

Board of Education Work Session

November 27, 2023 7:00 PM

SPCS Administration Building
765 Main Street
Springfield, NE 68059

Agenda

- I. Call to Order and Roll Call
- II. Notice of Open Meetings Act - Posted
- III. Items From Patrons on Agenda Items
- IV. Items for Discussion
 - IV.A. Coordinator of Special Events Contracted Services
 - IV.B. FSMC 1st Year Review and Audit
 - IV.C. ERIP/VSP Policy Discussion
 - IV.D. 2024-2025 School Calendar Draft
 - IV.E. NASB State Education Conference Debrief
 - IV.F. Holiday Board Luncheon for Staff
- V. Advance Planning
- VI. Strategy session for teacher and superintendent contract negotiations
- VII. Adjourn



Springfield Platteview Education Foundation is entering into an agreement with Jodi Kohl as Development Director of Springfield Platteview Education Foundation (Special Events and Fundraising Activities) to include the following services for the Foundation:

- Meet with Foundation Board/Committee during regularly scheduled meetings to discuss special events as well as Alumni & Friends planning. Report to be included in meeting packets.
- Organize the Foundation Board through use of Board Bylaws & strengthen the policies and procedures of the Board.
- Fundraise dollars for Foundation and Alumni & Friends to purposes approved by the Foundation Board.
- Organize and create special events as needed by the Foundation Board and Alumni & Friends.
- Specific events include but not limited to:
 - Annual Foundation Auction Fundraiser
 - Annual Foundation Golf Tournament
 - Annual Employee Banquet
 - Coordination of Alumni & Friends as well as annual Capital Campaign.
- Promote and support the Kids Care Program on behalf of the Foundation to increase program participation.
- Oversee, facilitate, and/or carry out the Kids Care Program financial responsibilities including monthly payroll and billing
- Other public relations activities as needed by the Foundation Board.

Jodi will report to District Superintendent, Dr. Ryan Saunders and Foundation President, Gene Lienemann on a monthly basis.

This agreement is valid January 1, 2024 to December 31, 2024.

This agreement will be revisited for continuation of services before the end of 2024 by Foundation Board.

Payment terms: The Foundation will be billed for 12 months at a rate of \$2,817.50 on the 1st day of each month for an annual total of \$33,810. Payment for services will be mailed out the day after the Regular Board of Education meeting, which is the 2nd Monday of each Month.

All expenses related to travel, cell phone use, etc are included in the costs of the agreement. Use of an SPCS district laptop, office space, iPad, copiers and other equipment/materials related to district events are available through the district in kind.

Signatures below indicate acceptance of agreement by all parties.

Gene Lienemann, Foundation Board President

Jodi Kohl

Date

Date



Agreement For Services

Springfield Platteview Community Schools is entering into an agreement with Jodi Kohl as a Coordinator of Special Events to include the following services for the district:

- Meet with the Director of Public and Community Relations/Superintendent at least once monthly to coordinate special events and fundraising as needed by the Board of Education and the Superintendent.
- Coordinate Special Events including but not limited to Back to School Event and Employee Banquet Event
- Other activities as needed by the Superintendent, Board of Education, and Director of Community and Public Relations.

This agreement is valid from January 1, 2024 to December 31, 2024. This agreement will be revisited for continuation of services on or before the December regular board meeting by the SPCS School Board or designee.

Payment Terms: The District will be billed for 12 months at a rate of \$1,537.50 on the 1st day of each month for an annual total of \$18,540.00. Payment for services will be mailed out the day after the Regular Board of Education meeting, which is the 2nd Monday of each Month.

All expenses related to travel, cell phone use, etc are included in the costs of the agreement. Use of an SPCS district laptop, office space, iPad, copiers and other equipment/materials related to district events are available through the district in kind.

Signatures below indicate acceptance of agreement by all parties.

Dr. Ryan Saunders, Superintendent

Jodi Kohl

Date

Date



November 9, 2023

Ms. Robin Hill
765 Main St.
Springfield, NE
Agreement: 770046

Dear Ms. Hill,

My thanks to you, Pam, Kim and Animesh for your cooperation and courtesy during the completion of the 1st Year Food Service Management Company Review conducted on Oct. 25, 2023. The USDA requires the state agency to perform a review during the first year of the SFA's contract with a FSMC. The review is to ensure the SFA is meeting its responsibilities in the management of the program and the FSMC is adhering to the terms and conditions of the contract. A Procurement Review was also conducted to confirm purchases paid for from the non-profit school foodservice account were conducted per federal and state procurement requirements.

