/2016	43	332	63	416	34	267	39	0	340	0	106	0	0	106
04/27/2016	43	332	63	416	34	269	39	0	342	23	138	22	0	183
04/28/2016	43	332	63	416	34	253	39	0	326	19	139	21	0	179
04/29/2016	43	332	63	416	34	264	39	0	337	7	88	3	0	98
05/02/2016 *	43	331	63	415	43 ^B	287	38	0	368	14	100	9	0	123
05/03/2016	43	331	63	415	38	276	33	0	347	14	111	14	0	139
05/04/2016	43	331	63	415	35	266	32	0	333	2	71	0	0	73
05/05/2016	43	331	63	415	36	252	32	0	320	6	116	2	0	124
05/06/2016	43	331	63	415	38	268	36	0	342	22	128	23	0	173
05/09/2016	43	331	63	415	35	279	35	0	349	4	91	1	0	96
05/10/2016	43	331	63	415	39	273	39	0	351	0	135	0	0	135
05/11/2016	43	331	63	415	38	290	40	0	368	16	125	15	0	156
05/12/2016	43	331	63	415	36	268	40	0	344	27	155	16	0	198
05/13/2016	43	331	63	415	36	252	36	0	324	1	92	0	0	93
05/16/2016	43	331	63	415	35	267	36	0	338	1	104	0	0	105
05/17/2016	43	331	63	415	39	264	37	0	340	5	95	0	0	100
05/18/2016	43	331	63	415	38	262	31	0	331	5	102	0	0	107

(133570965) TEAM

Attendance Factor: 95.00%

05/19/2016	43	331	63	415	37	288	36	0	361	3	104	0	0	107
05/20/2016	43	331	63	415	33	242	38	0	313	20	129	20	0	169
05/23/2016	43	331	63	415	38	282	40	0	360	16	135	11	0	162
05/24/2016	43	331	63	415	35	273	40	0	348	22	138	16	0	176
05/25/2016	43	331	63	415	36	267	32	0	335	19	122	14	0	155
05/26/2016	43	331	63	415	30	251	27	0	308	4	116	1	0	121
05/27/2016	43	331	63	415	33	249	30	0	312	20	134	21	0	175
05/31/2016	43	331	63	415	33	254	31	0	318	18	134	18	0	170

Totals			72,434	5,814	44,312	5,671	0	55,797	2,917	21,715	2,490	0	27,122
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Legend

- A** - Exceeds applications on file
- B** - Exceeds eligible times attendance factor
- C** - Exceeds enrollment times attendance factor
- D** - Exceeds average daily attendance
- *** - One or more problems for the day

Total number of days lunch was served	168
Total number of days breakfast was served	159
Total number of days snack was served	154
Average daily attendance	431
Average daily participation - lunch	332
Average daily participation - breakfast	171
Maximum number of reduced applications on file on any day	53
Maximum number of free applications on file on any day	349
Maximum number of paid students on file on any day	67
Enrollment on last day	437

* 5/2/2016 100.0% Reduced participation at Lunch

Manager's Signature

June 17, 2016 12:30 PM

Exhibit G-1
TEAM ACADEMY CHARTER SCHOOL
Statement of Net Position
For the Fiscal Year Ended June 30, 2015

	<u>Business- Type Activities</u>
	<u>Enterprise Fund</u>
	<u>Food Services</u>
ASSETS	
Current Assets	
Cash	\$ 157,135
Intergovernmental Receivable	
Federal	72,378
State	797
Accounts Receivable	
Inventory	
Total Current Assets	<u>\$ 230,310</u>
Equipment	
Accumulated Depreciation	
Fixed Assets (Net of Accumulated Depreciation)	
Total Assets	<u>\$ 230,310</u>
LIABILITIES	
Current Liabilities	
Cash Overdraft	
Accounts Payable	<u>230,310</u>
Total Current Liabilities	<u>230,310</u>
Net Position	
Unrestricted	0
Invested in capital assets net of related debt	
Total Net Position	<u>\$ -</u>

Exhibit G-2

TEAM ACADEMY CHARTER SCHOOL
Statement of Revenues, Expenses, and Changes in Fund Net Position
Proprietary Fund
For the Fiscal Year Ended June 30, 2015

