

SUWANNEE COUNTY SCHOOL BOARD  
PUBLIC HEARING  
April 26, 2022

AGENDA

Call to Order –5:55 p.m.

1. Final review of additions and revisions to the Suwannee County School Board Policy Manual as follows: (A copy is available for review in the office of the Assistant Superintendent of Administration.)

- |        |   |
|--------|---|
| #2.18  | Respect and Civility in Schools and District Offices ( <i>New</i> ) |
| #5.021 | Homeless Students ( <i>Revised</i> )                                |
| #6.43  | Use of Social Media ( <i>New; Replaces Policy #6.371</i> )          |
| #8.33  | Electronic Systems Responsible Use ( <i>New</i> )                   |

Adjourn

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SUWANNEE COUNTY SCHOOL BOARD  
REGULAR MEETING  
April 26, 2022

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag by Suwannee Pineview Elementary

Citizen Input (A *Citizen Input Form* must be completed and submitted to the secretary to the Superintendent/School Board prior to addressing the Board. We ask that speakers keep their comments to two minutes.)

The Superintendent recommends approval to adopt the Agenda.

The Superintendent recommends approval of the Consent Agenda.

## CONSENT AGENDA

Anyone present may approach the Board concerning any item on this agenda. Board members may pull any item on the Consent Agenda for discussion and separate action.

1. The Superintendent recommends approval of the following Minutes:  
(pgs. 7-26)

March 8, 2022	- Workshop Session
	- Special Meeting
	- Expulsion Hearing (Private)
March 22, 2022	- Public Hearing
	- Regular Meeting

2. The Superintendent recommends approval of the monthly financial statement for March 2022.
3. The Superintendent presents the following bills for the period March 1-31, 2022:

### **General Checking Account**

General Fund 1000	\$	549,153.90
LCI Fund 3200		160,684.21
Food Service Fund 4100		191,132.52
Federal Fund 4200		237,734.17
Other Cares Act Relief Fund 4420		3,178.50
ESSER II Fund 4430		259,107.95
ESSER III – ARP		841.77
	\$	<u>1,401,833.02</u>

### **Payroll Checking Account**

General Fund 1000	\$	3,198,581.31
Food Service Fund 4100		148,902.19
Federal Fund 4200		350,667.60
Other Cares Act Relief Fund 4420		3,794.34
ESSER II Fund 4430		95,824.02
	\$	<u>3,797,769.46</u>

<b><u>Total</u></b>	\$	5,199,602.48
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4. The Superintendent recommends approval of the following budget amendments for the fiscal year 2021-2022:

<u>General</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-9	III-9	IV-1 (ARP) IV-3 (ESSER) IV-4 (ESSER II) IV-1 (ESSIR III) IV-9 (Federal) IV-7 (Food Service) IV-7 (Other Cares)

5. The Superintendent recommends approval of the following contract/agreement for the 2022-2023 school year: (*Renewal/Revised*) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2023-02      Dual Enrollment Articulation Agreement between the District Board of Trustees of North Florida College and the District School Board of Suwannee County (*Renewal/Revised*)  
(**pgs. 27-45**)

6. The Superintendent recommends approval to accept the following donated item:

<u>Site</u>	<u>Item</u>	<u>Donor</u>
SMS/ Football Boosters	Cash Donation (\$1,000)	Melissa Snodgrass

7. The Superintendent recommends approval of the following form:

#7200-047      ESOL Training Requirement Agreement Form (*Revised*) (**pg. 46**)

8. The Superintendent recommends approval of the following student transfers. Parents will provide transportation.

District Reassignment (for the 2021-2022 School Year):

FIRST NAME	LAST NAME	TO	FROM	GRADE
Jalayah	Henderson	Suwannee	Hamilton	7
Kolby	Riegel	Suwannee	Madison	8

District Reassignment (for the 2022-2023 School Year):

FIRST NAME	LAST NAME	TO	FROM	GRADE
Stella	Burris	Suwannee	Columbia	PK
Jacob	Peterson	Suwannee	Lafayette	K

9. Expulsions

- a. **Case #2021-2022-43:** The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year. (*Final Action*)
- b. **Case #2021-2022-45:** The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year and all of the 2022-2023 school year. (*Final Action*)
- c. **Case #2021-2022-46:** The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year and all of the 2022-2023 school year. (*Final Action*)
- d. **Case #2021-2022-47:** The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year and all of the 2022-2023 school year. (*Final Action*)

10. Human Resources Transactions (pgs. 47-54)

## REGULAR AGENDA

1. Discussion, update, and possible action on RFP #22-202, proposed Contract #2023-03, with Sodexo America, LLC to provide Food Service Management (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.) **(pgs. 55-174)**
  
2. The Superintendent recommends approval of additions and revisions to the Suwannee County School Board Policy Manual as follows: (Copies are available for review in the office of the Assistant Superintendent of Administration.)
  - #2.18 Respect and Civility in Schools and District Offices (*New*)
  - #5.021 Homeless Students (*Revised*)
  - #6.43 Use of Social Media (*New; Replaces Policy #6.371*)
  - #8.33 Electronic Systems Responsible Use (*New*)
  
3. The Superintendent recommends approval to advertise additions and revisions to the Suwannee County School Board Policy Manual as follows:
  - #3.21 Recording of Parent-Staff Meetings **(pgs. 175-176)**
  - #5.121 Use of Time Out, Seclusions and Physical Restraint for Students with Disabilities **(pgs. 177-180)**
  - #5.28 School Health Services **(pg. 181)**
  
4. The Superintendent recommends approval of the 2022-2023 Suwannee County School District Student Conduct and Discipline Code for all elementary and secondary schools (*previously discussed in workshop session*). (A copy is available for review in the office of the Assistant Superintendent of Administration.)
  
5. The Superintendent recommends approval of the annual Florida Department of Education, Office of Educational Facilities, Florida Inventory of School Houses (FISH) Certification of Facilities Data for 2021-2022.
  
6. The Superintendent recommends approval of the following curriculum items:
  - a. 2023-2024 School Calendar (*previously discussed in workshop session*) **(pgs. 182-183)**

7. The Superintendent recommends approval of the following personnel item for the 2021-2022 school year:

a. Revisions to the following summer school positions for the 2022 summer school term (as previously approved at the April 12, 2022 Special Meeting):

<u>Program</u>	<u>Number of Employees/Position</u>	<u>Funding</u>
21 <sup>st</sup> Century (CCLC)	4 – Site Coordinators (No changes) (BES-1; SPE-1; SRE-1; SSE-1)	21 <sup>st</sup> CCLC Grant
	<del>4</del> 12 – Paraprofessionals * (BES- <del>4</del> 3; SPE- <del>4</del> 3; SRE- <del>4</del> 3; SSE- <del>4</del> 3)*	

(\*) Added Paraprofessional Positions

NOTE: Positions will be based on student enrollment daily.

8. The Superintendent recommends approval to award the following bid:

#21-201            One year extension, July 1, 2022-June 30, 2023, to Bassett Dairy for Milk

9. Comments from Student Ambassadors

10. Legal Counsel's Report

11. Superintendent's Report

12. Issues and concerns Board members may wish to discuss

End of Agenda

SUWANNEE COUNTY SCHOOL BOARD  
WORKSHOP SESSION  
March 8, 2022

MINUTES

The Suwannee County School Board met in Workshop Session on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Norman Crawford, Ed daSilva (arrived at 9:02 a.m.), and Ronald White, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Marsha Brown, and Secretary to Superintendent/School Board Robinette Odom. Board member Tim Alcorn was absent.

Administrators and others present: Jennifer Barrs, Jennifer Beach (arrived at 9:13 a.m.) Walter Boatright, Amy Boggus, Lisa Dorris, Janene Fitzpatrick, Ronnie Gray, Malcolm Hines, Terry Huddleston, Mary Keen, Dee Dee McManaway, Carl Manna (arrived at 9:06 a.m.), Kecia Robinson, Angie Stuckey, Marsha Tedder (arrived at 9:33 a.m.), Kelly Waters, Jimmy Wilkerson (arrived at 9:19 a.m.), Josh Williams, Kelli Williams, and Laura Williams.

Also present: Margaret Rodriguez (arrived at 9:10 a.m) and Food Service employees Kimberly Choe and Amelia Warner (arrived at 9:18 a.m.).

Chairman Taylor called the meeting to order at 9:02 a.m., and led the pledge.

Assistant Superintendent of Administration .....Malcolm Hines  
Department Update

Mr. Hines provided updates on the following policies:

- #2.18 Respect and Civility in Schools and District Offices (*New*)
- #3.21 Recording of Parent-Staff Meetings (*New*)
- #5.021 Homeless Students (*Revised*)
- #6.43 Use of Social Media (*New; Replaces Policy #6.371*)
- #5.121 Use of Time Out, Seclusion and Physical Restraint for Students with Disabilities (*Revised*)
- #7.22 Electronic Records, Electronic Signatures and Electronic Funds (*Revised*)
- #8.32 Smoking and Tobacco Free Environment (*New*)
- #8.33 Electronic Systems Responsible Use (*New*)

Minor changes were discussed for Policies #5.021, #7.22, and #8.33. The Board would like to further review Policies #3.21 and #8.32 before moving forward.

Mr. Hines brought the Board up to date on the Food Service Management Company RFP process; the Board will make a decision on the matter at the March 22 Board meeting. He advised there was a recent trip with our Food Service Managers to Jackson County to visit the school cafeteria managed by Sodexo. Food Service employee Kimberly Choe, Assistant Manager at Suwannee High School, distributed a menu from Jackson County. Ms. Choe and Food Service employee Amelia Warner (Springcrest Elementary) spoke regarding pros and cons. Questions and comments from Board members were answered by Ms. Dorris, Food Service employees, and Mr. Roush. School Principals Amy Boggus, Terry Huddleston, and Marsha Tedder provided comments on the issue.

Assistant Superintendent of Instruction ..... Janene Fitzpatrick  
Department Update

Ms. Fitzpatrick distributed and discussed a Florida Department of Education proposed RFP to apply for a grant to expand the 21<sup>st</sup> Century program to grades 6-8.

Curriculum and Instruction Department Update..... Jennifer Barrs

Ms. Barrs discussed the Math Adoption process. She stated teachers are voting on math curriculum choices; the data will be compiled and reviewed.

Ms. Barrs updated the Board on the single vendor who has signed a Data Sharing Agreement thus far.

School Safety and Other Administrative..... Ronnie Gray  
Services Department Update

Mr. Gray provided an update on the following:

- 2022-2023 Minority Teacher Recruitment Plan (pgs. 52-54)

Mr. Gray advised there are no changes to the Plan. Mr. Boatright stated that the District's relationship with the University of Florida and Valdosta State University has brought improvement in this area. Mr. Gray and Mr. Boatright answered questions from Board members.

At this time Mr. Taylor and Mr. Gray updated the Board on the new extension of a road located near the entrance to Suwannee Middle School. The new extension connects to Bass Road and will aid in traffic congestion.

Student Services Department Update..... Kelly Waters  
**(pgs. 55-67)**

Ms. Waters discussed a proposed contract for behavior services with Positive Behavior Supports Corporation. She stated student behavior issues are increasing, and the existing contract for behavior services is currently only providing a few hours of service per month. The proposed contract will allow for training our employees to be Registered Behavior Technicians and work with teachers to help with classroom management.

Superintendent Update ..... Ted Roush

Mr. Roush provided updates on the following:

- Announced there was a need for a brief Executive Session after today's Special Meeting.
- Expressed concern regarding increases in diesel and gas prices and how this will affect the District.

Ms. Keen stated the Masonry and Agriculture Departments are working together on a beautification project at Branford High School.

Ms. McManaway stated that due to inclement weather, Ag Day will now be held at Branford Elementary School.

Ms. Laura Williams stated that Suwannee Middle School student Ra'Darian Griffin is currently top-ranked in the nation in the Track and Field 200 Meter Hurdles Event.

The workshop adjourned at 11:38 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
SPECIAL MEETING  
March 8, 2022

MINUTES

The Suwannee County School Board met in Special Session on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Norman Crawford, and Ed daSilva, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Marsha Brown, and Secretary to Superintendent/School Board Robinette Odom. School Board members Tim Alcorn and Ronald White were absent.

Chairman Taylor called the meeting to order at 11:45 a.m.

MOTION by Mr. daSilva, second by Mr. Crawford, for approval to adopt the agenda. MOTION CARRIED UNANIMOUSLY

1. MOTION by Mr. daSilva, second by Mr. Crawford, for approval of the following contracts/agreements: (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

#2022-113 Master Services Agreement between Windstream and the School Board of Suwannee County, Florida (*Revised/Renewal*) (pgs. 2-37)

#2023-01 Affiliation Agreement between Florida Gateway College and the Suwannee County School District for support of the Teacher Preparation Programs (future intern placements) (*Renewal*) (pgs. 38-46)

MOTION CARRIED UNANIMOUSLY

2. MOTION by Mr. daSilva, second by Mr. Crawford, for approval of the Hearing Officer's Recommended Order, dated February 8, 2022, for the following expulsion cases:

#2021-2022-24 Expulsion of the student through the remainder of the 2021-2022 school year.

#2021-2022-29 Expulsion of the student through the remainder of the 2021-2022 school year.

#2021-2022-30 Expulsion of the student through the remainder of the 2021-2022 school year and all of the 2022-2023 school year.

MOTION CARRIED UNANIMOUSLY

3. MOTION by Mr. daSilva, second by Mr. Crawford, for approval of expulsion of the student for the remainder of the 2021-2022 school year and all of the 2022-2023 school year, for Case #2021-2022-34. MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 11:54 a.m.

SUWANNEE COUNTY SCHOOL BOARD  
PUBLIC HEARING  
March 22, 2022

MINUTES

The Suwannee County School Board held a Public Hearing on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Tim Alcorn, Norman Crawford, Ed daSilva, and Ronald White, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officers Marsha Brown and Vickie DePratter, and Secretary to the Superintendent/School Board Robinette Odom.

District School Resource Officer Lee Willis, UTSC President Eric Rodriguez, and Student Ambassador Jake Wooley were also present. Student Ambassador Nathalia Veal was absent.

Chairman Taylor called the hearing to order at 5:55 p.m.

1. Final review of additions and revisions to the Suwannee County School Board Policy Manual as follows: (A copy is available for review in the office of the Assistant Superintendent of Administration.)

#7.17	Authorized Travel Expenses ( <i>Revised</i> )
#8.05	Disaster Preparedness ( <i>Revised</i> )
#8.22	Safety Belts ( <i>Revised</i> )

Chairman Taylor called for comments or questions regarding the additions and revisions to the Suwannee County School Board Policy Manual, and there were none.

The hearing adjourned at 5:57 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
REGULAR MEETING  
March 22, 2022

MINUTES

The Suwannee County School Board met in regular session on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Tim Alcorn, Norman Crawford, Ed daSilva, and Ronald White, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officers Marsha Brown and Vickie DePratter, and Secretary to the Superintendent/School Board Robinette Odom.

District School Resource Officer Lee Willis, UTSC President Eric Rodriguez, and Student Ambassador Jake Wooley were also present. Student Ambassador Nathalia Veal was absent.

Chairman Taylor called the meeting to order at 6:00 p.m.

Student remarks and pledge to the flag by Suwannee Middle School Esports student organization.

Special Recognition by the Superintendent

**District Spelling Bee Winners**

- Addison Webb (Westwood Christian School, 8<sup>th</sup> grade) – First Place
- Isabella “Bella” Hobday (Branford High School, 7<sup>th</sup> grade) – Runner Up

Citizen Input (A *Citizen Input Form* must be completed and submitted to the secretary to the Superintendent/School Board prior to addressing the Board. We ask that speakers keep their comments to two minutes.)

The following individuals addressed the Board regarding Item #2 on the Regular Agenda, Contract #2023-03 – Request for Proposal and Contract between the Suwannee County School District and Sodexo America, LLC, to provide Food Service management (NEW):

- Laura Williams – Support for the proposed contract and for Food Service staff
- Cortney Flowers – Concern about the current cafeteria menu choices/feels changes are needed
- Amy Boggus – Support for the proposed contract and for Food Service staff

- Cricinda Foster – Concern for employee/retirement benefits of Food Service staff
- Jennifer Gaskins – Concern for Food Service staff
- Terry Huddleston – Support for proposed contract and for Food Service staff
- Darrell Curls – Concern for the District and for the Board in making the difficult decision
- Anita Williams – Concern for Food Service staff/feels there are options other than the proposed contract
- Jessica Anderson – Concern about the current cafeteria menu choices/feels changes are needed
- McKayden Wilkerson – Concern about the current cafeteria menu choices/feels changes are needed

MOTION by Mr. Crawford, second by Mr. Alcorn, for approval to adopt the Agenda. MOTION CARRIED UNANIMOUSLY

MOTION by Mr. White, second by Mr. daSilva, for approval of the Consent Agenda, along with the following change to Item #12, Human Resources Transactions, on Page 29, under Recommendations: Non-Instructional, RIVEROAK Technical College – Kristine Benton’s Bookkeeper position should be a New Position. MOTION CARRIED UNANIMOUSLY

### CONSENT AGENDA

Anyone present may approach the Board concerning any item on this agenda. Board members may pull any item on the Consent Agenda for discussion and separate action.

1. Approval of the following Minutes:  
(pgs. 8-24)

- |                   |                                      |
|-------------------|--------------------------------------|
| February 8, 2022  | - Workshop Session                   |
|                   | - Special Meeting                    |
| February 22, 2022 | - Expulsion Issues Hearing (Private) |
|                   | - Regular Meeting                    |

2. Approval of the monthly financial statement for February 2022.

3. The following bills for the period February 1-28, 2022:

**General Checking Account**

General Fund 1000	\$	547,628.38
LCI Fund 3200		50,488.90
Food Service Fund 4100		213,011.96
Federal Fund 4200		52,283.50
Other Cares Act Relief Fund 4420		4,768.00
ESSER II Fund 4430		<u>36,472.06</u>
	\$	904,652.80

**Payroll Checking Account**

General Fund 1000	\$	3,195,269.15
Food Service Fund 4100		146,156.34
Federal Fund 4200		350,272.22
Other Cares Act Relief Fund 4420		4,154.55
ESSER II Fund 4430		<u>95,896.30</u>
	\$	3,791,748.56

**Total** \$ 4,696,401.36

4. Approval of the following budget amendments for the fiscal year 2021-2022:

<u>General</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-8	III-8	IV-3 (ESSER II)
		IV-8 (Federal)
		IV-6 (Food Service)
		IV-6 (Other Cares)

5. Approval for disposal of property as per the attached Property Disposition Form dated March 22, 2022. (pg. 25)

6. Approval to accept the following donated item:

<u>Site</u>	<u>Item</u>	<u>Donor</u>
RTC	Eyecon 9420 System (Electronic Pill Counter) (Value: \$5,000)	Cheek and Scott Drugs, Inc.

7. Approval of an out-of-state trip for Branford High School Beta Club students, and parent chaperones, to attend the National Beta Competition in Nashville, Tennessee, July 1-4, 2022. (Funded by Beta Club internal account.)