The following is a summary of the areas reviewed with comments. At the end of this letter, you will find the Corrective Action needed with due date.

Contract Approval/Implementation

- The RFP was reviewed and approved by the state agency prior to the start of the solicitation. A mandatory pre-bid meeting was conducted. FSMC proposals were submitted and the SFA's evaluation team scored the proposals using the scale included in the RFP.
- The SFA submitted all required documents as indicated in the RFP to NDE.

Monitoring of the Contract

- Menus and ala carte offerings are monitored by the district. Menus were not followed for the first twenty-one operating days. Animesh explained this was due to a software switch the company made resulting in the wrong menus being proposed. A review of the process to approve menu changes in the first 21 days was conducted.

- It is the SFA's responsibility to monitor the monthly FSMC invoices prior to payment. The SFA is comparing end of the month meal counts and ala carte sales to those counts and revenues provided by the on-site Opaa! Food Service Director. Billed meal counts for September matched. The SFA will need to provide the receipt of payment to Opaa! for the billing.
- It is the district's responsibility to monitor that the maximum amount of USDA donated foods is received and used by the FSMC. Opaa! to provide invoicing to support the credit each month on the billing.

Documentation submitted for review:

Production Records: Production records for September were reviewed. Records did not provide Whole Grain Rich (WGR) tracking. In a discussion with Animesh and Kim this would be corrected right away.

Smart Snacks: Items offered a la carte were reviewed and found to comply of the Smart Snack Guidelines.

Professional Standards: Pam meets the USDA Hiring Standards for education and work experience. She does not have the required food safety training certification and will need to complete.

Advisory Committee: The Advisory Committee is planned but was not yet scheduled at the time of the visit.

Procurement: The Procurement Plan and Code of Conduct for School Food Authorities were provided. The Vendor Paid list was reviewed. Invoices to support the payment to vendors were reviewed.

Buy American: Buy American exception forms were not provided by the FSMC and will need to be provided.

District Responsibilities:

The district has retained responsibility for all free/reduced meal application, which includes distribution, determination and verification; meal pricing; food service accounting; and claims.

Meal Observation:

Lunch meal observation was conducted at the middle school and high school. During the high school observation, no Justice For All poster was visible. During the middle school observation, no Offer vs Serve signage was visible. No health inspection was posted and visible. Point of Service was taking place in the middle of the service line. The requirement is to have the POS station at the end of the service line unless a wavier has been submitted to NDE Nutrition Services and approved by NDE Nutrition Services. No waiver is on file.

Corrective Action due no later than Dec. 1, 2023

Please provide documentation of the following:

- SFA to submit receipt of payment to Opaa! for September billing.
- Opaa! to provide SFA with commodity credit invoicing for September billing.
- Opaa! to provide an additional week of production records showing the Whole Grain Rich (WGR) tracking of grains served during the week.
- Opaa! provide food safety training certification for Pam.
- SFA submit the Advisory Committee agenda with meeting planned date, committee members and schedule of events.
- Opaa! to provide Buy American exception forms.
- Opaa! post required signage at the middle school and high school.
- Opaa! move middle school Point of Service to the end of the service line.

The review will remain open until the information above is received. If you have any questions, please contact me at 402-560-0418.

Sincerely,



Ali Lampman

Program Specialist, Nutrition Services

Office of Coordinated Student Support Services

ali.lampman@nebraska.gov



**Future Planning
November, 2023**

- 12/11/23 Site Committee w/ APMA 5:30 PM
Finance Committee 6:30 PM
Regular Board Meeting 7:00 PM
- 12/18-12/20 Early Dismissal
- 12/20/23 Foundation Work Session
- 12/21-1/2/24 Winter Break - No School
- 1/3/24 Teacher Work Day - No School
- 1/8/24 Finance Committee 6:30 PM
Regular Board Meeting 7:00 PM
- 1/15/24 No School
- 1/19/24 Foundation Board Meeting
- 1/22/24 Board Work Session Meeting 7:00 PM