	Business-Type Activities
	Enterprise Fund Food Services
OPERATING REVENUES	
Local Sources	
Daily Sales - Reimbursable Programs	
Special Lunch and Breakfast Program	\$ 98,278
Special Functions	
Total Operating Revenues	98,278
OPERATING EXPENSES	
Salaries, wages and employee benefits	
Supplies, Materials & Other	2,416,922
Professional Fee	
Depreciation	
Cost of Sales	
Total Operating Expenses	2,416,922
Income (Loss) From Operations	2,318,644
Nonoperating Revenues	
State Sources	
State Sources	18,138
Federal Sources	
School Breakfast Program	384,703
National School Lunch Program	934,133
After School Snack	305,124
Board Subsidy	676,546
Total Nonoperating Revenues	2,318,644
Net Income (Loss)	0
Total Net Position - Beginning of Year	0
Total Net Position - End of Year	\$ -

TEAM ACADEMY CHARTER SCHOOL
Statements of Cash Flows
Proprietary Fund
For the Fiscal Year Ended June 30, 2015


Cash flows from operating activities	
Board Contributions	\$676,546
Cash Received from Customers	98,278
Cash Payments to Suppliers for Goods and Services	(2,547,501)
Net Cash (Used) by Operating Activities	<u>(1,772,677)</u>
Cash Flows from Noncapital Financing Activities	
Cash Received from General Fund Transfer (Contribution)	
Cash Received from State and Federal Subsidy Reimbursements	1,455,917
Net Cash Provided by Noncapital Financing Activities	<u>1,455,917</u>
Cash Flows from Investing Activities	
Net Cash Provided by Investing Activities	
Net Increase in Cash and Cash Equivalents	(316,760)
Cash and Cash Equivalents, Beginning of Year	157,135
Cash and Cash Equivalents, End of Year	<u>(\$159,625)</u>
Reconciliation of Operating (Loss) to Net Cash	
Used by Operating Activities	
Operating (Loss)	\$0
Adjustments to Reconcile Operating (Loss) to	
Net Cash Used by Operating Activities	
Depreciation	
Decrease in Accounts Receivable	(186,181)
USDA Commodities	
Change in Assets and Liabilities	
Increase/(Decrease) in Accounts Payable	(130,579)
Increase/(Decrease) in Deferred Revenue	
Increase/(Decrease) in Compensated Absences	
Increase/(Decrease) in Inventory	
Total Adjustment	<u>(316,760)</u>
Net Cash Used by Operating Activities	<u>(\$316,760)</u>

FIDUCIARY FUNDS



February 2016

Elementary School Breakfast

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
1. Assorted Lite & Fit Yogurt W/ Graham Cracker Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	2. Egg & Cheese Biscuit Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	3. Waffles w/Berry Topping Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	4. Sausage & Cheese on English Muffin Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	5. Blueberry Muffin Assorted Cereal W/ Graham Cracker Fruit Choice of Milk FOR SCHOOLS THAT OPEN	<p>Daily</p> <p>Assorted Fresh Fruit</p> <p>Assorted Canned Fruit</p> <p>Assorted 100% Fruit Juice</p> <p>Assorted Milk – 1% Skim Plain and Skim Chocolate</p> <p>Condiments:</p> <p>Maple Syrup Grape Jelly Ketchup Margarine & Cream Cheese <i>when menu appropriate)</i></p> <p>aramark </p> <p>Menus are subject to change without notice.</p>				
8. Turkey Pancake Wrap Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	9. Bagel & Cream Cheese Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	10. Cheesy Sausage & Egg Bagel Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	11. Pancakes w/Berry Topping Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	12. Assorted Lite & Fit Yogurt W/ Graham Cracker Assorted Cereal W/ Graham Cracker Fruit Choice of Milk					
15. No School	16. No School	17. No School	18. No School	19. No School					
22. French Toast Sticks W/Syrup Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	23. Egg & Cheese Bagel Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	24. Banana Muffin Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	25. Waffles w/Berry Topping Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	26. Turkey Pancake Wrap Assorted Cereal W/ Graham Cracker Fruit Choice of Milk					
29. Sausage & Cheese on English Muffin Assorted Cereal W/ Graham Cracker Fruit Choice of Milk				<p>All items are pork free.</p> <p>Whole grains are used for all breads and cereals.</p> <p>All cereal is reduced-sugar.</p> <p>Menus are subject to change</p> <p>Milk: Skim White, 1% White</p>					