8. Approval for informational purposes out-of-state travel for the following employee:

<u>Name</u>	<u>Site</u>	<u>Date</u>	<u>Reason</u>	<u>Destination</u>
Lindsey Ramsey	BHS	7/1-4/2022	National Beta Competition	Nashville, TN

*(Funded by the Beta Club internal account)*

9. Approval of the following student transfers. Parents will provide transportation.

District Reassignment (for the 2022-2023 School Year):

FIRST NAME	LAST NAME	TO	FROM	GRADE
Case	Tison	Suwannee	Gilchrist	PK

Zone Reassignment (for the 2021-2022 School Year):

FIRST NAME	LAST NAME	TO	FROM	GRADE
Hayden	Burk	BHS	SHS	9
Jackson	Zarate	SPE	BES	1

10. Expulsions

- a. **Case #2021-2022-36:** The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year and all of the 2022-2023 school year.  
*(Final Action)*
- b. **Case #2021-2022-37:** The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year and all of the 2022-2023 school year.  
*(Final Action)*
- c. **Case #2021-2022-38:** The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year and all of the 2022-2023 school year.  
*(Final Action)*

11. Approval of the 2021-2022 District Advisory Committee members. (pg. 26)

## 12. Human Resources Transactions (pgs. 27-31)

### **RECOMMENDATIONS FOR THE 2021-2022 SCHOOL YEAR:**

#### **RECOMMENDATIONS: ADMINISTRATIVE:**

##### Suwannee High School:

Traci Green, Assistant Principal, effective June 1, 2022

REPLACES: Tamara Boggus

#### **SUSPENSION: ADMINISTRATIVE:**

##### Suwannee High School:

Gary Caldwell, Assistant Principal, effective March 2, 2022 through March 4, 2022, without pay

#### **RECOMMENDATIONS: INSTRUCTIONAL:**

##### Branford Elementary School:

William Wiles, Teacher, effective March 9, 2022

REPLACES: Gary Barrs

##### Branford High School:

Hannah George, Teacher (Temporary), effective March 15, 2022

REPLACES: Colleen Heeney

#### **TRANSFER/REASSIGNMENT:**

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>
Gary Caldwell	Suwannee High School Assistant Principal	RIVEROAK Technical College Assistant Principal	March 7, 2022

#### **RESIGNATIONS: INSTRUCTIONAL: (Presented for information purposes only)**

##### Branford High School:

Colleen Heeney, Teacher, effective February 22, 2022 (*Amended from the February 22, 2022 Agenda*)

##### RIVEROAK Technical College:

Mona Kelley, Teacher, effective May 31, 2022

#### **SUPPLEMENTARY:**

<u>Employee Name</u>	<u>Position</u>	<u>Location</u>
Theodore Frazier	Girls' Flag Football Coach	Suwannee High School
Kevin Lewis	Head Girls' Basketball Coach	Suwannee High School
Kevin Lewis	Assistant Girls' Basketball Coach	Suwannee High School
Sydney Sine	Girls' Tennis Coach	Suwannee High School
Damon Wooley	Boys' Tennis Coach	Suwannee High School

**RETIREMENTS: NON-INSTRUCTIONAL: (Presented for information purposes only)**

District Office:

Mary Ann Chaney, Administrative Secretary, effective July 5, 2022

Suwannee Pineview Elementary:

Connie Little, School Secretary, effective September 6, 2022

**RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:**

Branford Elementary School:

Karen Tucker, Custodian, effective February 22, 2022

REPLACES: Timothy O'Reilly

Branford High School:

Jennifer Morton, Food Service Monitor, effective March 15, 2022

REPLACES: Maria Owen

RIVEROAK Technical College:

Kristine Benton, Bookkeeper (Temporary), effective March 8, 2022

REPLACES: New Position

Suwannee Middle School:

Jaxon Sansouci, Paraprofessional (Temporary), effective March 7, 2022

REPLACES: New Position

Suwannee Opportunity School:

Donna Schiavo, Paraprofessional (Temporary Long Term Substitute) effective March 15, 2022

REPLACES: New Position

Jacqueline Taylor, Administrative School Secretary, effective February 17, 2022

REPLACES: Katlin Westrich

Suwannee Springcrest Elementary:

Shana Hodge, Paraprofessional, effective February 11, 2022

REPLACES: Lori Torres

Rebecca McCaskill, Paraprofessional, effective February 11, 2022

REPLACES: Tiffany Sanders

**TERMINATION:**

Suwannee Pineview Elementary:

Carminda Ramos, Custodian, effective February 25, 2022

**LEAVE OF ABSENCE:**

Food Service:

Sharlie Bailey, Food Service Worker effective March 10, 2022 through May 31, 2022  
(With the option to return sooner)

**MISCELLANEOUS:**

District Wide:

Approval for the following custodian to work additional hours as needed for the remainder of the 2021-2022 school year:

April Pinkard

21<sup>st</sup> Century:

Approval of the following to work as paraprofessionals in the 21<sup>st</sup> Century Afterschool Program:

Emilee Cannon

LeeAnn Wirick

Pre-K Extended Day Program:

Approval for the following to work in the Pre-K Extended Day Program:

Alice Gambel

**PART-TIME/HOURLY EMPLOYEES:**

**RIVEROAK TECHNICAL COLLEGE PART-TIME/HOURLY EMPLOYEES**

**January 1, 2022 through June 30, 2022:**

**CAREER AND TECHNICAL EDUCATION:**

Derwin Bass

Evening Welding

Rebecca Futch

CNA Instructor

William Ragan

Evening Welding

**SUBSTITUTES:**

Transportation:

The following to serve as Substitute Bus Attendants:

Katrina Davis

Quintonia Smith

**VOLUNTEERS:**

Charles Adams  
Leighann Aretino  
Jerry Barnes  
Ashley Cabrera  
Clifford Bean  
Dakota Beville  
Maci Brown  
Amanda Colon  
Stephanie Donaway  
Jennifer Fidell Smith  
Matthew Goss  
Stephen Hollar  
Tanya Hollar  
Ricky Jolley

Brian Lewis  
Carrie-Jo Lewis  
Jessica Martinez  
Patience Matthews  
Patrice Matthews  
Timothy May  
Joshua McInnis  
Gwendolyn McQuay  
Alicia Mendoza  
Priscilla Miles  
Richard Miles  
Kevin Nissley  
Donal Noonan  
Bernart Owens

Jacob Pitts  
Emilee Rains  
Morgan Renwick  
Kristen Shaw  
Helen Snider  
John Strickland  
Karri Sullivan  
Christopher Taylor  
Brian Tuvell  
Hansen Ward  
Ashley Whitener  
Summer Worth

**End of List  
2021-2022  
School Year**

**REGULAR AGENDA**

1. President of United Teachers of Suwannee County (UTSC) regarding Item #2 on the Regular Agenda, Contract #2023-03 – Request for Proposal and Contract between the Suwannee County School District and Sodexo America, LLC, to provide Food Service management (NEW):

UTSC President Eric Rodriguez provided a handout to Board members. He stated that all cafeteria staff are against the proposal. He stated it is flawed logic that a food shortage requires going with a private company and that there has been a lack of due diligence in solving problems. He commented on duties performed by cafeteria workers during the pandemic. Mr. Rodriguez stated that employee benefits with Sodexo would not be as good as what cafeteria workers currently have with the District. He expressed concern that other departments will be privatized. Mr. Rodriguez discussed other options the Board could pursue. He stated there will be food shortages and substitutions with Sodexo, as well.

2. MOTION by Mr. White, second by Mr. Alcorn, for approval of the following contract/agreement for the 2022-2023 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2023-03 Request for Proposal and Contract between the Suwannee County School District and Sodexo America, LLC to provide Food Service management (NEW) (pgs. 32-151)

Mr. Crawford stated he has visited each school, eaten the food, and talked with students, staff, and management. He also spoke with staff at the Advent Christian Village, who no longer has a contract with Sodexo. He stated that he believes other options, besides privatization, are available.

Mr. White clarified that during the pandemic, distribution of food and student work packets was a group effort that included the participation of personnel from the Food Service, school teachers, the District Office, and administration. He stated that he has spoken with kids in cafeterias and that none of them liked the food. Mr. White stated the Food Service staff is doing a great job. Mr. White asked why the cafeteria menu/food has not been improved, if it is possible to do so. He stated he wants kids to have the best that tax dollars can buy.

Mr. daSilva stated that a lot of work and effort have gone into this process and regrets that it has had to come to this. He stated the issue is with quality. Mr. daSilva stated he respects the company but does not think the problems will be solved by Sodexo, or any company, because of food shortages. He stated he believes the Food Service staff will be fine, regardless of the outcome, but is not sure privatization is the answer.

Mr. Alcorn stated the privatization of Food Service will not stop waste and that Sodexo will have the same problems with shortages and quality. He stated he is sympathetic for employees.

Mr. Taylor stated he does not agree that this has been a flawed process; it has taken a great deal of time by the Superintendent and staff. He stated he eats in cafeterias when he visits schools and has observed the waste. Mr. Taylor stated that the Superintendent's job is to solve problems and that the Superintendent and committee have presented a solution to the Board.

Mr. Roush stated that Assistant Superintendent of Administration Hines has been the point person on this project and deferred to Mr. Hines. Mr. Hines requested Sodexo spokesperson Ron Gomez address some of the issues that have been brought up.

Mr. Gomez spoke regarding employee salaries/benefits/promotional opportunities and food substitutions, commenting that the number and frequency of food substitutions would be substantially lower with Sodexo. He stated that the District's administration has done a very good job of making an informed decision. Mr. Gomez stated that Sodexo has a great relationship with the school districts it serves and that Sodexo's track record shows that many more students participate under the program. He answered questions from Board members. Mr. Gomez stated that if Sodexo does not live up to expectations, then the Board has the option not to renew the contract next year.

Mr. Hines distributed photos of plates of cafeteria food recently served to students in the District. He stated it is important to make sure the kids are fed and that they are not throwing away their food every day. He stated that U.S. Foods has agreed to remain with the District only through the end of this school year and that it is an unnecessary risk to assume the District will be able to provide food next year. He stated the proposed contract allows the District to provide better food and that the right thing to do is to take care of the children, regardless of how anyone feels.

Mr. Roush stated he would never bring the proposed contract to the Board for consideration if he did not think it was the right thing to do. He challenged the Board to find one thing he has proposed as a major decision that ended up being the wrong choice. He stated it is not always popular to do what is right for kids and for the District. Mr. Roush stated there is no guarantee there will be a food delivery system next school year. He further stated that U.S. Foods is pulling out of Osceola County. Mr. Roush added that the proposed contract includes a financial return on the District's investment. He stated that he is 100 percent convinced that this bold and worthwhile risk needs to be taken.

MOTION DID NOT CARRY two to three; Mr. Alcorn, Mr. Crawford, and Mr. daSilva voted NO.

3. MOTION by Mr. White, second by Mr. Crawford, for approval of additions and revisions to the Suwannee County School Board Policy Manual as follows:  
(Copies are available for review in the office of the Assistant Superintendent of Administration.)

#7.17	Authorized Travel Expenses ( <i>Revised</i> )
#8.05	Disaster Preparedness ( <i>Revised</i> )
#8.22	Safety Belts ( <i>Revised</i> )

MOTION CARRIED UNANIMOUSLY

4. MOTION by Mr. daSilva, second by Mr. Alcorn, for approval to advertise additions and revisions to the Suwannee County School Board Policy Manual as follows:

- #2.18            Respect and Civility in Schools and District Offices (*New*)  
**(pgs. 152-155)**
- #5.021          Homeless Students (*Revised*) **(pgs. 156-162)**
- #6.43            Use of Social Media (*New*) **(pgs. 163-168)**
- #8.33            Electronic Systems Responsible Use (*New*) **(pgs. 169-178)**

MOTION CARRIED UNANIMOUSLY

5. MOTION by Mr. daSilva, second by Mr. Crawford, for approval of the following contracts/agreements for the 2021-2022 school year: (NEW) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

- #2022-105        Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida, and Herndon Consulting Services, LLC to provide medical office management services (*New*) **(pgs. 179-193)**
- #2022-106        TOSA Education Approved Testing Center Agreement between ISOGRAD, Inc. and the Suwannee County School Board, through RIVEROAK Technical College, to allow students enrolled in career and technical education courses to earn Digital Tool Certificates (*New*) **(pgs. 194-210)**
- #2022-107        Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida, and Positive Behavior Supports Corp. to provide educational consulting services (*New*) **(pgs. 211-224)**
- #2022-108        Clinical Affiliation Agreement between Keiser University-Fort Lauderdale Campus and the Suwannee County School Board to provide intern for Occupational Therapist (*New*) **(pgs. 225-229)**

- #2022-109 Clinical Affiliation Agreement between the Suwannee County School Board, through RIVEROAK Technical College, and Tallahassee Medical Center, Inc. d/b/a Capital Regional Medical Center for the Surgical Technology Program (*New*) **(pgs. 230-249)**
- #2022-110 Clinical Affiliation Agreement between the Suwannee County School Board, through RIVEROAK Technical College, and North Florida Regional Medical Center, Inc. d/b/a North Florida Regional Medical Center for the Surgical Technology Program (*New*) **(pgs. 250-269)**
- #2022-111 Agreement between the Suwannee County School Board and Valdosta Orthopedic Associates (VOA) Ambulatory Surgery Center (Healthcare Agency), Valdosta, Georgia, for RIVEROAK Technical College Surgical Technology Program (*New*) **(pgs. 270-276)**
- #2022-114 Master Equity Lease Agreement between Enterprise FM Trust and the Suwannee County School Board for fleet management services (*New*) **(pgs. 277-287)**

Regarding Contract #2022-14, Mr. Hines and Mr. Dietzen advised that under TERMS AND CONDITIONS, Page 286, the Service Fee of \$395 was inadvertently left off of the proposed contract and has now been added.

**MOTION CARRIED UNANIMOUSLY**

- 6. MOTION by Mr. Crawford, second by Mr. daSilva, for approval of the following change to be made to the purchasing card issued through First Federal Bank of Florida:
  - a. Issue a new card for Marsha Brown, Chief Financial Officer, in the amount of \$5,000

**MOTION CARRIED UNANIMOUSLY**

- 7. MOTION by Mr. Crawford, second by Mr. White, for approval of the following personnel items for the 2022-2023 school year:
  - a. Twelve (12) day laborers to work on summer projects under the direction of the Director of Facilities

- b. Five (5) additional day laborers to work on safety and security fencing projects during the summer under the direction of the Director of Facilities

MOTION CARRIED UNANIMOUSLY

8. MOTION by Mr. daSilva, second by Mr. White, for approval of the 2022-2023 Minority Teacher Recruitment Plan. (pgs. 288-290)

Mr. Boatright answered questions from Mr. Crawford.

MOTION CARRIED UNANIMOUSLY

9. MOTION by Mr. daSilva, second by Mr. Alcorn, for approval of naming the District's wellness center as the *Suwannee County School District Employee Wellness Center*. MOTION CARRIED UNANIMOUSLY

10. Comments from Student Ambassadors

Student Ambassador Jake Wooley updated the Board on the status of student organization accomplishments and athletic competitions. He commented that the Superintendent and staff had dedicated a lot of time and effort regarding the proposed Food Service contract.

Mr. Huddleston advised the Board that Student Ambassador Nathalia Veal has received appointment to the Air Force Academy.

11. Legal Counsel's Report

Mr. Dietzen stated that a lot of time and effort was involved regarding the proposed Food Service contract and that he was proud to be the Board's attorney.

12. Superintendent's Report

Mr. Roush provided updates on the following items:

- The legislative session has concluded, and on Wednesday, April 13, from 10:00 a.m. -12:00 noon, Bob Cerra will provide a legislative debrief in the Board room.

- The End-of-Year (EOY) calendar is being finalized, and the link will be shared soon with Board members.
- Appreciates Director of Human Resources Walter Boatright working with the UTSC to provide a transfer portal for employees to request lateral transfers; this information is being analyzed now to try to accommodate these requests.
- Job postings will be advertised soon to get a head start on the upcoming school year.
- The summer school schedule and programs will be discussed at the next Board workshop in April, and the Board will consider approval at the regular meeting in April.
- DOE has released ESSER funding, and work on ESSER projects will begin as soon as possible.

13. Issues and concerns Board members may wish to discuss

Mr. Crawford stated that Board members do not always agree and cannot please everyone. He stated the Board must move forward to do what is needed for the District. He expressed his appreciation to the Superintendent.

Mr. Taylor stated that the Board will work together to accomplish what is best for the District. He stated that Superintendent Roush is a true leader who has always done what is best for the District.

The meeting adjourned at 8:09 p.m.

**2022-2023 DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN  
THE DISTRICT BOARD OF TRUSTEES OF NORTH FLORIDA COLLEGE**

**And**

**THE DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY**

This agreement is entered into by and between the District Board of Trustees of North Florida College, Madison, Florida, hereinafter referred to as the "College," and the District School Board of Suwannee County, hereinafter referred to as the "School Board,"

WHEREAS, pursuant to section 1007.271, Florida Statutes (2021), each school district and the community college which serves it must enter into a dual enrollment articulation agreement; and

WHEREAS, the State Board of Education has promulgated SBE Rule 6A-10.024 providing for inter alia, the establishment of joint articulation programs and agreements for college-level instruction for high school students; and

WHEREAS, the parties hereto believe that the adoption of an articulation plan will provide enhanced learning opportunities for qualified students through the efficient use of the College's programs and resources;

NOW, THEREFORE,

The College and the School Board do hereby agree as follows:

There shall be an Articulation Council composed of no fewer than four members. The College representative shall be the Dean of Academic Affairs, the Director of Curriculum and Instruction, the Director of Dual Enrollment, and the Dual Enrollment Coordinator. The School Board representatives shall be the High School Principal, the Curriculum Coordinator, and the Guidance Counselor or designee.

The Articulation Council will submit the articulation agreement to the College President and the School District Superintendent for review and final approval prior to submission to the College Board of Trustees and to the School Board. Upon signature, the Agreement will be in effect until July 31, 2023. The Articulation Council will review the Dual Enrollment Articulation Agreement during the spring semester of each year. The Articulation Council will be responsible for recommending changes in the agreement to the College President and to the School District Superintendent.

The College President will designate the Office of Dual Enrollment as responsible for administrative oversight of the dual enrollment program. The responsibilities include registration, drop/add, attendance verification, and monitoring the program in general.

**1. A ratification or modification of all existing articulation agreements.**

This agreement shall be in effect from the date of entering into this agreement until July 31, 2023. It shall replace all previous dual enrollment articulation agreements between the parties. Any requested amendments to this agreement and academic calendar shall be made by the district's Superintendent to the College's Chief Academic Officer.

The School Board and the College also maintain a Sentinel Scholars Collegiate Academy Memorandum of Understanding that is a structured high school acceleration program in which a cohort of students is enrolled full time in postsecondary courses toward an association degree, section 1007.273, Florida Statutes (2021).