February 2016



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1. Meatball Sub Sandwich Turkey & Cheese Wrap Garden Salad w/Egg <u>Sides:</u> Side Salad w/dressing Fruit	2. Baked Chicken Primavera Turkey Chef Salad Tuna Salad Sandwich <u>Sides:</u> Sautéed Green Beans Fruit	3. Oven Roasted Turkey W/Gravy & Dinner Roll Turkey Ham Club Popcorn Chicken Salad <u>Sides:</u> Braised Cabbage Fruit	4. Beef Lasagna w/ Breadstick Chicken Salad Sandwich Chicken Caesar Salad <u>Sides:</u> Sautéed Broccoli Fruit	5. Chicken Tenders Turkey & Cheese Wrap Italian Salad w/Turkey Ham <u>Sides:</u> Veg. Baked Beans Fruit FOR SCHOOLS THAT OPEN
8. Cheese Steak Sub Turkey & Cheese Sandwich Turkey Chef Salad <u>Sides:</u> Potato Wedges Fruit	9. Beef Nachos Chicken Caesar Salad Turkey & Swiss Wrap <u>Sides:</u> Campfire Beans Fruit	10. Sweet & Sour Chicken W/Rice Chicken Cheddar Wrap Caesar Salad <u>Sides:</u> Oriental Blend Vegetables Fruit	11. Pizza Burger Ham & Turkey Club Turkey Chef Salad w/ Roll <u>Sides:</u> Cole Slaw Fruit	12. Pepperoni Pizza Chicken Salad Sandwich Tuna Salad <u>Sides:</u> Peas & Carrots Fruit
15. School Closed	16. School Closed	17. School Closed	18. School Closed	19. School Closed
22. Oven Fried Chicken W/Biscuit Corned Beef & Swiss Italian Salad w/Turkey Ham <u>Sides:</u> Collard Greens Fruit	23. Sausage Baked Ziti Egg Salad Sandwich Chef Salad <u>Sides:</u> Steamed Spinach Fruit	24. Orange Chicken W/Rice Ham Chef Salad Ham, Turkey & Cheese <u>Sides:</u> Mixed Vegetables Fruit	25. Beef Hard Tacos (2) W/Salsa Popcorn Chicken Salad Turkey & Cheese Sdw. <u>Sides:</u> Lettuce & Tomato Fruit	26. Smothered Turkey W/Gravy & Dinner Roll Chicken Caesar Salad Ham & Cheese Wrap <u>Sides:</u> Coleslaw Fruit
29. Breaded Chicken Sand Ham & Turkey Club Turkey Chef Salad w/ Roll <u>Sides:</u> French Fries Fruit				All items are pork free. Whole grains are used for all breads and pastas. All juice is 100% fruit juice. Low Fat Milk is offered every day.

More Info...

**Assorted
Fresh fruits
Fruits in juice
100% juices**

**Choice of
Milk:
1% white
non-fat white
non-fat flavored**

Condiments and Dressings

In accordance with Federal Law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free 866.632.9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at 800.877.8339; or 800.845.6136 (Spanish). USDA is an equal opportunity provider and employer.

Menus are subject to change without notice.



KIPPNJ: Team Charter Schools

Middle School Breakfast Menu

February 2016

Monday	Tuesday	Wednesday	Thursday	Friday
1 Assorted Lite & Fit Yogurt W/ Graham Cracker Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	2 Egg & Cheese Biscuit Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	3 Waffles w/Berry Topping Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	4 Sausage & Cheese on English Muffin Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	5 Blueberry Muffin Assorted Cereal W/ Graham Cracker Fruit Choice of Milk
8 Turkey Pancake Wrap Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	9 Bagel & Cream Cheese Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	10 Cheesy Sausage & Egg Bagel Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	11 Pancakes w/Berry Topping Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	12 Assorted Lite & Fit Yogurt W/ Graham Cracker Assorted Cereal W/ Graham Cracker Fruit
15 No School President's Day	16 No School Mid Winter Break	17 No School Mid Winter Break	18 No School Mid Winter Break	19 No School Mid Winter Break
22 .French Toast Sticks W/Syrup Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	23 Egg & Cheese Bagel Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	24 Banana Muffin Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	25 Waffles w/Berry Topping Assorted Cereal W/ Graham Cracker Fruit Choice of Milk	26 . Turkey Pancake Wrap Assorted Cereal W/ Graham Cracker Fruit Choice of Milk
29 Sausage & Cheese on English Muffin Assorted Cereal W/ Graham Cracker Fruit Choice of Milk				All items are pork free Whole grains are used for all breads and cereals. All cereal is reduced-sugar. Milk Choices: Skim White, 1% White Menus are subject to change



KIPPNJ: Team Charter Schools
Middle School Lunch Menu
February 2016

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1 Meatball Sub Sandwich Turkey & Cheese Wrap Garden Salad w/Egg <u>Sides:</u> Side Salad w/dressing Fruit</p>	<p>2 Baked Chicken Primavera Turkey Chef Salad Tuna Salad Sandwich <u>Sides:</u> Sautéed Green Beans Fruit</p>	<p>3 Oven Roasted Turkey W/Gravy & Dinner Roll Turkey Ham Club Popcorn Chicken Salad <u>Sides:</u> Braised Cabbage Fruit</p>	<p>4 Beef Lasagna w/ Breadstick Chicken Salad Sandwich Chicken Caesar Salad <u>Sides:</u> Sautéed Broccoli Fruit</p>	<p>5 Chicken Tenders Turkey & Cheese Wrap Italian Salad w/Turkey Ham <u>Sides:</u> Veg. Baked Beans Fruit</p>
<p>8 Cheese Steak Sub Turkey & Cheese Sandwich Turkey Chef Salad <u>Sides:</u> Potato Wedges Fruit</p>	<p>9 Beef Nachos Chicken Caesar Salad Turkey & Swiss Wrap <u>Sides:</u> Campfire Beans Fruit</p>	<p>10 Sweet & Sour Chicken W/Rice Chicken Cheddar Wrap Caesar Salad <u>Sides:</u> Oriental Blend Vegetables Fruit</p>	<p>11 Pizza Burger Ham & Turkey Club Turkey Chef Salad w/ Roll <u>Sides:</u> Cole Slaw Fruit</p>	<p>12 Pepperoni Pizza Chicken Salad Sandwich Tuna Salad <u>Sides:</u> Peas & Carrots Fruit</p>
<p>15 No School President's Day</p>	<p>16 No School Mid Winter Break</p>	<p>17 No School Mid Winter Break</p>	<p>18 No School Mid Winter Break</p>	<p>19 No School Mid Winter Break</p>
<p>22 Oven Fried Chicken W/Biscuit Corned Beef & Swiss Italian Salad w/Turkey Ham <u>Sides:</u> Collard Greens Fruit</p>	<p>23 Sausage Baked Ziti Egg Salad Sandwich Chef Salad <u>Sides:</u> Steamed Spinach Fruit</p>	<p>24 Orange Chicken W/Rice Ham Chef Salad Ham, Turkey & Cheese <u>Sides:</u> Mixed Vegetables Fruit</p>	<p>25 Beef Hard Tacos (2) W/Salsa Popcorn Chicken Salad Turkey & Cheese Sandwich <u>Sides:</u> Lettuce & Tomato Fruit</p>	<p>26 Smothered Turkey W/Gravy & Dinner Roll Chicken Caesar Salad Ham & Cheese Wrap <u>Sides:</u> Coleslaw Fruit</p>
<p>29 Breaded Chicken Sand Ham & Turkey Club Turkey Chef Salad w/ Roll <u>Sides:</u> French Fries Fruit</p>				<p>All items are pork free. Whole grains are used for all breads and pastas. All Juice is 100% fruit juice. Low Fat Milk is offered every-day Menu is subject to change</p>

Summary of Meals Claimed for December 2015

 Agreement Number: 08007325 Sponsor Name: TEAM ACADEMY CHARTER
 Claim Month: December Claim Year: 2015

Type	National School Lunch	Regular School Breakfast	Severe Need School Breakfast	After School Snack		Special Milk
				Area Eligible	Regular	
Free	31200	856	20311	34184	0	0
Reduced	4260	123	2607		0	
Paid	4423	130	2392		0	0

Total Dollar Amount of this Claim

Lunch			Breakfast		After School Snack	Special Milk	Total
Federal	Federal PB Lunch	State	Federal	State			
\$109,238.53	\$2,392.98	\$2,127.22	\$47,144.34	\$0.00	\$28,714.56	\$0.00	\$189,617.63

Note: Federal funds for the After School Snack program, the School Lunch program and the **Federal PB Lunch** come from the SAME source, therefore these amounts may be COMBINED on the check/electronic payment you receive.