**2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.**

It is the responsibility of the district schools to inform students of the availability of the dual enrollment program, requirements, and currently offered courses through educational planning and guidance process. Each school will advertise dual enrollment through a variety of methods. The district schools shall inform all eligible secondary students and their parents of dual enrollment as an educational option, including eligibility criteria and the process by which students and parents exercise their option to participate. The district schools will allow College personnel reasonable access to the schools and students for purposes of program information and dissemination. The district will provide staff to assist College personnel with facilities and requested instructional equipment.

The College shall work with the district schools to provide a live schedule of classes on the College website and will be available to communicate directly with parents and students about dual enrollment options. For information about NFC's Dual Enrollment program call the Office of Dual Enrollment at 850-973-1628 or 850-973-9490. The Office of Dual Enrollment will maintain the NFC Dual Enrollment website. The College will produce NFC Dual Enrollment promotional material. The College will mail information about dual enrollment to a list of qualified students provided by the School Board in the spring of each year. The College and the district schools will work collaboratively to provide annual information sessions as needed, in person or virtually, to parents and students interested in dual enrollment.

Minority enrollment is encouraged in dual enrollment programs. High school guidance counselor or designee will ensure that minority students are provided information about the dual enrollment program, including the advantages afforded students who register for college courses while in high school. Both the College and the school district hold a shared philosophy and desire to serve the goal of increasing minority enrollment in the dual enrollment program; therefore, at the school district's discretion, information about the dual enrollment program shall be provided to all students starting in middle school for the purpose of preparing students and their families for dual enrollment eligibility.

**3. A delineation of courses and programs available to students eligible to participate in dual enrollment.**

For the purposes of the dual enrollment articulation agreement, the programs articulated under this agreement include:

**A. Dual Enrollment Section 1007.271, Florida Statutes (2021)**

1. Section 1007.271(1), Florida Statutes (2021), states “dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student.”

2. Students are permitted to enroll in these programs in fall and spring terms during school hours and after school hours. In addition, eligible secondary school students shall be permitted to enroll in eligible courses regardless of delivery method. Any student so enrolled shall be exempt from the payment of registration, matriculation, and laboratory fees.

3. Part time Dual Enrollment may take up to 11 credit hours per term.

**B. Early Admission Dual Enrollment Section 1007.271(10), Florida Statutes (2021)**

Early admission is a form of dual enrollment through which eligible secondary students enroll in a post-secondary institution on a full-time basis (minimum of 12 credit hours and a maximum of 15 credit hours per term) in courses that are creditable toward the high school diploma and the associate degree. Students who wish to register for more than 15 credit hours per term need permission of the Dean of Academic Affairs. Those students are eligible to participate in high school athletics.

**C. Career Dual Enrollment Section 1007.271(7), Florida Statutes (2021)**

1. Career dual enrollment was established by the Legislature as a positive measure to expand the scope of the dual enrollment program. Students may take up to 330 vocational clock hours per term part time Career Dual Enrollment.

2. This type of dual enrollment shall be provided as a curricular option for eligible secondary students to earn industry certifications pursuant to section 1008.44, Florida Statutes (2021) which count as credits toward the high school diploma.

3. For 2022-2023, CWE (Career and Workforce Education) programs available for eligible secondary students are \*Certified Production Technology and the CMS Correctional Basic Recruit Training Program. \*Pending SACSCOC approval.

**D. Career Early Admission Section 1007.271(11), Florida Statutes (2021)**

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full-time (330+ clock hours per term) in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List. Students who wish to register for more than 480 vocational clock hours per term need permission of the Dean of Academic Affairs. “Participation in the career early admissions

program is limited to students who have completed a minimum of 4 semesters of full-time secondary enrollment, including studies undertaken in ninth grade" section 1007.271(11), Florida Statutes (2021). For 2022-2023, CWE (Career and Workforce Education) program available for eligible secondary students is the Early Childhood Professional Certificate (ECPC).

**E. Early College Program Section 1007.273, Florida Statutes (2021)**

The early college program is an option for public school students to enroll in a structured high school acceleration program in which a cohort of students is enrolled full time in postsecondary courses toward an associate degree. The early college program must prioritize courses applicable as general education core courses under section 1007.25, Florida Statutes (2021) for an associate degree or a baccalaureate degree.

North Florida College encourages students who wish to enroll in college credit courses to concentrate on general education courses. Students who intend to earn an Associate in Arts or Baccalaureate degree should carefully evaluate each course to determine its applicability to meeting degree requirements. College credit courses are defined as those courses that meet requirements for Advanced Technical Diplomas, College Credit Certificates, Associate in Arts, and Associate in Science.

Dual enrollment courses may be taken at the College or at the high school site or at any location where college courses are taught, subject to approval by the high school guidance counselor or designee. In addition, eligible secondary school students shall be permitted to enroll in eligible courses regardless of delivery method.

A list of courses available to students through dual enrollment is available at:

- Academic List: <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf>
- Career/Technical List: <https://www.fldoe.org/core/fileparse.php/5421/urlt/CareerTechList.pdf>

**4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.**

The high school will promote the dual enrollment program by informing students and their parents about the ramifications of taking college credit courses while in high school. The high school will provide parents and students who may be eligible to take dual enrollment courses the eligibility criteria to apply and register for college courses. Students will be responsible for completing the dual enrollment applications and returning the completed application to the high school counselor. The high school counselor will submit dual enrollment applications to the NFC Dual Enrollment Coordinator. Students will register for classes through their high school counselor; they may not register online or directly through NFC staff.

**Application Process for New Dual Enrollment Students**

**Step 1:** Meet with high school guidance counselor to determine dual enrollment options.

**Step 2:** Meet required assessment testing (Appendix D).

**Step 3:** Complete the NFC dual enrollment application and give to high school guidance counselor. Requires parent signature.

**Step 4:** The high school counselor will submit dual enrollment applications to the NFC Dual Enrollment Coordinator by August 1 for Fall 2022 and December 1 for Spring 2023. Completed applications will include the NFC application and test scores. The high school guidance will confirm the student has the appropriate class standing and test scores to be eligible for dual enrollment prior to forwarding the application to the College. The College will send Dual Enrollment Acceptance letters to the student's home address, email provided on the dual enrollment application, and the school guidance counselor's email. It is the student's responsibility to complete the admission process following the instructions in the letter.

**Step 5:** Meet with the high school guidance counselor to assist with choosing appropriate courses.

**Step 6:** Complete the NFC registration form that includes current unweighted high school GPA verification. Guidance counselor signature required. Counselor will submit form to NFC for registration during published registration period. Certain Career and Workforce Education (CWE) programs have a separate application process. See an Academic Advisor for details.

**Step 7:** The student should confirm registration by logging into their MyNFC account and checking their current registration in Banner.

**Step 8:** Complete college courses with a grade C or better.

The student is responsible for applying for admission and meeting admission requirements prior to the published deadlines. Incomplete applications will cause delays that may prevent registration into the desired course or program.

Dual enrolled students will be assigned the catalog year in which they were admitted while dual enrolled. If a dual enrolled student intends to graduate from NFC prior to or simultaneously with high school graduation, the College will determine graduation requirements based on the beginning date of the student's dual enrollment participation.

The district schools are responsible for ensuring completion of requirements for graduation from high school for students approved for early admission. The admission criteria and GPA requirements are the same as regular dual enrollment.

#### **Maximum Course Load**

Dual Enrollment: up to 11 credits per term

Early Admission Dual Enrollment: 12 – 15 credits per term

Career Dual Enrollment: up to 330 clock hours per term

Career Early Admission: 330+ clock hours per term

#### **Withdrawing from Classes**

Students must contact their guidance counselor to withdraw from classes. The guidance counselor will submit the withdrawal with required signature to the Dual Enrollment Coordinator to withdraw a student from class. Withdrawing from a course after the drop/add period counts as an attempt and a final grade of "W" will be reflected on the student's NFC transcript.

**Maximum Age for Participation in Dual Enrollment**

The maximum age for participation in dual enrollment is 19. Student must not be over age 19 by the first day of fall semester to participate in dual enrollment for that academic year. With extenuating circumstances, students may appeal the maximum age limit by submitting a written request to the Dean of Academic Affairs. The decision of the Dean is final.

Students who enroll in college courses in the summer of their high school graduation must do so as degree seeking students rather than dual enrolled students unless the college course begins and ends prior to their high school graduation date and contributes to the requirements necessary for high school graduation.

**Testing**

For dual enrollment purposes, high school students may test in the NFC Testing Center or Live Oak Location. Set up an appointment by calling 850-973-9451 (NFC Testing Center) or 386-364-5093 (Live Oak Location) or emailing testing@nfc.edu. PERT Testing at the NFC Testing Center or Live Oak Location is limited to twice each semester. If ACT and ACT scores are used for placement, individual student score reports are now required. See Appendix D for minimum score requirements.

**Grades**

Dual enrollment courses must be weighted the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when the GPA is calculated.

Dual enrollment courses become part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

**5. A list of any additional initial student eligibility requirements for participation in the dual enrollment program.**

An eligible secondary student is defined in section 1007.271(2), Florida Statutes (2021), as a student who is enrolled in a Florida public school or a Florida private secondary school that is in compliance with section 1002.42(2), Florida Statutes (2021) and provides a secondary curriculum pursuant to section 1003.4282, Florida Statutes (2021). Confirmation of compliance must be provided to the college from the non-public institution. Evidence of compliance can be a letter attesting that the non-public school complies or the receipt of actual documentation, i.e., catalogs, etc.

**Students must meet the following eligibility criteria:**

- Be enrolled as a student in a Florida public or nonpublic secondary school (grades 6-12), or in a home education program. The College limits eligible students in grades 6-8 to one course per semester. The number of semester hours that an eligible student in grades 9-12 enrolls each term is at the discretion of the high school counselor. The College recommends that eligible

students in grades 9 and 10 limit coursework to two courses per semester and students in grades 11 limit coursework to three courses per semester.

- Achieve and maintain, with no exceptions, an unweighted 3.0 high school grade point average to enroll in college credit courses.
- Achieve and maintain, with no exceptions, an unweighted 2.0 high school grade point average to enroll in career dual enrollment courses.
- Students must achieve a minimum score for reading, writing, and math preparation through submission of appropriate placement test scores pursuant to Rule 6A-14.064 and Rule 6A-10.0315 Florida Administrative Code (F.A.C.). No student shall be enrolled in a college credit course on a dual enrollment basis unless the student has demonstrated adequate preparation through submission of appropriate placement test scores in reading, writing, and math. See Appendix D.
- Program admission requirements/exit requirements for CWE programs and other DE eligible limited access programs. The TABE can be exempted if the student meets cut score on a college placement test (ACT, SAT, PERT, or CPT). Students are responsible for costs for placement and/or exit tests.
- Cannot be scheduled to graduate prior to the completion of the dual enrollment course.
- Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outline in NFC's Student Handbook.

The high school guidance office is responsible for verifying that the student has earned the required scores on the proper placement test(s) in order to register for a specific course(s). The guidance counselor or designee at the high school will sign the registration form to verify that the student is eligible to take the dual enrollment course(s) and meets dual enrollment high school GPA requirements.

Students enrolling in dual enrollment courses must identify a postsecondary educational objective. The Office of Dual Enrollment will work closely with students, the high school guidance professionals, and NFC advisors in the development of student academic and education plans using DegreeWorks and Advising Plans.

#### **6. A delineation of the high school credit earned for the passage of each dual enrollment course.**

Any course that is contained within the common course numbering system shall be eligible if not specifically excluded by Florida Statute, State Board of Education Rule, District Board of Trustees Policy, or District Board or Education Policy. The high school credit awarded may be found in the 2022-2023 Dual Enrollment Course – High School Subject Area Equivalency List which is available at the Florida Department of Education website.

A list of courses available to students through dual enrollment is available at:

- Academic List: <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf>
- Career/Technical List: <https://www.fldoe.org/core/fileparse.php/5421/urlt/CareerTechList.pdf>

The high school guidance office is responsible for dual enrollment students as to the courses which may be used to meet high school graduation requirements.

#### **7. A description of the process for informing students and their parents of college-level course expectations.**

The district schools and the College will work collaboratively to notify students and their parents of college-level courses expectations. The College requires all first-time dual enrollment students to attend a Dual Enrollment Orientation Session provided by the College. The College recommends all students be advised by an NFC academic advisor after earning at least 12 credit hours.

The College will inform students and parents of college-level course expectations using the course syllabus which is given to each student in each college-level course at the beginning of each semester. The Office of Academic Affairs shall determine course content in accordance with the Southern Association of Colleges and Schools Commission of Colleges (SACSCOC) criteria and select instructional materials. Course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

**8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis.**

The College does not allow exceptions to the GPA requirement as specified in section 1007.271, Florida Statutes (2021).

**9. The registration policies for dual enrollment courses as determined by the postsecondary institution.**

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers (CRNs). The completed registrations forms will be given to the Dual Enrollment Coordinator who will register the students for the courses that are available at the time the form is received. Students with incomplete applications for admissions, which includes all required signatures, will not be allowed to register. Students will also not be registered if they are missing any other pertinent information, such as test scores. The deadline for qualifying scores for fall term is August 1. The deadline for qualifying scores for spring term is December 1. It is the responsibility of the high school to ensure that all student registrations and test scores are in the Office of Dual Enrollment prior to the published registration period. 2022-2023 registration deadlines are available on the College website.

The student should confirm registration by logging into their MyNFC account and checking their current registration in Banner.

The complete Academic Calendar can be found on the NFC website:  
<https://www.nfc.edu/current-students/academic-calendar/>

A student may not be registered in one course and attend another course. Assuming valid reasons for a change from the course for which the student registered, the Drop/Add Form must be processed to reflect the actual situation; such paperwork must be processed immediately, not at the end of the term.

Dual enrollment courses may be taken at the College or at the high school site or an any site where college courses are taught, subject to approval by the high school guidance counselor.

**10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.**

The College does not make any exception to rules, guidelines, or expectations for faculty members.

**Criteria for Accreditation:**

The selection, development, and retention of competent faculty at all academic levels are of major importance to the educational quality of dual enrollment programs. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria require that NFC provide evidence that it has employed faculty members qualified to accomplish the purposes of the program and the institution as well as fulfill the intent of SACSCOC accreditation guidelines. Faculty must meet the requirements of SACSCOC criteria for academic and professional preparation. According to SACSCOC, requirements for faculty teaching associate degree courses designed for transfer to a baccalaureate degree are as follows: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline). The credentials for all full-time and adjunct instructors in all programs will be maintained in the office of the Chief Academic Officer.

North Florida College will provide for the orientation, supervision, and evaluation of all full-time and adjunct instructors.

- The Director of Curriculum and Instruction, with the involvement of the appropriate department chair, will hold an orientation meeting for adjunct faculty. All adjunct faculty teaching dual enrollment courses are required to attend.
- The Director of Curriculum and Instruction will meet with or email the adjunct faculty at least once each term for the purpose of discussing and clarifying institutional policies and procedures as well as expectations.
- The Director of Curriculum and Instruction will partner the adjunct faculty member with a full-time faculty member in the same discipline who acts as a content "go to" person.
- The Director of Curriculum and Instruction will conduct periodic evaluations of the performance of adjunct faculty members. Such evaluations may include classroom visitations, assessment of instructional materials including tests and other measures of student progress, and student evaluations of instruction. These evaluations will be maintained in the Office of Academic Affairs.
- The faculty handbook is accessible through the NFC website. All faculty are expected to adhere to the professional guidelines, rules, and expectations therein.
- The student handbook is accessible through the NFC website. The student handbook is included in the College Catalog available on the College website and details add/drop and withdrawal policies, student code of conduct, grading policies, critical dates, etc. All faculty are expected to adhere to the professional guidelines, rules, and expectations therein.

**Personnel Assignments:**

- The Dean of Academic Affairs will be responsible for approving faculty to teach dual enrollment courses. The high school is responsible for providing the College Chief Academic Officer with the graduate transcripts of a resident faculty member that it desires to put forward as a possible teacher of NFC courses.
- The faculty assigned to teach dual enrollment courses will meet SACSCOC criteria. The College will collaborate with the School Board in making faculty appointments to teach dual enrollment

courses at the high school.

- School District personnel teaching dual enrollment classes on the high school campus during regular high school hours are paid for by the school district.
- There will be an orientation for instructors assigned to teach dual enrollment courses. This will be part of the College preplanning activities and will be directed by the Director of Curriculum and Instruction.
- The purpose of the orientation session will be to share important information and instructional materials that will support and enhance teaching effectiveness. Instructional effectiveness throughout the district remains a high priority for the College.

**11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members.**

The College student handbook does not state any exception to rules, guidelines, or expectations for faculty members.

**12. The responsibilities of the school district regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program.**

The high school will designate an individual responsible for serving as the contact person for dual enrollment. The high school will be responsible for the following administrative tasks:

- Identifying students who may be eligible for and benefit from dual enrollment.
- Verifying that the student is eligible to register for dual enrollment courses on the basis of documented placement test scores, high school GPA, and readiness for college.
- Ensuring that the student registrations are in the Office of Dual Enrollment in accordance with the published registration period.
- Assuring reasonable access to schools and students by College personnel for purposes of program information and dissemination.
- Providing staff to assist College personnel with facilities and requested instructional equipment.
- Responding to requests for transcripts for dual enrollment students in a timely manner.
- Providing students access to College adopted textbooks and instructional materials.
- Adhering to the College calendar. (Appendix B)

The evaluation of students and the assigning of grades are the prerogatives and responsibilities of the faculty member assigned to teach the class in which the students are enrolled. The method for determining the final course grade, including activities to be graded and their respective weighting shall be specified in the course syllabus and distributed to the student. Any unavoidable changes to the grading policies in the syllabus must be communicated in writing to each student in the course. Instructors may assign only those grades specified in the catalog. The instructor of record must assign all grades in a given course.

All faculty at the College send "early alerts" to academic advisors two times a semester when students are underperforming in class. The Dual Enrollment Coordinator will send the student and the high school

guidance office a copy of the unsatisfactory performance notice. If more information is needed, the Dual Enrollment Coordinator will contact the instructor.

If an emergency prevents the instructor from assigning final grades, the College department chair using original student records, course syllabus, and other appropriate information will assign final grades. Under such circumstances, a written explanation of the situation will be attached to the final grade roster.

Student who earn a grade of D, F, or WF will not be able to register the following semester. After a one semester "sit out," the student may register with the approval of the high school counselor or designee. Courses in which a grade of D, F, or WF is earned may be repeated one time for grade forgiveness if approved by the high school counselor or designee and if the college GPA is 2.0 or higher. All grades, including those forgiven, will remain on the College transcript and may be used for admissions and financial aid eligibility.

If a dual enrolled student withdraws from a college credit course and received the grade of "W," the high school guidance counselor or designee makes the determination whether or not the student registers the next term. Any student receiving a "W" grade in a course may repeat the course with the approval of the high school counselor or designee. Student are ineligible for dual enrollment if the college GPA is below 2.0 or unweighted high school GPA is below 3.0.

All grades, including "W" grades for withdrawal, count as course attempts and become part of the student's college transcript; they may affect subsequent postsecondary admission and financial aid. As dual enrolled, the student is limited to two attempts per course.

Eligible secondary students are entitled to participate in dual enrollment for a maximum of 70 credit hours. Students requesting to dual enroll in excess of 70 credit hours will be required to submit a written request to the Dean of Academic Affairs. The decision of the Dean is final.