The Total Dollar Amount of this Claim represents the value of meals claimed for this month. It does not include any adjustments/overclaims that may need to be recovered from the payment you receive.

Federal PB Lunch: Performance Based Lunch Reimbursement (\$ 0.06 per lunch)

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Summary of Meals Claimed for January 2016

 Agreement Number: 08007325 Sponsor Name: TEAM ACADEMY CHARTER
 Claim Month: January Claim Year: 2016

Type	National School Lunch	Regular School Breakfast	Severe Need School Breakfast	After School Snack		Special Milk
				Area Eligible	Regular	
Free	30483	757	20080	36956	0	0
Reduced	4206	91	2595		0	
Paid	4027	128	2203		0	0

Total Dollar Amount of this Claim

Lunch			Breakfast		After School Snack	Special Milk	Total
Federal	Federal PB Lunch	State	Federal	State			
\$106,754.98	\$2,322.96	\$2,068.98	\$46,401.12	\$0.00	\$31,043.04	\$0.00	\$188,591.08

Note: Federal funds for the After School Snack program, the School Lunch program and the Federal PB Lunch come from the SAME source, therefore these amounts may be COMBINED on the check/electronic payment you receive.

The Total Dollar Amount of this Claim represents the value of meals claimed for this month. It does not include any adjustments/overclaims that may need to be recovered from the payment you receive.

Federal PB Lunch: Performance Based Lunch Reimbursement (\$ 0.06 per lunch)

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Summary of Meals Claimed for November 2015

 Agreement Number: 08007325 Sponsor Name: TEAM ACADEMY CHARTER
 Claim Month: November Claim Year: 2015

Type	National School Lunch	Regular School Breakfast	Severe Need School Breakfast	After School Snack		Special Milk
				Area Eligible	Regular	
Free	30496	849	22421	42203	0	0
Reduced	4383	152	2866		0	
Paid	3718	106	2216		0	0

Total Dollar Amount of this Claim

Lunch			Breakfast		After School Snack	Special Milk	Total
Federal	Federal PB Lunch	State	Federal	State			
\$107,175.49	\$2,315.82	\$2,067.07	\$51,750.77	\$0.00	\$35,450.52	\$0.00	\$198,759.67

Note: Federal funds for the After School Snack program, the School Lunch program and the **Federal PB Lunch** come from the SAME source, therefore these amounts may be COMBINED on the check/electronic payment you receive.

The Total Dollar Amount of this Claim represents the value of meals claimed for this month. It does not include any adjustments/overclaims that may need to be recovered from the payment you receive.

Federal PB Lunch: Performance Based Lunch Reimbursement (\$ 0.06 per lunch)

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Summary of Meals Claimed for October 2015

 Agreement Number: 08007325 Sponsor Name: TEAM ACADEMY CHARTER
 Claim Month: October Claim Year: 2015

Type	National School Lunch	Regular School Breakfast	Severe Need School Breakfast	After School Snack		Special Milk
				Area Eligible	Regular	
Free	39298	1245	26954	45545	0	0
Reduced	5355	179	3352		0	
Paid	4494	137	2754		0	0

Total Dollar Amount of this Claim

Lunch			Breakfast		After School Snack	Special Milk	Total
Federal	Federal PB Lunch	State	Federal	State			
\$137,228.91	\$2,948.82	\$2,635.68	\$62,451.87	\$0.00	\$38,257.80	\$0.00	\$243,523.08

Note: Federal funds for the After School Snack program, the School Lunch program and the **Federal PB Lunch** come from the SAME source, therefore these amounts may be COMBINED on the check/electronic payment you receive.

The Total Dollar Amount of this Claim represents the value of meals claimed for this month. It does not include any adjustments/overclaims that may need to be recovered from the payment you receive.