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be four class meetings for a three-credit hour course on MW or TR. There are no "excused" absences. An absence is an absence, and students are responsible for material covered during their absence. In addition, if there is no verifiable participation within the first week of the term, the student will be dropped from the class for nonattendance. This includes all methods of delivery. CWE programs may have specific attendance policies. See course syllabi for specific information.

**13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.**

The College will maintain official student records in the Office of the Registrar. The Office of Dual Enrollment will send student letter grades to the high school guidance office within ten (10) days of the last class day of the College term. This letter grade shall be posted to the high school transcript, section 1007.271(20), Florida Statutes (2021).

The College and School Board shall jointly assume responsibility for the implementation and enforcement of any rights and responsibilities that arise by the creation, maintenance, and use of any "records" and "reports" regarding any high school students enrolled in accordance with all applicable

laws, including but not limited to section 1002.22, Florida Statutes (2021). Each shall be responsible for "records" and "reports" maintained, housed, or stored by the respective institutions.

**14. A funding provision that delineates costs incurred by each entity.**

- Section 1007.271(21)(n), Florida Statutes (2021), Dual Enrollment Programs, requires school districts pay the standard tuition rate per credit hour to the College for dual enrollment instruction. The methodology for determining student cost is outlined in Appendix C.
- The non-public secondary schools shall be held to the same statutory requirements regarding tuition payment to the College as the school districts.
- For fall and spring terms, an invoice will be sent to the school districts and the non-public secondary schools at the conclusion of the college term's verification of class attendance. The invoice will reflect the total number of hours enrolled times the established tuition rate per credit hour as outlined in Appendix C. Payment is due upon receipt of the invoice.
- School districts and non-public secondary schools will not be invoiced for students who drop college classes during the prescribed drop/add period.
- School districts and non-public secondary schools will be invoiced for students who withdraw ("W" grade) during the withdrawal period as outlined in the academic calendar.
- The College application fee will not be assessed while students participate in the Dual Enrollment Program. However, the application fee will be assessed when students enter a degree program at North Florida College following graduation from high school.
- The choice of textbooks and instructional materials shall be a college responsibility with the actual selection being a function of the faculty teaching a specific course. Upon approval of an adopted text(s) for a course, this adoption shall remain in effect for two full calendar years. In urgent cases, permission to discontinue a text at an earlier date may be granted by the appropriate college department chair.
- The School Board will provide the student with the required textbook(s) and other instructional materials. The School Board will take ownership of the textbooks and other instructional materials at the time of purchase and will reuse the materials whenever possible in future dual enrollment courses, as long as they are required for such courses. The School Board is responsible for developing its own procedures for distributing textbooks in a timely manner for student use and for collecting textbooks upon the conclusion of the semester. The College will provide a list of required textbooks for each course on the College website at least 45 days prior to the start of the term.
- Consumable materials assigned for use with dual enrollment courses will be issued to students. The cost of these consumables will be included on the invoice sent to the school districts and the non-public secondary schools at the conclusion of the college term's verification of class attendance. Costs are outlined in Appendix C.
- All students are exempt from the payment of tuition and all fees, section 1007.271(2), Florida Statutes (2021).

**15. Any institutional responsibilities for student transportation, if provided.**

The student, the parents of said student, or the School Board shall provide transportation.

**16. Section 1007.271(25), Florida Statutes (2021), requires that the dual enrollment articulation agreement include services and resources that are available to students with disabilities who register for dual enrollment.**

- The school guidance counselor or designee will ensure that qualified students with disabilities (including those who have Individual Education Plans or 504 Plans) are provided information about the dual enrollment program. The School District understands that the accommodations and modifications provided to the student under the IEP are not automatically provided in the postsecondary setting. The College cannot be held to the decisions of the IEP Committee. The College has a separate procedure for approving accommodations for students with disabilities. The school will refer the student and his/her parents to the Disability Resource Center on the College main campus and will provide copies of relevant documentation to the College. This contract serves as a release of information. IEP's may not be sufficient evidence. The School Board is responsible for all student testing to determine disabilities. Accommodations from the college will proceed upon completion of the intake with the parent and student and receipt of appropriate records.
- Accommodation provisions will be individually determined by the College according to Florida Statute and Florida Administrative Codes. The College agrees to arrange and provide accommodations for dual enrolled students receiving instruction at the College campus or one of its extension locations. The School District agrees to arrange and provide accommodations for dual enrolled students receiving instruction on the high school campus. The high school guidance counselor will ensure that the College determinations are followed at the high school campus. The School District is responsible to ensure that the student receives all accommodations determined by the College. If a high school student has a dedicated, paid staff member as an aid/assistant, the School District agrees to send that staff member with the student to the College classes. The College does not provide personal care attendants for students. Situations not covered by the above agreement will be discussed and decided on a case by case basis between the parties. NFC Disability Resource Center (DRC) 850-973-9403.

## Appendix A

### Dual Enrollment Eligible Degrees and Certificates

#### Associate in Arts Degree – A.A.

#### Associate in Science Degree – A.S.

- Accounting Technology
- Business Administration
- Criminal Justice Technology
- Emergency Medical Services
- Engineering Technology

#### College Credit Certificates

- Accounting Technology Management
- Accounting Technology Operations
- Accounting Technology Specialist
- Business Operations
- Human Resources Administrator
- Criminal Justice Technology Specialist
- Emergency Medical Technician (EMT-Basic)
- Engineering Technology Support Specialist
- Lean Manufacturing
- Pneumatics, Hydraulics and Motors for Manufacturing
- Medical Coder/Biller

#### Career and Workforce Certificates

- \*Certified Production Technology
- Florida CMS Correctional Basic Recruit Academy
- Early Childhood Professional Certificate (ECPC)

\*Pending SACSCOC approval

Prior to enrolling in a certification program, it is the student's responsibility to meet with a College Academic Advisor to ensure the student meets all eligibility requirements of the program. See the NFC College Catalog for current information.

Appendix B

2022 - 2023 Academic Calendar  
North Florida College

DRAFT – 2022 – 2023 Academic Calendar

TRADITIONAL TERM

2022	Term I	Comments
August 15, 16	Faculty Planning Days	
August 17	Classes Begin	
Sept. 5	LABOR DAY Holiday	
Nov. 11	VETERANS DAY Holiday	
Nov. 23, 24, 25	THANKSGIVING Holidays	
Dec. 5	Classes End	
Dec. 6 – 8	Final Exams	
Dec. 13	Grades Due 9:00 a.m.	
Dec. 13, 16	Faculty Planning Days	
Dec. 15	Term Ends, Commencement	
2023	Term II	Comments
Jan. 3, 4	Faculty Planning Days	
Jan. 6	Classes Begin	
Jan. 16	MARTIN LUTHER KING Holiday	
Feb. 20	PRESIDENTS DAY Holiday	
March 13 – 17	SPRING BREAK	
April 20	Honors Convocation	
Apr. 24	Classes End	
Apr. 25 – 28	Final Exams	
May 2	Grades Due 9:00 a.m.	
May 2, 4	Faculty Planning Days	
May 4	Term Ends, Commencement	
2023	Term III	Comments
May 8	Classes Begin	
May 29	MEMORIAL DAY Holiday	
June 19	JUNETEENTH Holiday	***under consideration***
July 4	INDEPENDENCE DAY Holiday	
July 20	Classes End	
July 24 & 25	Final Exams	
July 26	Grades Due, Term Ends	

NON-TRADITIONAL TERMS (e.g. Weekend College, Mini-mesters)

- Mini A – Dates TBD
- Mini B – Dates TBD
- Commercial Vehicle Driving – Dates TBD, classes on Fridays, Saturdays, and Sundays
- Public Safety – Open Entry/Open Exit

**Appendix C**

**2022 - 2023 Academic Year  
North Florida College  
Dual Enrollment Cost**

Taught on NFC Campus by NFC Instructor                      \$71.98/credit hour/vocational credit hour

Taught on School Board Campus by NFC Instructor                      \$71.98/credit hour/vocational credit hour

**Video Conference Delivery from NFC Campus to High School Campus**

Instructional Cost                      \$71.98

Less Public School Instructional Cost for Facilitator                      \$21.16  
-(((\$17.04 \* 15 weeks)/13)\*\$1.0765)

**Total Cost                      \$50.82/credit hour/vocational credit hour**

<b>Consumable Materials for FMT</b>	
Background check and fingerprinting	60.00
Materials	156.00
<b>Total</b>	<b>\$ 216.00*</b>

**\*Evaluated annually. Pending NFC Board approval.**

<b>Consumable Materials for Florida CMS Correctional Basic Recruit Training Program</b>	
Introduction to Corrections (CJK-0300)	5.00
Communications (CJK-0305)	5.00
Officer Safety (CJK-0310)	5.00
Facilities and Equipment (CJK-0315)	5.00
Intake and Release (CJK-0320)	5.00
Supervising in a Correctional Facility (CJK-0325)	5.00
Supervising Special Populations (CJK-0330)	5.00
Responding to Incidents and Emergencies (CJK-0335)	5.00
CMS First Aid for Criminal Justice Officers (CJK-0031)	35.00
CMS Criminal Justice Firearms (CJK-0040)	600.84
CMS Criminal Justice Defensive Tactics (CJK-0051)	85.00
Officer Wellness and Physical Abilities (CJK-0340)	5.00
Uniforms and Books	182.81
Background check and Fingerprinting	60.00
<b>Total</b>	<b>\$1008.65*</b>

\*Evaluated annually. Pending NFC Board approval.

<b>Consumable Materials for **Certified Production Technology</b>	
Solid-Works Access Fee	42.00
MSSC Registration Fee	60.00
PSAV Activity Fee	5.00
Accidental Insurance	6.00
Supply Fees (tooling supplies, glasses, cutting fluid gloves, aprons, flash drives, CNC consumables, 3D printer filament)	100.00
Certification Exams (\$45.00 X 4)	180.00
<b>Total</b>	<b>\$393.00*</b>

\*Evaluated annually. Pending NFC Board approval.

\*\*Pending SACSCOC approval.

**Appendix D  
Dual Enrollment Initial Eligibility and Placement**

Dual Enrollment Initial Eligibility 2022-2023					
		PERT	ACT	SAT	Accuplacer
Reading		106	19	24	245
Writing/Language/English		103	17	25	245
Math	MAT 1033 MGF 1106 MGF 1107 STA 2023	114	19	24	(QAS) 242
Math	MAC 1105	123	21	26.5	TBD

\*Combination of scores accepted. Scores that are more than two years old may not be used for initial placement 1008.30, Florida Statutes (2021). Rule 6A-10.0315 Common Placement Testing and Instructions and Rule 6A-14.064 College Credit Dual Enrollment. High school students must meet minimum reading, writing, and math scores to dual enroll.

We, the undersigned representatives of North Florida College and the District School Board of Suwannee County, agree to the terms of the program specific component of this Dual Enrollment Articulation Agreement.

\_\_\_\_\_  
John Grosskopf, President  
North Florida College

\_\_\_\_\_  
Ted Roush, Superintendent  
Suwannee County School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ricky Lyons, Chair  
District Board of Trustees  
North Florida College

\_\_\_\_\_  
Jerry Taylor, Chair  
Suwannee County School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

"Approved as to Form and Sufficiency  
BY \_\_\_\_\_  
Leonard J. Dietzen, III  
Rumberger, Kirk & Caldwell, P.A.  
Suwannee School Board Attorney"

**SUWANNEE COUNTY SCHOOL BOARD  
ESOL TRAINING REQUIREMENT AGREEMENT**

If I become a Suwannee County School Board employee, teaching in the K-12 program, and I have not had the ESOL training hours required for my position, I agree to complete the ESOL training hours within the specified timelines. *I understand that failure to complete these required ESOL training hours within the required timelines could impact my eligibility for my continued employment.*

Applicant Name \_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

CATEGORY I	CATEGORY II	CATEGORY III	CATEGORY IV
Primary Language Arts/ English Teacher, Intensive Reading, Reading	Social Studies, Mathematics, Science and Computer Literacy	All other subjects not included in Categories I or II	School Administrators & School Counselors
<b>Category Requirements:</b>			
ESOL Endorsement: 15 semester hours or 300 in-service credit points. <u>6A-1.0503</u>  -OR- K-12 ESOL Coverage: Bachelor's or Master's Degree in TESOL and Basic Subject Area Coverage. <u>6A-4.0245</u>  -OR- K-12 ESOL Coverage: Passing Score on ESOL Subject Area Test; Basic Subject Area Coverage, and 120 hours/points or 6 semester hours in ESOL	3 semester hours or 60 in-service credit points. <u>6A-6.0907</u>  Teachers must have training in: Methods of teaching English to speakers of other languages, ESOL curriculum and materials development, cross cultural communications and understanding, and testing or evaluation of ESOL per state rule revision, <u>6A-6.0907</u> .	*3 semester hours or 18 in-service credit points <u>6A-6.0907</u>  Teachers must have training in: Methods of teaching English to speakers of other languages, ESOL curriculum and materials development, cross-cultural communications and understanding, or testing and evaluation of ESOL.	*3 semester hours or 60 inservice credit points
<b>Timeline for All Certificate Holders:</b>			
<b>ESOL Endorsement:</b> Teachers have two years to complete the first 60 hours of ESOL training and then must complete 60 hours each year until the 300 hours have been met. Parents must be notified that teachers are out of field in ESOL until the ESOL endorsement is listed on a valid teaching certificate.  <b>K-12 ESOL Coverage obtained by a passing score on an ESOL Subject Area Test:</b> 3 years allowed for completion of 120 hours or 6 credit hours.	Teachers must complete 60 hours of ESOL training by September 15 of the following year an ELL is enrolled in class. Category II teachers do not have to be listed as out of field. Deadline dates to be determined by the district.	Teachers must complete the 60 hours of ESOL training by September 15 of the following year. Category III teachers do not have to be listed as out of field. Deadliue dates to be determined by the district.	School based administrators and guidance counselors have three years to complete 60 hours of ESOL training. New school based administrators must take ESOL for Administrators. New guidance counselors must take ESOL for School Counselors.

\*September 2003 Modification of the Consent Decree

<b>ESOL Endorsement: (6A-4.0244)</b> <ul style="list-style-type: none"> <li>• Domain 1: Cross Cultural Communications (60 hours)</li> <li>• Domain 2: Applied Linguistics (60 hours)</li> <li>• Domain 3: Methods of Teaching ESOL (60 hours)</li> <li>• Domain 4: ESOL Curriculum and Materials (60 hours)</li> <li>• Domain 5: ESOL Testing and Evaluation (60 hours)</li> </ul>	<b>ESOL Other:</b> <ul style="list-style-type: none"> <li>• Basic 60 for Category II Teachers (60 hours)</li> <li>• Basic 18 for Category III Teachers (18 hours)</li> <li>• ESOL for Administrators (60 hours)</li> <li>• ESOL for School Counselors (60 hours)</li> </ul>
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**Coursework Available:** Endorsement courses are available in Canvas from SCSD via the PD Hub.

Endorsement courses, Administrator, and Guidance courses may also be taken through NEFEC, Beacon Educator, and Schultz Learning Center. Local colleges may also offer courses.

**Recertification Flexibilities:** ESOL in-service credit points and/or ESOL College credits count as in-field for recertification of any coverage.

**Banking of ESOL Points:** Any points earned in excess of 6 semester hours or 120 points within one validity period may be banked towards the renewal of a certificate in subsequent renewal periods.

TECHNICAL ASSISTANCE PAPER MODIFICATIONS TO THE CONSENT DECREE IN THE LEAGUE OF UNITED LATIN AMERICAN CITIZENS ET AL. V. THE STATE BOARD OF JOHN L. WINN EDUCATION, 1990  
7200-047, Rev 7/24/04, 6/21/05, 7/2007, 7/2010, 8/2011, 7/23/13, xx/xx/xxxx

# SUWANNEE COUNTY SCHOOL DISTRICT

JERRY TAYLOR  
DISTRICT 1  
NORMAN CRAWFORD  
DISTRICT 2  
TIM ALCORN  
DISTRICT 3



ED DA SILVA  
DISTRICT 4  
RONALD WHITE  
DISTRICT 5  
LEONARD DIETZEN, III  
BOARD ATTORNEY

1740 Ohio Avenue, South  
Live Oak, Florida 32064  
Telephone: (386) 647-4600 • Fax: (386) 364-2635

**TED L. ROUSH**  
Superintendent of Schools

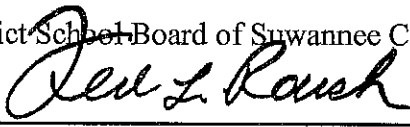
## MEMORANDUM

**TO:** Ted L. Roush, Superintendent of Schools  
**FROM:** Walter Boatright, Director of Human Resources *WB*  
**DATE:** April 6, 2022  
**RE:** Human Resources Transactions for April 26, 2022  
Regular Meeting

### RECOMMENDATION:

Pursuant to Section 1012.27 (1A) (1B), *Florida Statutes*, the Superintendent hereby submits the following written personnel recommendations.

**SUWANNEE COUNTY SCHOOL BOARD**  
**Human Resources Transactions**  
**April 26, 2022**

**TO:** District School Board of Suwannee County  
**FROM:**   
Ted L. Roush, Superintendent of Schools

Pursuant to Section 1012.27 (1A) (1B), Florida Statutes, I hereby submit the following written personnel recommendations.

**RECOMMENDATIONS FOR THE 2021-2022 SCHOOL YEAR:**

**RECOMMENDATION: ADMINISTRATIVE:**

Suwannee High School:  
Keith Cherry, Assistant Principal, effective March 24, 2022  
REPLACES: Gary Caldwell

**RECOMMENDATION: INSTRUCTIONAL:**

Suwannee High School:  
Kevin Lewis, Dean (Temporary), effective April 7, 2022  
REPLACES: Keith Cherry

**RETIREMENTS: INSTRUCTIONAL: (Presented for information purposes only)**

Suwannee High School:  
Suzanne Tillman, Teacher, effective June 1, 2022

Suwannee Riverside Elementary:  
Sharon Ragan, Teacher, effective August 2, 2022

**RESIGNATION: INSTRUCTIONAL: (Presented for information purposes only)**

Suwannee High School:  
Travis Tuten, Teacher, effective July 5, 2022

**SUSPENSION:**

Suwannee Springcrest Elementary:  
Darlene Rice, Teacher effective April 8, 2022 through April 12, 2022, without pay

**SUPPLEMENTARY:**

<u>Employee Name</u>	<u>Position</u>	<u>Location</u>
Aaron Bass	Boys' Assistant Track Coach	Branford High School
Brooke Harrelson	Girls' Intramural Basketball Coach	Branford High School
Timothy May	Girls' Softball Coach	Suwannee Middle School

**RETIREMENTS: NON-INSTRUCTIONAL: (Presented for information purposes only)**

Suwannee Riverside Elementary:

Debra Gamble, Bookkeeper, effective July 5, 2022

Suwannee Springcrest Elementary:

Georgia Chancey, Cafeteria Manager, effective April 5, 2022 *(Amended from the January 25, 2022 Agenda)*

Transportation:

Mercedes Grevacio, Bus Attendant, effective October 11, 2022

**RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:**

Branford Elementary School:

Dawn Willms, Custodian, effective April 25, 2022

REPLACES: Karen Tucker

Suwannee High School:

Columbus Perry, Custodian, effective March 22, 2022

REPLACES: David Daniels

Kasey Wynn, Bookkeeper, effective May 4, 2022

REPLACES: Heather Crotty

Suwannee Middle School:

Magda Sanches, Custodian, effective April 25, 2022

REPLACES: Dawn Willms

Suwannee Pineview Elementary:

Yanelis Cruz, Custodian, effective March 29, 2022

REPLACES: Carminda Ramos

Suwannee Springcrest Elementary:

Haley Snipes, Paraprofessional (Temporary), effective March 28, 2022

REPLACES: New Position

Transportation:

Joanne Ripley, Crossing Guard, effective March 22, 2022

REPLACES: New Position

**RESIGNATIONS: NON-INSTRUCTIONAL: (Presented for information purposes only)**

RIVEROAK Technical College:

Claudies Ivey, Custodian, effective June 1, 2022

Suwannee High School:

Randi Croft, School Nurse, effective May 31, 2022

Heather Crotty, Bookkeeper, effective May 4, 2022

Kimberly Wilkison, Custodian, effective April 25, 2022

Tammie Warner, Food Service Manager, effective June 6, 2022

Suwannee Riverside Elementary:

Gabrielle Buchanan, Paraprofessional, effective May 31, 2022

Suwannee Pineview Elementary:

Lashley Fletcher, Paraprofessional, effective March 22, 2022

Suwannee Springcrest Elementary:

Shana Hodge, Paraprofessional, effective March 17, 2022

Suwannee Virtual School:

Christina Powell, Paraprofessional, effective April 8, 2022

Transportation:

Christene Scrivens, Bus Attendant, effective March 29, 2022

**TRANSFERS/REASSIGNMENTS:**

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>
Mercedes Gervacio	Facilities Custodian	Transportation Bus Attendant	April 5, 2022
Rebecca Kirby	Suwannee Pineview Elem. Cafeteria Manager	Suwannee Springcrest Elem. Cafeteria Manager	April 6, 2022
Karen Tucker	Branford Elementary School Custodian	Branford High School Head Custodian	April 4, 2022

**MISCELLANEOUS:**

District Wide:

Approval for the following Teachers/Paraprofessionals to work as Test Administrators up to 270 hours combined:

Brandi Allen	Stephanie Eady
Jeffry Boatright	Jean Eckhoff
Brooke Cox-Knowles	Alissa Hahn

Approval of the following Teachers to work up to 32 additional hours each to conduct compliance checks:  
*(Paid from IDEA Grant Funds)*

Amy Allen	Stefani Santos
Cristina Herrington	Michelle Thompson
Melissa McKire	Jennifer Turner
Catherine Nicely	

Transportation:

Approval of the following employees as Bus Driver Trainers part-time hourly:

David Barnes  
Inez Williams

**PART-TIME/HOURLY EMPLOYEES:**

**RIVEROAK TECHNICAL COLLEGE PART-TIME/HOURLY EMPLOYEES**  
**January 1, 2022 through June 30, 2022:**

**COMMUNITY EDUCATION: (Pending class enrollment)**

Angela Hicks	Stained Glass
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**SUBSTITUTES:**

Transportation:

The following to serve as Substitute Bus Attendants:

James Barton  
Jackie Joseph  
Jeff Paul

**VOLUNTEERS:**

Harrison Ambrose  
Christopher Aretino  
Patresha Baker  
Carol Bent  
Marsha Bower  
Kelly Bradow  
Delilah Bray  
Thomas Brown  
Darian Burger  
Lauren Byrd  
Lacey Cannon  
Elizabeth Cardon  
Zachary Carpenter  
Deborah Carter  
Claudia Caudill  
Danielle Christie  
Francis Clary  
Jessica Clemments  
Lisa Clendenin  
Samuel Cloud  
Abbie Coker  
Cindy Collins  
David Courtemanche  
Tina Courtemanche  
Carie Creelman  
Stacy Dachuk  
Kevin Dasher  
Stevie Dasher  
Marcus Defeo  
Samantha Dotson  
John Dukes  
Wesley Durrance  
Shanti Fridley  
Morgan Gamez  
Alisha Garcia  
Tracey Garner  
Angela Gordie

Jennifer Hagewood  
Tori Hall  
Alicia Hardy  
Edward Harris  
Gracelynn Harris  
Tiffany Harris  
Natalie Hayes  
Thena Hendershot  
Tammy Henderson  
Teneshia Henderson  
Melanie Hendry  
Joseph Hewiett  
Majesta Hewiett  
Melissa Holtzclaw  
Heather Humphrey  
Cheryl Jackson  
Marvin Jerkins  
Amanda Johnson  
Sarah Jolley  
David Kelly  
Jessica Kelly  
Brent Knighton  
Michelle Lord  
Jackie Malaguti  
Michael Malaguti  
Tracy Martin  
Gwendolyn McCray  
Marissa McElroy  
Taylor Mobley  
Roy Moore Jr.  
Ana Morales  
Bianca Morgan  
Lindsey Nettles  
Michael Nettles  
Jacob Norris  
Elizabeth Ogles  
Amy Osborne

Christopher Osborne  
Andrea Pacheco  
Vallerie Paul  
Christina Quinn  
Benjamin Quiterio  
Fawn Radwanski  
William Rains  
Sarah Ratliff  
Amy Reed  
Amanda Rickett  
William Rogers  
Mariana Rosalio  
Emanuel Sanchez  
Christopher Sasser  
Darian Simmons  
Jenny Sloan  
Heather Smith  
Mary Spin  
Patricia Spin  
Bridget Stegall  
Rachael Tanksley  
Ryan Tanksley  
Aleshia Terry  
Katelynn Thomas  
May Townsend  
Shelby Turner  
Melissa Underwood  
Tara Vasquez  
Sheila Walker  
Katlin Westrich  
Jalexis Whitaker  
Beverly Williams  
Kelli Williamson  
Fredrick Young  
Lori Zipperer

**End of List  
2021-2022  
School Year**

**RECOMMENDATIONS FOR THE 2021-2022 SUMMER TERM:**

**RECOMMENDATIONS: INSTRUCTIONAL:**

Approval for the following teachers to work up to 40 additional hours each conducting Pre-K evaluations and writing IEPs:

District Wide:

Holly Marsee

Sheila Watson

Approval for the following Dean to work up to 100 hours:

Suwannee Middle School:

Alan Bonds

Approval for the following Coaches to work up to 350 hours combined:

Branford High School:

Erin Clark

William Wiles

Mendy Sikes

Matthew Yancey

Misty Ward

Suwannee High School:

Justin Bruce

Josh Jacobson

Joseph Gaddy

Daniel Marsee

Glenn Green

Approval for the following Coaches to work up to 200 hours combined:

Suwannee Middle School:

Andrew Chapman

Joseph Gaddy

Seth Stebbins

Approval for the following Guidance Counselors/Academic Coaches to work up to 100 additional hours combined:

Branford Elementary:

Lisa Flowers

Margaret Williams

Suwannee Riverside Elementary:

Kelly Driggers

Kelli Roberts

Suwannee Pineview Elementary:

Rebecca Carter

Jennifer Wooley

Suwannee Springcrest Elementary:

Jenny Clark

Debbie Singletary

Approval for the following Guidance Counselors/Academic Coaches to work up to 125 additional hours combined:

Branford High School:

Leah Harrell  
Monica Jackson

Suwannee Middle School:

Cristina Harrington  
Misty Herring

Approval for the following Academic Coach to work up to 50 additional hours:

Suwannee High School:

Amy Hendry

**RECOMMENDATIONS: NON-INSTRUCTIONAL:**

Approval for the following to work up to an additional 12 hours each for Pre-K registration/enrollment from July 25, 2022 through July 28, 2022:

NAME

LOCATION

Tresca Anderson	Suwannee Riverside Elementary
Tara Brock	Suwannee Springcrest Elementary
Gail Butler	Suwannee Riverside Elementary
Alexis Dalton	Suwannee Pineview Elementary
Kelly Davidson	Branford Elementary School
Traci Davis	Suwannee Pineview Elementary
LaDonna Holmes	Suwannee Springcrest Elementary
Cara Howard	Branford Elementary School
Amanda Kiser	Suwannee Pineview Elementary
Marissa Lane	Suwannee Springcrest Elementary
Kelsey Leighton	Suwannee Springcrest Elementary
Nicole Poole	Suwannee Riverside Elementary
Edna Roberts	Branford Elementary School
Carol Townsend	Suwannee Riverside Elementary
Deanna Yott	Suwannee Riverside Elementary

**End of Summer Term List  
2021-2022  
School Year**

**Request for Proposal and Contract**  
**Nonprofit School Food Service**  
**Food Service Management Company**  
**Suwannee County School District**

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**Name of Sponsor**



**Suwannee County School District**

**December 2021**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

**This institution is an equal opportunity provider.**

**SECTION 1  
INSTRUCTIONS**

1.1 Notice of Proposal

This Request for Proposal (RFP) is for the purpose of obtaining responses from caterers and vendors to provide meal services for Suwannee County School District (SCSD), School Food Authority (SFA). Child Nutrition Programs operated may include the United States Department of Agriculture's (USDA) National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program (ASP), School Dinner Program (SDP), and the Seamless Summer Option (SSO). Meal service may also be requested during declared emergencies or when emergency shelters are in operation due to man-made or natural disasters. Suwannee County School District (SFA/sponsor) is a public, school located in Live Oak, Florida.

The Suwannee County School District (SCSD) is accepting Proposals for Qualifications from Food Service Management Companies (FSMC) for the purpose of providing complete management and operations of all food service facilities for the SCSD of Suwannee County, Florida School Food Authority (SFA). Meal programs will include the United States Department of Agriculture (USDA) National School Lunch Program and the School Breakfast Program. Suwannee County School Board is a public-school district located in Suwannee County, Florida.

The Suwannee County School Board consists of five elected officials responsible for the adoption of policies which govern the operation of the District's public schools. The Superintendent of Schools is also, an elected official responsible for the administration and management of the public school system.

A successful contractor will be responsible for conducting a food service program which fulfills the objectives of the District and have the capability to provide food service support during emergency situations or emergency operations. Proposers are advised to keep in mind the primary goals of the District when compiling their proposals. District objectives include but are not limited to the following:

- A.) To increase student participation at all levels:
  - 1. Improve the level of food quality at each service point,
  - 2. Actively solicit school and community input,
  - 3. Provide a variety of menu choices to meet dietary requirements,
  - 4. Practice successful marketing outreach with a strong emphasis on public relations,  
and
  - 5. Establish and maintain a stringent cleanliness/sanitation program.
  
- B.) To establish a formal structure to routinely and continuously gather input from school food service employees to ensure effective and efficient operations.
  
- C.) To establish and conduct management and operational staff training programs that will ensure appropriate staff development, proper supervision, consistent quality control, and exercise appropriate safety procedures
  
- D.) To develop and maintain model management/operations staffing patterns at all schools, based upon their individual needs, which will assure quality service and retention of qualified employees.

- E.) To maximize recycling efforts and minimize contributions to the solid waste stream.
- F.) To select a FSMC that will guarantee a surplus \$400,000 fund balance, including the annually approved indirect cost rate, for the SFA food service operation for school year 2022-2023 and beyond. The food service management program is presently operated by the SCSD. The program encompasses all aspects of food service operations for all schools within the SCSD. For the purposes of this Request for Proposal (RFP), SCSD will be synonymous with the SFA.

## 1.2 Proposal Submission

Responses should address each of the requirements set forth in this RFP. Please provide the requested information no later than 2:00 PM EST on 1/26/2022 to the address below. Responses will be publicly opened at 2:00 PM EST on 1/26/2022 to be evaluated per the criteria specified in subsection 1.4, below.

Suwannee County School Board (Sponsor name)  
Superintendent or Lisa Dorris (Food service Director)  
Vickie DePratter or Malcolm Hines (Contact person)  
1740 Ohio Avenue, South (Address)  
Live Oak, Florida, 32064 (City, State, Zip)

## 1.3 Timeline

- January 5, 2022, Proposal available to public
- January 12, 2022, Site Visit (Mandatory) at 1740 Ohio Ave, South, Live Oak, FL 32064 at 10:00 A.M.
- January 14, 2022, Proposal questions due
- January 18, 2022, Proposal questions answered by publishing Addendum 1, if applicable
- January 26, 2022, Proposal submissions due by 2:00 P.M. EST
- January 26, 2022, Proposal submissions publicly opened
- February 2, 2022, SFA review of Proposals
- February 9, 2022, SFA recommendation to FDACS
- February 23, 2022, FDACS review provided to SFA
- March 8, 2022, Board Workshop
- March 22, 2022, contract award
- July 1, 2022, awarded Vendor begins service

#### 1.4 Evaluation Criteria

Proposals received will be reviewed to ensure all material has been submitted as specified in this RFP. The evaluation of proposals will be conducted in accordance with the below criteria. Contract award decision will be made based on the vendor that attains the greatest overall proposal score. It is for the management Vendor to show their expertise, experience, and capability in the proposal document to meet the needs of SCSD. Please be complete, clear, and concise in your proposal. The following categories are the principal criteria that will be considered in the evaluation of the proposals:

1. Total Fixed Meal Charge (30 points) – The lowest cost proposal minimum cost.
2. Menus/Product Identifications/Nutrition Analyses (20 points) – Ability to provide multiple choices for k-12 students.
3. Marketing Plan/Training/Transition Plan (15 points) – Marketing strategies for increased breakfast and lunch, meal participation/staff training/transition plan implementation time line, and in school marketing to students.
4. Company Experience (15 points) – Only companies with a minimum of five to ten years' experience with the National School Lunch/Breakfast Programs will be considered.
5. Experience of On-Site Management Company Staff (15 points) – General Manager must have a minimum of five years' experience with National School Lunch/Breakfast Programs.
6. References (5 points) - Vendor expertise, experience, and references from clients served.

The SCSD will evaluate the proposals, based on the above criteria as well as other methods, and select the management firm that the District feels is in the best interest of the District.

#### 1.5 Proposal Exhibits (Attachments)

1. Exhibit A – Location of schools
2. Exhibit B – Approved 21-day cycle menu
3. Exhibit C – Menu Planning Approach Guidelines
4. Exhibit D – 2022-2023 School Calendar
5. Exhibit E – Current Employees and Work Schedule
5. Exhibit F – Drug-Free Workplace Program Bidder Certification
6. Exhibit G – Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
7. Exhibit H – Certification Regarding Lobbying
8. Exhibit I – Disclosure of Lobbying Activities
9. Exhibit J – Proposal Summary
10. Exhibit K – Annual Financial Report
11. Exhibit L – Non-Collusion Affidavit
12. Exhibit M – Sample Invoice
13. Exhibit N – A' La Carte and Adult Meals

#### 1.6 Questions and Site Visits

There will be a mandatory Site Visit/Prebid conference on January 12, 2022, at 1740 Ohio Ave, South, Live Oak, FL 32064 at 10:00 A.M. Questions concerning this RFP and site visit must be submitted in writing by January 14, 2022, via email to Vickie DePratter, Chief Financial Officer, via email at [vickie.depratter@suwannee.k12.fl.us](mailto:vickie.depratter@suwannee.k12.fl.us) or Malcolm Hines, Assistant Superintendent, via email at [malcolm.hines@suwannee.k12.fl.us](mailto:malcolm.hines@suwannee.k12.fl.us). All responses to questions received will be on the District website and available to all potential vendors on January 18, 2022.

1.7 Addenda

Revisions which modify the RFP documents, by addition, deletions, clarifications, or corrections will be on the district website and available to all potential vendors.

**SECTION 2  
GENERAL CONDITIONS**

2.1 Rejection of Proposal

The SCSD reserves the right to reject any or all proposals received. Therefore, proposals should be submitted initially in the most favorable manner. It is understood that the proposal will become a part of the official file on this matter without obligation to the SCSD.

All proposals must be in writing. A responsive proposal indicates a willingness and good faith intention to negotiate and enter into a contract with the District that, without condition or exception, complies with the scope of services called for in this RFP. Non-responsive proposals shall not be considered. Proposals may be rejected if found to be irregular or not in conformance with the requirements and instructions contained herein. A proposal may be found to be irregular or non-responsive by reasons including, but not limited to, failure to complete or utilize prescribed forms, conditional proposals, incomplete proposals, indefinite or ambiguous proposals, or improper or undated signatures. The District reserves the right, in its sole discretion, to waive any informality.

Proposals may be rejected if more than one proposal is received from an individual, firm, partnership, or corporation, or combination thereof, under the same or different names. Such duplicate interest may cause the rejection of all proposals in which such Vendor has participated. Other conditions that may cause rejection of proposals include evidence of collusion among Vendors, obvious lack of experience or expertise to perform the required work, or failure to perform or meet financial obligations on previous contracts, or in the event an individual, firm, partnership, or corporation is on the United States Comptroller General's List of Ineligible Vendors for Federally Financed or Assisted Projects. Proposals will be rejected if not delivered or received on or before the date and time specified for submission.

The District will evaluate the proposals in accordance with the requirements for vendors. The objective is to execute an agreement with the selected Vendor as soon as possible after the selection is made. If, in the sole discretion of the SCSD, the negotiations are unsuccessful, then the SCSD may discontinue them and begin negotiating with the next selected Vendor, and so on, until a satisfactory plan and agreement are reached. Notwithstanding any other statements in this RFP, the SCSD is under no obligation to enter an agreement with any of the Vendors. The Vendor is also required to provide as a part of its response to this RFP a sample contract format for evaluation in the event they are the successful Vendor. Proposals that do not conform to the requirements of this RFP shall be rejected. Proposals may be rejected for reasons that include, but are not limited to, the following:

1. The proposal was received after the submission deadline;
2. The proposal was not signed by an authorized representative of the FSMC;
3. The proposal contained unauthorized amendments, deletions, or contingencies to the requirements of the RFP;
4. The proposal was incomplete or contained significant inconsistencies or inaccuracies.

2.2 Errors or Omissions

If the SFA determines that a proposal contains a minor irregularity or an error, such as a transposition, extension or footing error in figures that are presented, the SFA may allow the FSMC an opportunity to correct the error. Information that is required to be included in the proposal and is inadvertently omitted shall not be accepted under this error correction provision. All information required to be included in a proposal must be received by the date and time that proposals are due. The SFA reserves the right to seek clarification of any information contained in the FSMC's proposal.

2.3 Deviations or Exceptions

Deviations or exceptions to the specifications provided in this RFP will not be considered.

2.4 Specifications and Conditions

By submitting a response to this RFP, FSMCs are acknowledging that they have read the specifications and conditions provided in the RFP and that their proposal is made in accordance with the provisions of such specifications. FSMCs further agree to deliver services that meet or exceed specifications provided in the RFP should they be awarded a contract for services.