Federal PB Lunch: Performance Based Lunch Reimbursement (\$ 0.06 per lunch)

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2015 November

School Snack program

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Bug Bites Graham Crackers Pear	3 Animal Crackers Pear	4 Half Day No Snack	5 Graham Crackers Plum	6 Rolls Gold PretzelTwist Applesauce
9 No School	10 Baked Goldfish Pretzel Banana	11 Half Day No Snack	12 Banana Muffin Apple Slices	13 Cheddar Snack Mix Celery Sticks
16 No School	17 Saltine Crackers w/Cheese Stick Grapes	18 Half Day No Snack	19 Scooby Doo Graham Crackers Pear	20 Baked Goldfish Cracker Banana
23 Salsa Sunchip Apple	24 Apple Cinnamon Muffin Banana	25 No School	26 No School	27 No School
30 Cheddar Snack Mix Apple				

School Snack Program Month of October 2015

Menus are subject to change without notice.



Summary of Meals Claimed for September 2015

 Agreement Number: 08007325 Sponsor Name: TEAM ACADEMY CHARTER
 Claim Month: September Claim Year: 2015

Type	National School Lunch	Regular School Breakfast	Severe Need School Breakfast	After School Snack		Special Milk
				Area Eligible	Regular	
Free	34354	5002	21252	35922	0	0
Reduced	4739	857	2603		0	
Paid	3830	432	2370		0	0

Total Dollar Amount of this Claim

Lunch			Breakfast		After School Snack	Special Milk	Total
Federal	Federal PB Lunch	State	Federal	State			
\$120,089.07	\$2,575.38	\$2,303.32	\$56,971.97	\$0.00	\$30,174.48	\$0.00	\$212,114.22

Note: Federal funds for the After School Snack program, the School Lunch program and the **Federal PB Lunch** come from the SAME source, therefore these amounts may be COMBINED on the check/electronic payment you receive.

The Total Dollar Amount of this Claim represents the value of meals claimed for this month. It does not include any adjustments/overclaims that may need to be recovered from the payment you receive.

Federal PB Lunch: Performance Based Lunch Reimbursement (\$ 0.06 per lunch)

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TEAM Schools FSMC Security Policy

OUR MISSION

The mission of KIPP New Jersey is to create a network of schools in Newark and Camden, New Jersey, that instill in their students the desire and ability to succeed in college, in order to change the world.

TEAM VALUES

TEAMwork
Perseverance
Navigating
Resilience

TEAM MOTTO

This is the school that has the kids who want to learn to be the change to build a better tomorrow.

1. All FSMC employees will wear uniforms and name tags at all times.
2. FSMC employees shall use assigned entryways only.
3. FSMC employees shall utilize closest restrooms to their assigned work area.
4. Schedule and building access:
 - a. FSMC managers/Lead FSW will have access control cards with school specific building schedules. Employees will only have access to the building during work hours.
 - b. FSMC employees shall be responsible for disarming any burglar alarms. Each manager/Lead FSW will get an alarm security code specifically allocated for FSMC.
 - c. FSMC employees will be responsible for ensuring that all exterior doors are closed throughout the work day and ensure they are closed and locked upon their departure.
 - d. All deliveries shall be coordinated with building security to ensure safety.
 - e. At no time will FSMC have Keys to any of the buildings.
 - f. All security concerns shall be identified and brought to the attention of the Director of School Operations in verbal and written format copying the Director of Nutrition.



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TEAM Schools Nutrition Advisory Committee:

In accordance with the NSLP, TEAM Schools will establish a Child Nutrition Advisory committee. The Committee will include, but not be limited to, a representative of the School board, the food preparation staff, the physical education departments, the school nurse or health staff, a registered dietitian, a faculty member from each campus, the parent teacher association in the TEAM Schools, the students enrolled in the TEAM Schools and the parent /guardian of students enrolled in the TEAM Schools. If, due to special circumstance, it is impossible or impracticable for all recommended groups to have members on the committee for representation, TEAM Schools may approve a Committee that, to the greatest extent possible, represents the interest of the aforementioned groups. The committee will meet every other month starting in September.

Prior to the start of school in the fall, TEAM Schools will send out newsletter, written notice to all parents/guardians of enrolled students of the existence of TEAM Schools Nutrition Advisory Committee and supply information as to how interest parents/guardians may participate on the Committee. TEAM Schools will also, to the extent practicable, give notice to all parents /guardians and students through its regular newsletters or other regular forms of written communication as to the scheduled dates of all meetings or the Advisory Committee.