2.5 Withdrawal of Proposal

Requests for withdrawal of a proposal may be considered if such request is received in writing within 72 hours after the proposal opening time and date. Requests received in accordance with this provision may be granted upon proof of the impossibility to perform based upon an obvious error on the part of the FSMC. If a request for withdrawal is not received, a FSMC shall be legally responsible for fulfilling all requirements of its proposal if it is accepted.

2.6 Proposal Modifications

Requests for modifications of a proposal may be considered if such request is received in writing within 72 hours after the proposal opening time and date. Requests received in accordance with this provision may be granted upon proof of the impossibility to perform based upon an obvious error on the part of the FSMC. If a request for modification is not received, a FSMC shall be legally responsible for fulfilling all requirements of its proposal if it is accepted.

2.7 Prohibition of Gratuities

By submission of a proposal, a FSMC certifies that no employee of SFA has or shall benefit financially or materially from such proposal or subsequent contract. Any contract issued as a result of this RFP may be terminated at such time as it is determined that gratuities of any kind were either offered or received by any of the aforementioned persons.

2.8 FSMC Research

SFA reserves the right to research any FSMC submitting a proposal in response to this RFP to ensure the FSMC's ability to perform the services as specified.

2.9 Conditions for Acceptance

FSMCs must submit a proposal meeting the requirements of the RFP to include the required exhibits/attachments and certifications signed by the authorized official. Proposals must be received by the time and date specified in subsection 1.2, Proposal Submission, above.

2.10 Proposal Computation Method

Estimated totals must be carried out to the second decimal place and must not be rounded.

2.11 Proposal Bond Requirements (Optional)

Each proposal shall be accompanied by a Proposal Bond in the amount of \$50,000.00. The purpose of the bond is to ensure the successful respondent will enter into contract upon award. The bond shall be issued by a surety company licensed to conduct business in the State of Florida and listed as an approved surety by the U.S. Department of the Treasury Cash, checks or other bond instruments are NOT acceptable. The Proposal or Bid Bonds from responding firms will not be returned upon Contract award by the Board.

2.12 Performance Bond Requirements (Optional)

The successful firm shall provide a Performance Bond in the amount of \$1,000,000.00 which shall remain in effect for the entire contract, including any and all renewal periods. Such Bond shall be submitted within fifteen (15) calendar days after award of the Contract by the Board. Both the Bid Bond and the Performance Bond shall be issued by one and the same surety company.

2.13 Protest of the RFP

Any adversely affected person who desires to file a formal protest to this RFP must do so in accordance under chapter 120, Florida Statutes. Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

2.14 Copyrights

The SFA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for SFA purposes: (a) The copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and (b) Any rights of copyright to which a grantee, sub grantee, or contractor purchases ownership with grant support. 2 C.F.R. Appendix II to Part 200(F)

2.15 Patents

The SFA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize other to use, for SFA purposes patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract. 2 C.F.R. Appendix II to Part 200(F)

2.16 Confidentiality

The awarded FSMC shall maintain confidentially as per USDA and District regulations. This

includes students' eligibility status. Under Florida's Public Records Law, absent a specific exclusion, written communications to and from Suwannee School District employees and students are considered public records.

2.17 Federal Debarment Certification

FSMC will comply with the Federal Debarment Certification regarding debarment suspension, ineligibility and voluntary exclusion, as required by Executive Order 12549, Debarment and Suspension and implemented at 2 C.F.R. 417.

1. The prospective lower tier (\$25,000) participant certifies, by submission and of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this proposal.

2.18 Public Entity Crimes Certification

Pursuant to Section 287.133(2)(a), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to public entities; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

2.19 Drug Free Workplace Certification

In accordance with Section 287.087, Florida Statutes, whenever two or more proposals, or replies that are equal with respect to price, quality, and service are received by an SFA for the procurement of commodities or contractual services, a reply received from a business which certifies that it has implemented a Drug Free Workplace Program by signing the enclosed Drug Free Workplace Certification Form, shall be given preference in the award process.

2.20 Insurance

Insurance required to be carried shall include:

1. Workers' Compensation Insurance. The Company shall maintain Workers' Compensation coverage as required by Florida Statute 440, covering all Company employees employed in connection with this contract and Employer's Liability Insurance with minimum limits of \$1,000,000 per occurrence.
2. Comprehensive General Liability Insurance. The Company shall procure and maintain for the life of the contract/agreement, Comprehensive Liability Insurance, Broad Form, including Products and Completed Operations Liability. This policy shall provide coverage for death, bodily injury, personal injury, or property damage that could arise directly or indirectly from performance of the contract. The coverage must be on an occurrence form

- basis with minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury and property damage liability.
3. Business Automobile Liability. The Company shall procure and maintain, for the life of the contract agreement Business Automobile Liability Insurance with minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability. This coverage shall be on any "Any Auto" or "Comprehensive Form" policy. The coverage shall be on an occurrence form policy. In the event the Company does not own any vehicles, hired and non-owned coverage shall be provided in the amounts listed above.
  4. The company shall furnish proof of the insurance to the Board by Certificate of insurance.
  5. The Certificate of Insurance shall state that the Board, its members, officers, elected officials, employees, agents, and volunteers are additional insured under the policy or policies.
  6. The Company shall provide Certificates of Insurance to the District's Risk Manager at 1740 Ohio Avenue, South, Live Oak, FL 32064 prior to the start of any work under this contract.
  7. The Companies insurers shall provide thirty (30) days advance written notice via certified mail in the event of cancellation of any insurance program required by this contract.
  8. All insurance policies shall be issued by companies either of the following qualifications:
    - a. The company must be (1) authorized by subsisting certificates of authority by the Department of Insurance of the State of Florida or (2) an eligible surplus line insurer under Florida Statutes. In addition, the insurer must have a Best's Rating of "A" or better and a Financial Size Category of "VI" or better according to the latest edition of Best's Key Rating Guide, Published by A.M. Best Company. Or
    - b. With respect only to Worker's Compensation insurance, the company must be (1) authorized as a group self-insurer pursuant to Florida Statutes or (2) authorized as a commercial self-insurer fund pursuant to Florida's Statutes.

### **SECTION 3 SCOPE**

- 3.1 The food service provided shall be operated and maintained as a benefit to the SFA's students, faculty, and staff.
- 3.2 The food service operation shall be managed to promote maximum participation in the Child Nutrition Programs.
- 3.3 The FSMC shall have the exclusive right to manage the Child Nutrition Programs at the sites specified on Exhibit A.
- 3.4 The FSMC will provide food services to each site as specified in Exhibit A.
- 3.5 The SFA may add or remove sites and/or meal periods for existing programs to Exhibit A at any time during each Contract Term unless the addition or removal of sites and/or meal periods creates a material or substantive Contract change.
- 3.6 The SFA reserves the right to maintain, add, and/or remove present food and beverage vending machines in its facilities.
- 3.7 The FSMC shall be an independent contractor and not an employee of the SFA. The employees of the FSMC shall be considered solely employees of the FSMC and shall not be

considered employees or agents of the SFA in any fashion. All FSMC employees will submit to appropriate background checks.

- 3.8 The FSMC shall conduct the food service operation to ensure compliance with the rules and regulations of the Florida Department of Agriculture and Consumer Services ("FDACS") and the USDA regarding Child Nutrition Programs:
- 3.9 The SFA shall be legally and financially responsible for the conduct of the food service operation and shall supervise the food service to ensure compliance with the rules and regulations of the FDACS and the USDA regarding Child Nutrition Programs.

#### **SECTION 4 SCHOOL FOOD AUTHORITY RESPONSIBILITIES**

- 4.1 The SFA shall ensure that the food service operation is in conformance with its *National School Lunch and Breakfast Program Sponsor Agreement* and the *Policy Statement for Free Meals, Free Milk, and Reduced-Price Meals*.
- 4.2 The SFA shall retain control of the quality, extent, and general nature of its food service operation and the prices to be charged for meals, milk, a la carte items, adult meals, and vending machine items, as applicable.
- 4.3 The SFA shall monitor the food service operation through periodic on-site reviews to include the inspection of meals, food preparation, storage and service areas, sanitation practices, and procedures for accurately counting and claiming meals provided that nothing in this paragraph shall be construed as to relieve the FSMC of its independent obligation to provide proper oversight and supervision of its operations or to otherwise comply with State and Federal rules and/or regulations.
- 4.4 The SFA shall approve the menus and recipes for meals and other food to be served or sold to students to ensure compliance with the rules and regulations of the FDACS and the USDA.
- 4.5 The SFA shall approve all a la carte items and the prices charged for those items in advance of sale by the FSMC.
- 4.6 The SFA shall retain signatory authority on the FDACS *Annual School Application for Participation in Child Nutrition Programs and Food Distribution Programs*; the *Policy Statement for Free Meals, Free Milk, and Reduced-Price Meals*; the *National School Lunch and Breakfast Program Sponsor Agreement*; and the *Child Nutrition Program Monthly Claim for Reimbursement*.
- 4.7 The SFA will establish internal controls that ensure the accuracy of meal counts before submittal of the *Monthly Claim for Reimbursement*. At a minimum, these controls will include:
  - An on-site review of the meal counting and claiming system employed by each school,
  - Reviews of meal count data for each site, and
  - Edit checks of meal count data against the product of the eligibility data times an attendance factor.
- 4.8 The SFA shall ensure USDA Foods received for use by the SFA and made available to the FSMC are utilized within the Term of this Contract in the SFA's food service operation for the

preparation and service of meals and for other allowable uses in accordance with the Code of Federal Regulations, 7 C.F.R. 250.

- 4.9 The SFA shall maintain and visibly post applicable health certification and assure all state and local regulations are met by the FSMC preparing or serving meals at SFA facilities.
- 4.10 The SFA shall establish and maintain an advisory board composed of parents, teachers, and students to assist in menu planning.
- 4.11 The SFA shall distribute and collect the letter and household applications for free and reduced-price meals or milk and determine eligibility of students for meal benefits.
- 4.12 SFA retains signature authority of Child Nutrition Program Agreement, free and reduced-price policy statement, and all claims input into the Florida Automated Nutrition System (7 CFR 210.16 (a)(5)). SFA is the approving official for the free/reduced eligibility applications, direct certification process, benefits issuance list, submission of claims for reimbursement, and verification requirements.
- 4.13 The SFA shall verify applications for free and reduced-price meals and conduct any appeals or hearings for eligibility determinations.
- 4.14 The SFA shall inform the FSMC of any adjustments to menus and monitor implementation of adjustments.
- 4.15 The SFA shall be responsible for resolution of program reviews and audit findings.

**SECTION 5  
FOOD SERVICE MANAGEMENT COMPANY RESPONSIBILITIES**

- 5.1 The FSMC will conduct the school food service operation in conformance with the Program Sponsor Agreement between SFA and FDACS and in accordance with generally accepted standards of care and best practices in the industry.
- 5.2 The FSMC shall serve, on such days and at such times as requested by the SFA:
  - 5.2.1 Breakfasts, priced as a unit, which meet USDA requirements
  - 5.2.2 Lunches, priced as a unit, which meet USDA requirements
  - 5.2.3 After-school snacks, priced as a unit, pursuant to the After-School Care Program
  - 5.2.4 Summer meals, priced as a unit, which meet USDA requirements
  - 5.2.5 Milk, served to all children pursuant to the Special Milk Program
  - 5.2.6 Fresh fruit and vegetables, served to all children pursuant to the USDA Fresh Fruit and Vegetable Program
  - 5.2.7 Other foods as agreed upon by the FSMC and SFA, pursuant to applicable regulatory requirements
  - 5.2.8 FSMC may also be expected to provide meal support at designated shelters upon request to support emergency operations at designated shelters
  - 5.2.9 FSMC may be required to provide a dinner style meal upon request at selected locations
- 5.3 The FSMC shall serve free, reduced-price, and paid meals and/or free milk to those children designated by the SFA.

- 5.4 The FSMC shall implement collection procedures as specified by the SFA and approved by the FDACS.
- 5.5 The FSMC shall implement the *Offer versus Serve* provision at the food service sites specified by the SFA on Exhibit A.
- 5.6 The FSMC shall adhere to the 21-day cycle menu(s) and portion sizes specified by the SFA on Exhibit B for the first 21 days of meal service. After the first 21 days of meal service, menu changes may be made with SFA approval. Meals must meet the Healthy Hunger-Free Kids Act of 2010 as designated herein by the SFA for each Term of the Contract, as applicable. Meals must meet or exceed the calories and meet the nutrient standards for National School Lunch, School Breakfast, and/or Summer Food Service Program meals for the age/grade groups of school children and as listed in Exhibit C.
- 5.7 The serving sizes, if applicable, provided by the SFA on the 21-day cycle menu(s) in Exhibit B are, in most cases based on the required minimum serving sizes stated in Exhibit C. If the serving sizes for the food items indicated on the menu(s) do not meet the required weekly calorie and nutrient standards as stated in Exhibit C, the FSMC must increase serving sizes and/or provide additional food items as necessary to meet the calorie and nutrient standards without altering the 21-day cycle menu(s). Serving sizes may not be decreased unless otherwise stated in this *Request for Proposal and Contract*.
- 5.8 The FSMC shall be responsible for providing meals and menus appropriate for the age of the students served and acceptable to students evidenced through production records, a minimum of plate waste and participation levels in the National School Lunch, School Breakfast, and/or Summer Food Service Program meals, as applicable.
- 5.9 The FSMC shall participate in the parent, teacher, and student advisory board if requested.
- 5.10 The FSMC shall cooperate with the SFA in promoting nutrition education and assist in the coordination of the SFA's food service with classroom instruction.
- 5.11 The FSMC shall use SFA facilities for preparation of food to be served as specified on Exhibit A.
- 5.12 The FSMC shall not directly or indirectly prevent the sale or marketing of fluid milk at any time, in any place on school premises or at any school-sponsored event. [7 CFR 210.21(e)]
- 5.13 The FSMC is required to substitute food components of the meal pattern for students who are considered to have a disability under 7 C.F.R. 15b and the disability restricts their diet. Substitutions must be made on a case by case basis only when supported by a written statement of the need for substitution(s) that includes recommended alternate foods, unless otherwise exempted by FNS. Such statement must be signed by a licensed physician.

The FSMC may make substitutions for students with disabilities who cannot consume the regular lunch or afterschool snack because of medical or other special dietary needs. These substitutions must be made on a case by case basis and only when supported by a written statement of the need for substitutions that includes recommended alternate foods, unless otherwise exempted by FNS. Except with respect to substitutions for fluid milk, such a statement must be signed by a recognized medical authority.

- 5.14 The FSMC shall deposit daily all monies in the SFA's nonprofit food service account.

- 5.15 The FSMC will operate and care for equipment and food service areas in a clean, safe, and healthy condition in accordance with the standards prescribed in the SFA's written food safety program and comply with all applicable federal, state, and local laws, ordinances, regulations, and rules concerning sanitation.
- 5.16 It will be the joint responsibility of the SFA and the FSMC to protect the anonymity of all children receiving free or reduced-price meals, and methods for ensuring anonymity shall be jointly agreed upon; provided that nothing in this paragraph shall be construed to relieve the FSMC of its independent obligation to protect the anonymity of all children receiving free or reduced-price meals and to provide the required quality and extent of goods and services hereunder.
- 5.17 Guarantee - It is the goal of the Suwannee County School Board for the successful FSMC to guarantee a \$400,000 fund balance, including the FL DOE annually approved indirect cost rate, for the SFA food service operation for school year 2022-2023 and beyond. If this requirement is not met the FSMC will reimburse the SFA for one hundred (100) percent of the net loss in school food service operations.

**SECTION 6  
INVOICING AND PAYMENT**

- 6.1 The FSMC shall submit itemized invoices to the SFA bi-weekly or monthly. Invoices shall specify the number of meals provided to the SFA and the unit price for each meal type.
- 6.2 The SFA shall pay the FSMC the unit price specified in the Bid Summary times meals provided as specified in the invoice. The SFA shall pay:
  - 6.2.1 According to the time frame as stated on the FSMC invoice; or
  - 6.2.2 Five (5) business days after receiving Meal Claim Reimbursement; whichever occurs sooner.
  - 6.2.3 No later than forty-one (41) calendar days of its receipt of the invoice from the FSMC.
- 6.3 The FSMC shall use the following delinquent payment notification procedures in order to exercise its right to demand payment from the SFA:
  - 6.3.1 For invoices not paid within forty-two (42) calendar days after the SFA received the invoice, the FSMC shall send the SFA a notice letter with a copy of the original invoice attached. The FSMC shall also provide a copy of the notice letter to the FDACS.
  - 6.3.2 When an invoice previously noticed when delinquent forty-two (42) calendar days is still delinquent and not paid in full within sixty-three (63) calendar days after the SFA received the invoice, the Vendor must provide a second letter to the SFA with a copy of the original invoice attached and provide a copy to the FDACS.
  - 6.3.3 The FSMC may suspend service or terminate its contract with the SFA if the SFA has failed to make full and complete payment for any invoice sixty-three (63) or more calendar days after the invoice was received. The FSMC's failure to terminate its contract shall not waive its right to seek payment under appropriate Florida Law and procedures.

**SECTION 7  
USDA FOODS**

- 7.1 Any USDA Foods received for use by the SFA and made available to the FSMC shall be utilized within the specified Term of this Contract in the SFA's food service operation for the preparation and service of meals and for other allowable uses in accordance with 7 C.F.R. 250.
- 7.2 The FSMC shall accept and use USDA Foods in as large a quantity as may be efficiently utilized in the nonprofit food service operation, subject to approval of the SFA.
- 7.3 The FSMC shall manage all USDA Foods to ensure the foods are utilized in the SFA's food service. USDA Foods shall not be sold, exchanged, or otherwise disposed of without the approval of the USDA.
- 7.4 The FSMC shall utilize all USDA ground beef, ground pork, and processed end products received in the SFA's food service operation. Commercially purchased foods shall not be substituted for these foods.
- 7.5 The FSMC shall utilize all other USDA Foods, or substitute commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the USDA Foods as determined by the SFA, in the SFA's food service operation.
- 7.6 The FSMC shall credit the SFA for the full value of all USDA Foods received for use in the SFA's meal service during the school year (including both entitlement and bonus foods) regardless of whether the USDA Foods have been used. If the FSMC acts as an intermediary between a processor and the SFA, the FSMC shall credit the SFA for the value of USDA Foods contained in the processed end products at the USDA processing agreement value, unless the processor is providing such credit directly to the SFA. The FSMC will issue all such credit in full prior to the expiration of each Contract Term.
- 7.7 The FSMC will clearly identify USDA food credits on the SFA's monthly bill/invoice and record these credits on a separate line item entry. Each month, the FSMC will also provide a detailed account of all the USDA Food items that were used and the credits issued for any unused USDA Food items.
- 7.8 The current value of USDA Foods is based on the information listed on the SFA's Web-Based Supply Chain Management (WBSCM) Requisition and by the Requisition Status Report. If not listed, the current market value of USDA Foods will be based on the prices issued by the FDACS.
- 7.9 The SFA shall ensure the method and timing of crediting does not cause its cash resources to exceed limits established in 7 C.F.R. subparagraph 210.9(b)(2).
- 7.10 At the end of each Contract Term and upon expiration or termination of the Contract, a year-end reconciliation shall be conducted by the SFA to ensure and verify correct and proper credit has been received for the full value of all USDA Foods received by the FSMC during each Contract Term for use in the SFA's food service operation.
- 7.11 The SFA shall verify receipt of USDA Foods shipments through its electronic records or by contacting FDACS or the processor, as applicable.
- 7.12 The FSMC must keep separated inventories (both physical and accounting) of USDA Foods and regular purchased food.

- 7.13 The SFA and FSMC must maintain records of receipt of USDA Foods and processed end products, of crediting for the value of USDA Foods, and other records relating to USDA Foods in accordance with 7 C.F.R. section 250.54. All records pertaining to USDA Foods shall be maintained and made available for inspection by the SFA, FDACS, and the USDA for a period of five (5) years plus the current year.
- 7.14 FSMC will comply with the storage and inventory management requirements for USDA Foods in 7 C.F.R. paragraph 250.14(b). USDA ground beef, ground pork, and processed end products shall be stored in a manner that ensures usage in the SFA's food service operation.
- 7.15 The FSMC must accept liability for any fault or negligence on its part that results in any loss, damage, out of condition, or improper use of USDA Foods not yet credited to the SFA.
- 7.16 SFA and FDACS have and preserve a right to assert claims against other persons to whom USDA Foods are delivered for care, handling or distribution, and will act to obtain restitution in connection with claims for improper distribution, use or loss of, or damage to, USDA Foods.
- 7.17 The SFA and FSMC shall consult and agree on end products to be produced from USDA Foods during each Contract Term. If the SFA and FSMC cannot agree on end products, the FSMC shall utilize the USDA Foods in the form furnished by the USDA.
- 7.18 The SFA shall be responsible for contracting with any commercial facility for the processing or repackaging USDA Foods. The FSMC shall pay all related processing fees and costs. The SFA shall not be responsible for any costs associated with processing USDA Foods. Although the FSMC may procure processed end products on behalf of the SFA, the FSMC itself shall not enter into any processing agreements with a processor, nor shall the FSMC enter into any subcontracts for further processing of USDA Foods. If the FSMC procures processed end products on behalf of the SFA, the FSMC will comply with the provisions of the SFA processing agreement(s) and the requirements in subpart C of 7 C.F.R. 250.
- 7.19 The FSMC shall have records maintained and available to substantiate the receipt, use, storage, and inventory of USDA Foods. The FSMC must submit to the SFA monthly inventory reports showing all transactions for processed and non-processed USDA Foods. Failure by the FSMC to maintain records as required 7 C.F.R. section 250.16 shall be considered prima facie evidence of improper distribution or loss of USDA Foods and the FSMC shall be subject to the provisions of § 250.13(e).
- 7.20 The SFA, FDACS, Comptroller General of the United States, Florida Auditor General, USDA, or any of their duly authorized representatives may perform on-site reviews of the FSMC's food service operation at any reasonable time. This includes the inspection and inventory of USDA Foods in storage or the facilities used in the handling or storage of such USDA Foods, and inspection and audit all records, including financial records, and reports pertaining to the distribution of USDA Foods and may review or audit the procedures and methods used in carrying out the requirements of this contract and 7 C.F.R. 250 and 210.
- 7.21 The FSMC shall return all unused USDA ground beef products, ground pork products, and processed end products to the SFA upon termination, expiration, or non-renewal of the Contract.
- 7.22 At the discretion of the SFA, the FSMC may be required to return other unused USDA Foods to the SFA upon termination, expiration, or non-renewal of the Contract.

- 7.23 The SFA shall retain title to all USDA Foods provided to the FSMC for use in the SFA's food service operation.
- 7.24 USDA Foods or processed end products containing USDA Foods shall not be used for catering or special functions conducted outside of the nonprofit school food service operation.

**SECTION 8  
PURCHASES/BUY AMERICAN**

- 8.1 The FSMC shall retain title to all purchased food and nonfood items.
- 8.2 The FSMC shall purchase, to the maximum extent practicable, domestic commodities or products that are either agricultural commodities produced in the United States or food product processed in the United States substantially using agricultural commodities produced in the United States.
- 8.3 The FSMC shall inform the SFA if a domestic food is unavailable. Documentation must be shown that consideration was given on the use of a domestic alternative food before approving an exception.
- 8.4 The FSMC shall not substitute commercially-purchased foods for USDA ground beef, ground pork, and processed end products received.
- 8.5 The FSMC may substitute commercially-purchased foods for all other USDA Food received. All commercially-purchased food substitutes must be of the same generic identity as the USDA food received, of United States origin, and of equal or better quality than the USDA Foods as determined by the SFA.
- 8.6 The SFA shall ensure commercially-purchased foods used in place of USDA Foods received are of the same generic identity as the USDA Foods received, of United States origin, and of equal or better quality than the USDA Foods as determined by the SFA.
- 8.7 The FSMC may be required to certify the percentage of United States content in the products supplied to the SFA.
- 8.8 The SFA reserves the right to review FSMC purchase records to ensure compliance with the *Buy American* provision in 7 C.F.R. sections 210.21 and 250.23.
- 8.9 The FSMC shall provide Nutrition Facts labels and any other documentation requested by the SFA to ensure compliance with United States content requirements.
- 8.10 The FSMC shall provide documentation on the use of non-domestic food when competition reveals the cost of domestic food is significantly higher than non-domestic food.
- 8.11 The FSMC shall provide documentation for the use of a non-domestic alternative food due to the domestic food not produced or manufactured in sufficient and reasonable available quantities of a satisfactory quality.

**SECTION 9  
USE OF FACILITIES AND EQUIPMENT**

- 9.1 The SFA shall make available without any cost or charge to the FSMC, the areas and premises agreeable to both parties in which the FSMC shall render its services.
- 9.2 The SFA shall furnish and install any equipment and make any structural changes needed to comply with federal, state, and local laws, ordinances, rules, and regulations.
- 9.3 The FSMC shall not use the SFA's facilities to produce food, meals, or services for other organizations or otherwise use the facilities of the SFA for any reason other than those specifically provided for in this Contract without the express written consent of the SFA.
- 9.4 The FSMC and SFA shall inventory the equipment and supplies owned by the SFA at the beginning of the school year and the end of the school year, including but not limited to flatware, trays, chinaware, glassware, and kitchen utensils. The FSMC will be responsible for correcting any discrepancies and any equipment repairs that are not the result of normal wear and tear within 30 days of the end-of-the-school-year inventory.
- 9.5 The SFA shall repair and service equipment except when damages result from the use of less-than-reasonable care by the FSMC employees or agents as determined by the SFA. When damage results from less-than-reasonable care on the part of any FSMC employees or agents, it will be the FSMCs responsibility to repair and service the damaged equipment, incurring all applicable fees and costs, within a reasonable timeframe to ensure no disruption in service.
- 9.6 The SFA reserves the right, at its sole discretion, to use its facilities to sell or dispense any food or beverage before or after regularly scheduled lunch or breakfast periods provided such use does not interfere with the operation of the Child Nutrition Programs.
- 9.7 The SFA shall return facilities and equipment to the FSMC in the same condition as received when the SFA uses the facilities for extra-curricular activities.
- 9.8 The FSMC shall maintain the inventory of expendable equipment necessary for the food service operation and at the inventory level as specified by the SFA.
- 9.9 The SFA shall be legally responsible for any losses of USDA Foods which may arise due to equipment malfunction or loss of electrical power not within the control of the FSMC.
- 9.10 The FSMC and/or its employees or agents shall not remove equipment or property of the SFA from the SFA's premises including, but not limited to, food preparation and/or serving equipment.
- 9.11 The FSMC shall provide written notification to the SFA of any equipment belonging to the FSMC within ten days of its placement on SFA premises.
- 9.12 The SFA shall not be legally responsible for loss or damage to equipment and/or vehicles owned by the FSMC and located on SFA premises.
- 9.13 The SFA shall provide sanitary toilet facilities for the FSMC employees.
- 9.14 The SFA shall have access, with or without notice to the FSMC, to all SFA facilities used by the FSMC for inspection and audit purposes.

- 9.15 The FSMC shall surrender all equipment and furnishings in good repair and condition to the SFA upon termination of the Contract, reasonable wear and tear excepted.
- 9.16 The SFA must give prior approval and have final authority for the purchase of equipment used for the storage, preparation, serving, or delivery of school meals.
- 9.17 The SFA retains title to all property and equipment when placed in service. If the property and/or equipment is amortized through the FSMC and the Contract expires or is terminated, the SFA can return the property to the FSMC for full release of the unpaid balance or continue to make payments in accordance with amortization schedules.

## **SECTION 10 SANITATION**

- 10.1 The FSMC shall place garbage and trash in containers as specified by the SFA and place them in designated areas.
- 10.2 The SFA shall remove all garbage and trash from the designated areas.
- 10.3 The FSMC shall clean the kitchen area including, but not limited to, sinks, counters, tables, chairs, flatware, and utensils.
- 10.4 The FSMC shall operate and care for all equipment and food service areas in a clean, safe, and healthy condition in accordance with standards acceptable to the SFA and comply with all applicable laws, ordinances, regulations, and rules of federal, state, and local authorities.
- 10.5 The SFA shall clean grease traps, walls, floors, light fixtures, window coverings, and ducts and hoods above the filter line.
- 10.6 The SFA shall provide extermination services as needed.
- 10.7 The SFA shall clean the dining/cafeteria area, including tables, chairs, and floors after the meal service.

## **SECTION 11 EMPLOYEES**

Existing employees who have been employed by the District and are within 10 years of fulltime Florida Retirement (FRS) will have the option to remain employees of the District. Any new employees hired after program implementation will become employees of the selected firm.

- 11.1 The FSMC shall comply with all wage and hours of employment regulations of federal and state law.
- 11.2 The FSMC shall pay all FSMC employees in accordance with the Fair Labor Standards Act and any other applicable statutes.
- 11.3 The FSMC and SFA recognize that one of the most important elements of a successful food service program is the staff employed to administer the food service program. The FSMC shall be responsible for the employment of all staff necessary for the safe, timely, and efficient distribution of meals to students and members of the SFA staff.

- 11.4 The FSMC shall instruct its employees to abide by the policies, rules, and regulations, with respect to use of SFA premises, as established by the SFA and furnished in writing to the FSMC.
- 11.5 The FSMC shall provide the SFA with a list of its personnel policies and employee handbook.
- 11.6 The FSMC shall ensure, at its own expense, required fingerprint-based criminal history record checks are conducted on all FSMC employees assigned to the SFA and results are provided to the SFA per the Jessica Lunsford Act, section 1012.32, Florida Statutes.
- 11.7 The SFA shall submit to the FSMC a current schedule of eight and six-hour employees, positions, assigned locations, hours of work, wages and benefits (as applicable) on Exhibit E which must be used for proposal calculation purposes. All three-hour employees will be retained as district employees and have the opportunity to interview with the FSMC for fulltime employment as positions become available.
- 11.8 The FSMC shall maintain the same minimum level of eight and six-hour employee positions, wages, and benefits as stipulated on Exhibit E throughout the entire Contract Term, and each subsequent Contract Term, as applicable, unless a reduction in the required levels is authorized by the SFA. The FSMC shall provide the SFA with written notice of any increases in employee positions, hours, wages, and benefits. All current three-hour will be retained by the district and will not be replaced if they leave the three-hour position.
- 11.9 In the event a reduction in employee positions, hours, wages, and/or benefits occurs and such reduction is authorized by the SFA, the FSMC shall credit the SFA's monthly bill/invoice for the exact dollar amount related to the cost of the labor reduction as indicated on Exhibit E for the remainder of the Contract Term, including the value of any subsequent and future increases in employee wages and benefits. Such credits shall be termed a Labor Reduction Fee.
- 11.10 The FSMC must ensure that the employees' hours listed on Exhibit E are not used for catering or special functions.
- 11.11 Upon written request of the SFA, the FSMC will remove any FSMC employee who violates health requirements or conducts himself/herself in a manner which is detrimental to the physical, mental, or moral well-being of students or staff, or otherwise violates SFA policies, procedures, and practices.
- 11.12 In the event of the removal or suspension of any employee, the FSMC shall immediately restructure its staff without disruption in service.
- 11.13 All food service personnel assigned to each school shall be instructed on the use of all emergency valves, switches, and fire and safety devices in the kitchen and cafeteria areas.
- 11.14 The use of student workers or students enrolled in vocational classes in the food service operation shall be mutually agreed upon.
- 11.15 The FSMC shall provide daily, on-site supervisory personnel dedicated solely to the SFA, for the overall food service operation.
- 11.16 The FSMC shall conduct civil rights training for all food service employees, including front-line staff, on an annual basis. Civil rights training must include:
  - Collection and use of data,

- Effective public notification systems,
- Complaint procedures,
- Compliance review techniques,
- Resolution of noncompliance,
- Requirements for reasonable accommodation of persons with disabilities,
- Requirements for language assistance,
- Conflict resolution, and
- Customer service.

11.17 The FSMC shall conduct periodic training on various food service operations related topics for all food service employees.

**SECTION 12  
DESIGNATION OF PROGRAM EXPENSE**

12-1 The FSMC guarantees to the SFA that the proposal meal rates and fees for each reimbursable school meal and a la carte equivalent shall include the expenses designated under Column I. The FSMC shall be responsible for negotiating/paying all employees' fringe benefits, employee expenses, and accrued vacation and sick pay for staff on their payroll.

12-2 The SFA shall pay those expenses designated under Column II.

	<u>Column I</u>	<u>Column II</u>
LABOR:		
Payroll, Managers, and/or Supervisors	X_____	_____
Payroll, Full-, and Part-Time Workers	X_____	_____
Payroll,		
Ticket Sellers	X_____	_____
Cashiers	X_____	_____
Drivers	X_____	_____

EMPLOYEE BENEFITS/COSTS—TO BE PAID BY PARTY DESIGNATED AS EMPLOYER. MAY INCLUDE, BUT NOT LIMITED TO:

Life Insurance, Medical/Dental Insurance	X_____	_____
Retirement Plans, Social Security	X_____	_____
Vacation, Sick Leave, Holiday Pay	X_____	_____
Uniforms, Tuition Reimbursement	X_____	_____
Labor Relations	X_____	_____
Unemployment Compensation, Workers Compensation	X_____	_____
Processing and Payment of Payroll	X_____	_____

FOOD		
Food Products	X_____	_____
Commodity Delivery	X_____	_____
Commodity Freight/Handling Costs	X_____	_____
Food Storage/Warehouse	X_____	_____

OTHER EXPENSES		
Accounting		
Bank Charges	X_____	_____
Data Processing	X_____	_____
Record Keeping	X_____	_____

Processing and Payment of Invoices	X_____	_____
Equipment—Major		
Original Purchase	X_____	_____
Routine Maintenance	X_____	_____
Major Repairs	X_____	_____
Replacement	X_____	_____
Equipment—Expendable (Trays, tableware, glassware, utensils)		
Original Purchase	X_____	_____
Replacement	X_____	_____
Cleaning/Janitorial Supplies	X_____	_____
Insurance		
Liability Insurance	X_____	_____
Insurance on Supplies/Inventory	X_____	_____
Laundry and Linen	X_____	_____
Office Materials	X_____	_____
Paper/Disposable Supplies	X_____	_____
Pest Control	_____	X_____
Postage	X_____	_____
Printing	X_____	_____
Product Testing	X_____	_____
Promotional Materials	X_____	_____
Taxes and License	_____	_____
Telephone		
Local	_____	X_____
Long Distance	_____	X_____
Tickets/Tokens	X_____	_____
Training	X_____	_____
Transportation	X_____	_____
Trash Removal		
From Kitchen	X_____	_____
From School Premises	_____	X_____
Travel		
Required	X_____	_____
Requested	X_____	_____
Vehicles	_____	X_____

**SECTION 13  
FEES**

- 13.1 All proposals must be calculated based on the menu(s) in Exhibit B. All proposals shall be submitted using the *Proposal Summary* (Exhibit J) form attached herein. The proposal price(s) must not include the use of commodities or any alternate pricing structure. All rates must be written in ink or typed in the blank space(s) provided and the estimated totals must be carried out to the second decimal place and must not be rounded.
- 13.2 Gross Sales shall be remitted to SFA or deposited in the nonprofit food service account on a daily basis. FSMC shall be paid a fixed meal price for each Reimbursable Meal and Meal Equivalent provided by the FSMC under this Agreement.

- 13.3 The total cost shall include SFA's salary and benefits, indirect cost, commodity, and other SFA cost. These are SFA direct pay items that must be funded from Food Service Program revenues but are included in the Fixed Meal Price paid per meal to FSMC. A meal or meal equivalent shall be calculated as follows:
- 13.3.1 A reimbursable student lunch and paid adult lunches are counted as one meal equivalent for each lunch served. A reimbursable student breakfast and paid adult breakfast are counted as one half (.50) of a meal equivalent for each breakfast served. A reimbursable student afterschool snack is counted as one quarter (.25) of a meal equivalent. A la carte food sales are converted to meal equivalents by dividing the total amount of a la carte sales by three dollars and eighty-three cents (\$3.83).
- 13.4 The FSMC shall invoice the SFA at the end of each accounting period as determined by the SFA. Invoiced amounts shall be paid within 30 (days) after receipt of the invoice. Reconciliation shall be made for any over-payment or under-payment on the invoice for the next accounting period. Invoices to the SFA must include a statement that documentation is available at the SFA Food Service office or reasonably accessible to support the invoice and any auditing process. All clerical/recordkeeping requirements of the Food Service operation shall be completed by the staff, both SFA and FSMC, assigned to the SFA Food Service office. Upon termination of the Agreement all outstanding amounts shall be paid within thirty (30) days. In addition, FSMC and SFA shall perform a final reconciliation of the records and FSMC shall either invoice SFA for amounts due or refund SFA for any overpayment resulting from such reconciliation.
- 13.5 The FSMC shall receive no payment for meals that are spoiled or unwholesome at the time of serving, that do not meet the detailed specifications for each food component or menu item in accordance with 7 C.F.R. 210, or that do not otherwise meet the requirements of the contract.
- 13.6 The FSMC must subtract from the SFA's monthly bill/invoice the value of all USDA Foods received. Credit issued by the FSMC to the SFA for USDA Foods receipts shall be recorded on the monthly bill/invoice as a separate line item entry and shall be clearly identified and labeled.
- 13.7 The FSMC shall submit separate billing for special functions conducted outside of the nonprofit school food service account.
- 13.8 The fixed meal rate for meals must be calculated as if no USDA Foods were available.

#### **SECTION 14 REVENUE**

- 14.1 The SFA shall receive all revenue from the food service operation.
- 14.2 The food service revenue shall be used only for the SFA's nonprofit food service.
- 14.3 The food service revenue shall flow through the SFA's chart of accounts.
- 14.4 All goods, services, or monies received as the result of any equipment or government commodity rebate shall be credited to the SFA's nonprofit food service account.
- 14.5 If reimbursement is denied as a direct result of the failure of the FSMC to comply with the provisions of this Contract, the FSMC shall assume responsibility for the amount denied.