The Committee will study all facets of the current nutritional policies of TEAM Schools including, but not limited to:

- a) The goals of the TEAM Schools to promote health and proper nutrition
- b) Vending machine sales
- c) Menu criteria
- d) Educational curriculum teaching healthy nutrition
- e) Educational information provided to parents/guardians regarding healthy nutrition and the health risks associated with obesity
- f) Opportunities offered to parents/guardians to encourage healthier eating habits to students
- g) The education provided to teachers and other staff as to the importance of healthy nutrition.

In addition, the Committee shall consider recommendation and practices of other school districts.



TEAM Schools Wellness Policy:

TEAM Schools, recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health, and their ability and motivation to learn. The Board is committed to:

- Providing students with healthy and nutritious foods;
- Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains;
- Supporting healthy eating through nutrition education;
- Encouraging students to select and consume all components of the school meal;
- Providing students with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served as part of the After School Snack Program shall meet the standards as outlined within this policy.

The following items may not be served, sold or given out as free promotion anywhere on school property at any time before the end of the school day

- Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
- All food and beverage items listing sugar, in any form, as the first ingredient;
- All forms of candy.
- Schools shall reduce the purchase of any products containing trans fats. Federal labeling of trans fats on all food products is required by January 1, 2006.

All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores and fundraisers or served in the reimbursable After School Snack Program, shall meet the following standards:

- Based on manufacturers' nutritional data or nutrient facts labels:
 - No more than 8 grams of total fat per serving, with the exception of nuts and seeds.
 - No more than 2 grams of saturated fat per serving.
- All beverages shall not exceed 12 ounces, with the following exceptions:
 - Water
 - Milk containing 2% or less fat
- Whole milk shall not exceed 8 ounces.

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In elementary schools:

- 100% of all beverages offered shall be milk, water or 100% fruit or vegetable juices.

In middle and high schools:

- At least 60% of all beverages offered, other than milk and water, shall be 100% fruit or vegetable juices.
- No more than 40% of all ice cream/frozen desserts shall be allowed to exceed the above standards for sugar, fat, and saturated fat.

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.

This policy does not apply to medically authorized special needs diets pursuant to 7 CFR Part 210, school nurses using FMNVs during the course of providing health care to individual students or special needs students whose Individualized Education Plan (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for student meal service and consumption. Schools shall provide a pleasant dining environment. The Board recommends that physical education or recess be scheduled before lunch whenever possible.

This school district’s curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

TEAM Schools Wellness Committee is committed to promoting the Nutrition Policy with all food service personnel, teachers, nurses, coaches and other school administrative staff so they have the skills they need to implement this policy and promote healthy eating practices. The Board will work toward expanding awareness about this policy among students, parents, teachers and the community at large.

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Commodity Selection Worksheet - Report

6/17/2016

<u>Recipient Agency:</u> TEAM ACADEMY CHARTER	<u>Processing Percent:</u> 60 %	<u>ADP:</u> 2172
<u>Agency Code:</u> 08007325	<u>Processing Amount:</u> \$ 74,477.88	<u>School Lunch Days:</u> 180
<u>County:</u> Essex	<u>Warehouse Percent:</u> 40 %	<u>Commodity Value Per Meal:</u> 0.3175
<u>Fiscal Year:</u> 2017	<u>Warehouse Amount:</u> \$49,651.92	<u>Planned Assistance L</u> \$ 124,129.80

<u>Product Code</u>	<u>Material ID</u>	<u>Product Name</u>	<u>TPPAL Percent Diverted</u>	<u>PRCSR NAME</u>	<u>Processor Diverted Amount</u>	<u>Price Value per #</u>	<u>Total Allocated Pounds</u>
<u>A212</u>	100980	SWEET POTATO BULK	2 %	LAMB WESTON	\$1489 <hr/> \$1489	\$0.2332	6,385.08 # <hr/> 6385.08 #
<u>A232</u>	100506	POTATOES, BULK	13 %	LAMB WESTON	\$9682 <hr/> \$9682	\$0.1018	95,108.06 # <hr/> 95108.06 #
<u>A522</u>	100103	CHICKEN, LARGE, CHILLED, BULK	40 %	TYSON	\$29791 <hr/> \$29791	\$0.9794	30,417.60 # <hr/> 30417.60 #
<u>A566</u>	100047	EGGS, WHOLE, LIQUID, BULK	5 %	MICHAELS	\$3723 <hr/> \$3723	\$0.9207	4,043.66 # <hr/> 4043.66 #
<u>B049</u>	110242	CHEESE BARREL	7 %	LAND O LAKES	\$5213 <hr/> \$5213	\$1.9862	2,624.61 # <hr/> 2624.61 #
<u>B077</u>	110244	MOZZARELLA CHEESE	30 %	SCHWANS	\$22343 <hr/> \$22343	\$1.8987	11,767.53 # <hr/> 11767.53 #
<u>B286</u>	100418	FLOUR FOR PIZZA	3 %	SCHWANS	\$2234	\$0.2003	11,153.27 #

Recipient Agency: **TEAM ACADEMY CHARTER**

Processing Percent: **60 %**

ADP: **2172**

Agency Code: **08007325**

Processing Amount: **\$ 74,477.88**

School Lunch Days: **180**

County: **Essex**

Warehouse Percent: **40 %**

Commodity Value
Per Meal: **0.3175**

Fiscal Year: **2017**

Warehouse Amount: **\$49,651.92**

Planned Assistance L **\$ 124,129.80**

<u>Product Code</u>	<u>Material ID</u>	<u>Product Name</u>	<u>TPPAL Percent Diverted</u>	<u>PRCSR NAME</u>	<u>Processor Diverted Amount</u>	<u>Price Value per #</u>	<u>Total Allococated Pounds</u>
					\$2234		11153.27 #

Grand Total:

100 %

\$ 74475.00

RFP Evaluation Criteria: Proposal will be evaluated by the following listed criteria. They are weighed based upon importance to the District. The points awarded range from 1 to 5, with 5 being the highest score and 1 being the lowest. After the evaluator awards the points the weighing factor will be applied and thus a total score will be arrived. Based upon that score the Evaluation Committee will then recommend the FSMC to the School Board for the award of the contract. Each area of the evaluation should be addressed in detail in the proposal.

TEAM Schools Evaluation Criteria for 2015-16 FSMC RFP		
Evaluation Criterion	Weighting Factor	Points 1-10
1. Price	15%	10
2. Transparency of proposal to avoid hidden costs	5%	10
3. The FSMC's demonstration of having a complete understanding of the LEA's School Food Service Program and its service requirements.	10%	10
4. The accuracy of data submitted to support the RFP. Submission of all required forms.	5%	10
5. FSMC shows proof of buying from 2 major vendors in the RFP proposal.	5%	10
6. The FSMC showed in detail how it will implement TEAMS required method of preparing food a day in advance and chilling it in the production kitchen for all satellite schools. FSMC must clearly articulate how it plans to prepare and deliver the food via this method.	5%	10
7. Evidence of competency and experience as measured by performance record, years in the industry, relevant experience, number of LEAs served, client retention, and references, the FSMC organizational chart/plan for managing, supervising and staffing the Program; an FSMC organizational chart for non-school based positions; a transition plan; evidence of ability to meet financial targets.	10%	10

8. The FSMC discussed their philosophy and demonstrated their experience, ability and involvement in the following areas: Nutrition, promotion of nutrition and local wellness policy, menu development, use of USDA Donated Foods, procurement/use of NJ-grown/locally grown produce, emphasis on fresh food scratch cooking, quality control, employee supervision, promotion of healthy foods and produce to comply with USDA regulations, marketing, public relations, increasing student participation while complying with the local wellness policy and USDA Smart Snacks in Schools.	10%	10
9. Supplied sample menus which meet the needs of TEAM. Included in the 21 day menu, portion sizes. Proof of menu compliance with USDA regulations and meal patterns.	5%	10
10. Proposed labor staffing schedule including detailed costs of wages, taxes benefits etc that best suites TEAMS curent staff and model.	5%	10
11. Evidence of a comprehensive food handling, housekeeping and sanitation program.	5%	10
12. FSMC has shown proof that they will purchase fro m2 major vendors in the RFP respnce to the LEA.	10%	10
13. Emphasis on food quality and variety.	10%	10
TOTAL	100%	110

Weighted Average total points **100.00**

1. Oral Presentation - An oral presentation by an FSMC to supplement a proposal may be required.
2. Visitations - Visitations to existing FSMC operating school districts may be required.

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