**SECTION 15  
LICENSES, CERTIFICATIONS, AND TAXES**

- 15.1 Throughout the Term of the Contract and each renewal Term, the FSMC shall obtain and maintain all applicable licenses, permits, and health certifications required by federal, state, and local law.
- 15.2 The FSMC shall have state or local health certification for any facility outside the SFA in which it proposes to prepare meals, if applicable, and must maintain this health certification for each Contract Term.
- 15.3 The FSMC and all affiliates shall collect and remit Florida Use Tax on all sales of tangible personal property in the State of Florida in accordance with applicable state statutes.
- 15.4 The FSMC certifies that it is not debarred from bidding or entering into this contract under Florida statute 287.133 and that the SFA may declare this contract void if this certification is false.

**SECTION 16  
RECORD KEEPING**

- 16.1 The FSMC shall maintain such records as the SFA will need to meet monthly reporting responsibilities and will report claim information, including daily meal counts, to the SFA promptly at the end of each month.
- 16.2 The FSMC shall have records maintained and available to demonstrate compliance with the requirements relating to USDA Foods. Such records shall include the following
  - 16.2.1 The receipt, use, storage, and inventory of USDA Foods;
  - 16.2.2 Monthly inventory reports showing all transactions for processed and non-processed USDA Foods; and
  - 16.2.3 Documentation of credits issued to the SFA for USDA Foods received; and
  - 16.2.4 Documentation of credits issued to the SFA for USDA Foods owned by the SFA prior to the contract execution date.
- 16.3 The FSMC shall retain all records relating to the initial contract and all subsequent renewals for a minimum of five (5) years or the longer of the retention periods required by federal, state, or local laws and regulations that govern the SFA regarding recordkeeping and records retention.
- 16.4 All records must be maintained for the longer of the retention periods specified above for the purpose of making audits, examinations, excerpts, and transcriptions by representatives of the SFA, the FDACS, the USDA, and the Auditor General, and other governmental entities with monitoring authority at any reasonable time and place. If audit findings have not been resolved, the records shall be retained beyond the specified period as long as required for the resolution of the issues raised by the audit.
- 16.5 The FSMC accepts liability for any over-claims due to FSMC negligence or noncompliance with regulations, including those over-claims based on review or audit findings.

**SECTION 17  
TERMS AND TERMINATION**

- 17.1 This Contract is effective for a one-year period, commencing July 1, 2022 or upon written acceptance of the Contract, whichever occurs last, and ending June 30, 2023 ("contract term" or "term"). This contract will be renewable on an annual basis, upon mutual agreement of the SFA and FSMC, for up to four (4) additional years (each year a "renewal term").
- 17.2 Renewal of this Contract is contingent upon the fulfillment of all Contract provisions relating to USDA Foods.
- 17.3 Either the SFA or FSMC can terminate this Contract for cause or for convenience with a sixty- (60) day written notification. Following sixty- (60) day written notification, the SFA can terminate this Contract in whole or in part without the payment of any penalty or incurring any further obligation to the FSMC.
- 17.4 Following any termination for convenience, the FSMC shall be entitled to compensation for services completed upon submission of invoices and proof of claim for services provided under this Contract up to and including the effective date of termination. The SFA shall have the right to receive services from the Contractor through the effective date of the notice of termination, and may, at its election, procure such work from other contractors as may be necessary to complete the services.
- 17.5 Notwithstanding any provision to the contrary in this Contract, obligations of the SFA will cease immediately without penalty of further payment being required if sufficient funds for this Agreement are not appropriated by the Florida Legislature or a federal funding source, or such funds are otherwise not made available to the SFA for payments in accordance with this Contract.
- 17.6 Notwithstanding the notice period in paragraph 17.3, the SFA may immediately terminate the Contract, in whole or in part, upon notice to the FSMC if the SFA determines that the actions, or failure to act, of the FSMC, its agents, employees or subcontractors have caused, or reasonably could cause jeopardy to health, safety, or property; or if the SFA determines that the FSMC lacks the financial resources to perform under the Contract.
- 17.7 If the FSMC fails to perform to the SFA's satisfaction any material requirement of this Contract or is in violation of a material provision of this Contract, the SFA shall provide written notice to the FSMC requesting that the breach or noncompliance be remedied within sixty- (60) days. If the breach or noncompliance is not remedied by the specified period of time, the SFA may either: (a) immediately terminate the Contract without additional written notice or, (b) enforce the terms and conditions of the Contract, and in either event seek any available legal or equitable remedies and damages. The SFA may finish the services by whatever method the SFA may deem expedient. Any damages incurred by the SFA as a result of any FSMC default shall be borne by the FSMC at its sole cost and expense, shall not be payable as part of the Contract amount, and shall be reimbursed to the SFA by the FSMC upon demand.
- 17.8 Neither the FSMC nor SFA shall be responsible for any losses resulting if the fulfillment of the terms of the Contract is delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or any other acts which could not have been prevented by the exercise of due diligence ("Act of God"). The SFA may cancel the Contract without penalty if the FSMC's performance does not resume within thirty (30) days of the FSMC's interruption of services due to an Act of God.

- 17.9 The only rates and fees that may be renegotiated in subsequent years of this contract are the fixed rates and fixed fees contained herein. Before any fixed rate or fee increases can be implemented as part of a contract renewal agreement, the FSMC shall document to the SFA, through a written financial analysis, the need for such increases. Renegotiation of all fixed rates and fees in subsequent years of the contract must not exceed the *Consumer Price Index for Urban Consumers—Food Away From Home* annualized rate for December of the current school year. Individual per meal fixed rate and applicable fixed fee increases cannot exceed *the CPI Index* as stated above. Percentage increases cannot be applied to any previous year's total estimated or actual contract cost. The calculation method regarding the determination of a la carte equivalents is outlined in the *Fees* section of this contract.

**SECTION 18  
GENERAL CONTRACT TERMS**

- 18.1 No provision of this Contract shall be assigned or subcontracted without prior written consent of the SFA. The FSMC shall not subcontract for the total meal, with or without milk, or for the assembly of the meal.
- 18.2 This solicitation/Contract with exhibits/attachments constitute the entire agreement between the SFA and FSMC and may not be changed, extended orally, or altered by course of conduct. No other contracts will be signed by the SFA.
- 18.3 Each party to this Contract represents and warrants to the other that: (a) it has the right, power and authority to enter into and perform its obligations under this Contract and (b) it has taken all requisite action (corporate, statutory or otherwise) to approve execution, delivery and performance of this Contract, and (c) this Contract constitutes a legal, valid, and binding obligation upon itself in accordance with its terms.
- 18.4 Any silence, absence, or omission from the Contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail, and all materials, workmanship, and services rendered shall be of a quality that would normally be specified by the SFA.
- 18.5 No course of dealing or failure of the SFA to enforce strictly any term, right, or condition of this Contract shall be construed as a waiver of such term, right, or condition. No express waiver of any term, right, or condition of this Contract shall operate as a waiver of any other term, right, or condition.
- 18.6 Payments on any claim shall not prevent the SFA from making claim for adjustment on any item found not to have been in accordance with the provisions of this Contract.
- 18.7 It is further agreed between the SFA and FSMC that the exhibits/attachments and clauses attached and designated are hereby in all respects made a part of this Contract.

18.8 Small Business Enterprise

FSMC agree to take affirmative steps to ensure that small businesses are used whenever possible.

Affirmative steps may include the following:

- 18.8.1 Including qualified small businesses on solicitation lists;  
18.8.2 Assuring that small businesses are solicited whenever they are potential sources;

- 18.8.3 When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum small businesses participation;
- 18.8.4 Where the requirement permits, establishing delivery schedules which will encourage participation by small businesses;
- 18.8.5 Using the services and assistance of the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses.
- 18.9 The FSMC shall comply with the Title VI of the Civil Rights Act of 1964; USDA regulations implementing Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; 7C.F.R. Parts 15, 15a, and 15b; FNS Instruction 113-1, *Civil Rights Compliance and Enforcement—Nutrition Programs and Activities*; and any additions or amendments to such laws and regulations.
- 18.10 If this Contract is in excess of \$100,000, the SFA and FSMC shall comply with all applicable standards, orders, or regulations, including but not limited to:
- The Clean Air Act (42 U.S.C. § 7401 *et seq.*), the Clean Water Act (33 U.S.C. § 1251 *et seq.*), as amended, Executive Order 11738, and Environmental Protection Agency regulations (2 C.F.R. 1532);
  - *Certification Regarding Lobbying* pursuant to 31 U.S.C. 1352 (2 C.F.R. Appendix II to Part 200); and
  - *Disclosure of Lobbying Activities* pursuant to 31 U.S.C. 1352 (2 C.F.R. Appendix II to Part 200).
- 18.11 The FSMC will comply with:
- Energy Policy and Conservation Act (42 U.S.C. section 6201 *et seq.*);
  - Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 C.F.R. 5);
  - Executive Order 11246, entitled *Equal Employment Opportunity*, as amended by Executive Order 11375 and Department of Labor Regulation (41 C.F.R. Chapter 60);
  - Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 C.F.R. Part 3);
  - Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 C.F.R. Part 5); and
  - Procurement of Recovered Materials. (Stat. 200.322 Solid Waste Disposal Act)
- 18.12 The FSMC is subject to the provisions of 7 U.S.C. section 2209d due to the use of federal funds for operation of the food service program. All announcements and other materials publicizing this program must include statements as to the amount and proportion of federal funding involved.
- 18.13 The FDACS and the USDA are not parties to this Contract and are not obligated, liable, or responsible for any action or inaction by the SFA or the FSMC. The SFA and the FSMC have full responsibility for ensuring the terms of the Contract are fulfilled.
- 18.14 To the fullest extent permitted by law, the FSMC agrees to indemnify, defend, and hold harmless the SFA and its respective agents, officers, and employees from and against any and all claims, demands, suits, liabilities, injuries (personal or bodily), property damage, causes of action, losses, costs, expenses, damages, or penalties, including, without limitation, reasonable defense costs, and reasonable legal fees, arising or resulting from, or occasioned by or in connection with (i) any bodily injury or property damage resulting or arising from any act or omission to act (whether negligent, willful, wrongful, or otherwise) by

the FSMC, its subcontractors, anyone directly or indirectly employed by them or anyone for whose acts they may be liable; (ii) failure by the FSMC or its subcontractors to comply with any Laws applicable to the performance of the Services; (iii) any breach of this Contract, including, without limitation, any representation or warranty provided by the FSMC herein; (iv) any employment actions of any nature or kind including but not limited to, workers compensation, or labor action brought by the FSMC's employees; or (v) any identity breach or infringement of any copyright, trademark, patent, or other intellectual property right.

## SECTION 19 FOOD SPECIFICATIONS

- 19.1 All USDA Foods offered to the SFA and made available to the VENDOR are acceptable and should be utilized in as large a quantity as may be efficiently utilized.

For all other food components, specifications shall be as follows:

- 19.2 All breads, bread alternates, and grains must be whole grain or whole grain-rich. All breads and grains must be fresh (or frozen, if applicable) and must meet the minimum weight per serving as listed on USDA's *Exhibit A: School Lunch and Breakfast. Ready-to-Eat (RTE)* breakfast cereals must list a whole grain as the primary ingredient and the cereal must be fortified. RTE cereals that are made from 100 percent whole grains do not have to be fortified. If applicable, product should be in moisture-proof wrapping and pack-code date provided.
- 19.3 All meat and poultry must have been inspected by the USDA and must be free from off color or odor.
- 19.3.1 Beef must be at least 70:30 lean to fat, preferably 80:20 lean to fat or better.
- 19.3.2 Poultry should be U.S. Grade A when applicable and should meet the recommendations outlined in *Specifications for Poultry Products, A Guide for Food Service Operators* from the USDA.
- 19.3.3 For breaded and battered meat/meat alternate items, all flours must be whole grain or whole grain-rich and breading/batter must not make up more than 30 percent of the weight of the finished product. Note: Manufacturers producing qualifying products (meat/ meat alternate entrées containing grains) may apply for a Child Nutrition (CN) Label to indicate the number of ounce equivalent (oz. eq.) grains that meet the whole grain-rich criteria. The term "oz. eq. grains" on the CN Label indicates that the product meets the whole grain-rich criteria and credit for as a grain serving while the terms "bread" or "bread alternate" on the CN Label indicate that the product meets previous program requirements for grains/breads and are not creditable toward a grain serving.
- 19.3.4 For sausage patties, the maximum fat allowed is 50 percent by weight; industry standard of 38 to 42 percent fat preferred.
- 19.4 All cured processed meats (bologna, frankfurters, luncheon meat, salami, others) shall be made from beef, pork and/or poultry. No meat by-products, fillers, extenders, non-fat milk solids, or cereal will be allowed except to include those products containing Alternate Protein Products (APP) within the limits specified in 9 CFR 319.180(e) and meeting the requirements of Appendix A of 7 CFR 210, 220, 225, and 226. No other binders and extenders may be used in conjunction with the APP to receive the ounce per ounce crediting. Meats must not show evidence of greening, streaking, or other discoloration.

- 19.5 All cheese should be free of mold and undesirable flavor and odors; pasteurized when applicable; and preferably reduced- or low-fat. Hard cheese should have a bright, uniform, attractive appearance, and demonstrate satisfactory meltability. Soft (e.g., cottage cheese) and hard cheese should have a pleasing flavor; and contain proper moisture and salt content. Cream cheese, if offered, maybe offered as an extra food or condiment. Any item labeled as "imitation" cheese or cheese "product" does not meet the requirements for use in food-based menu planning approaches and are not creditable toward meal pattern requirements.
- 19.6 All fish must have been inspected by the United States Department of Commerce (USDC) and meet minimum flesh and batter/breading requirements for a USDC Grade A product or a product packed under federal inspection (PUFI) by the USDC. Note: Manufacturers producing qualifying products (meat/ meat alternate entrées containing grains) may apply for a Child Nutrition (CN) Label to indicate the number of ounce equivalent (oz. eq.) grains that meet the whole grain-rich criteria. The term "oz. eq. grains" on the CN Label indicates that the product meets the whole grain-rich criteria and credit for as a grain serving while the terms "bread" or "bread alternate" on the CN Label indicate that the product meets previous program requirements for grains/breads and are not creditable toward a grain serving.
- 19.7 All fresh fruits must be ripe and in good condition when delivered and must be ready for consumption per the USDA *Food Buying Guide*. At a minimum, fruits must meet the food distributors' second-quality level. Fruits should have characteristic color and good flavor and be well-shaped and free from scars and bruises. Size must produce a yield equal to or greater than the attached 21-day cycle menu requirements.
- 19.8 All fresh vegetables must be ripe and in good condition when delivered and must be ready for consumption per the USDA *Food Buying Guide*. At a minimum, fresh vegetables must meet the food distributors' second-quality level. Fresh vegetables should have characteristic color and good flavor, be well shaped, and free from discoloration, blemishes, and decay. Size must produce a yield equal to or greater than the attached 21-day cycle menu requirements.
- 19.9 All canned vegetables must meet the food distributors' first quality level (extra fancy and fancy) and should be reduced-sodium, low-sodium or no added salt.
- 19.10 All canned fruits must meet the food distributors' second quality level (standard). Canned fruit must be packed in juice, water or light syrup, and all frozen or dried fruit must have no added sweetener (nutritive or non-nutritive).
- 19.11 All fruit juices must be 100 percent, full strength juice.
- 19.12 Eggs must be inspected and passed by the state or federal Department of Agriculture and used within 30 days of date on carton. Eggs should be grade A, uniform in size, clean, sound-shelled, and free of foreign odors or flavors.
- 19.13 Sauces, (i.e., spaghetti, pizza) and gravy must be smooth and uniform in color with no foreign substance, flavor, odor, or off color.
- 19.14 If applicable, the food production facility, manufacturing plant, and products must meet all sanitary and other requirements of the Food, Drug, and Cosmetic Act and other regulations that support the wholesomeness of products.
- 19.15 Meals and food items must be stored and prepared under properly controlled temperatures and in accordance with all applicable health and sanitation regulations.

- 19.16 When the specification calls for "Brand Name or Equivalent", the brand name product is acceptable. Other products may be considered with proof that such products meet stated specifications and are deemed equivalent to the brand products in terms of quality, performance, and desired characteristics, as determined by the SFA.
- 19.17 Breakfast and lunch program meals must meet the sodium target level prescribed in 7 C.F.R. section 210.10 for the applicable school year.
- 19.18 Nutrition labels or manufacturer specifications must indicate zero grams of added trans-fat (less than 0.5 grams) per serving. Meats that contain a minimal amount of naturally-occurring trans fats are allowed in the school meal programs.
- 19.19 USDA requires SFA's to offer two fluid milk choices daily. Fluid milk choices must be from unflavored low-fat (1 percent milk fat) or fat-free, flavored or unflavored. Two choices must be offered daily as required by the SFA.
-

## EVALUATION CRITERIA

### A. Minimum Eligibility Requirements:

In order to be considered for evaluation, the proposers should demonstrate sufficient capacity, resources, and experience to provide complete professional food service management services as required by the District. Any proposer that fails to meet all of the following minimum criteria may be noted as "non-responsive" and many not beevaluated/scored.

At a minimum, proposing firms shall submit the required proposal bond. Additionally, proposing firms should submit all required information set forth below. Concurrent with the delivery of the proposal, the Proposer should also irrevocably deliver completed and properly signed:

- Exhibit F Drug-Free Workplace Program Bidder Certification
- Exhibit G Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- Exhibit H Certification Regarding Lobbying
- Exhibit I Disclosure of Lobbying Activities
- Exhibit J Proposal Summary
- Exhibit K Non-Collusion Affidavit
- Certificate of Independent Price Determination
- Personnel Policies and Employee Handbook

Upon completion of the award process and within five (5) business days of the Suwannee County School Board's completion of the award process at its duly called meeting and execution of the contract, the successful Proposer shall cause the delivery of the required Performance Bond and deliver the required insurance certificate.

**NOTE: The items required above should be clearly identified and documented in the proposal. Failure to provide all required information and/or submittals as described in this section may render the respondent's proposal non-responsive and therefore it may also be ineligible for evaluation.**

### B. Proposal Format and Evaluation Criteria:

In order to maintain comparability and enhance the review process, it is required that proposals be organized in the manner specific below. Include all information in your proposal. Proposers are encouraged to provide tab separations for each item. Proposals received which do not contain ALL items listed in this section will be considered non-responsive, and therefore ineligible for evaluation.

**The criteria for evaluation of proposals shall be as follows:**

#### 1. Total Fixed Meal Charge – Maximum 30 points.

The lowest cost proposal meeting specification will receive the maximum Thirty (30) points for this category which includes a 5-point bonus for lowest fixed meal charge. All other respondents will receive points proportionate to the lowest price response based on the remaining 0 points. Maximum Thirty (30) points (Includes 5 Point Bonus for Lowest Cost Proposal.)

**2. Menus/Product Identifications/Nutrition Analyses as submitted in response to the menu system – Maximum 20 points.**

Evaluation will be on the basis of conformance to the menu system description as provided in this RFP, the appropriateness for the school grade levels and the level of Comprehensiveness of the analysis. Maximum twenty (20) points.

**3. Marketing Plan/Training/Transition Plan – Maximum 15 points**

Marketing strategies for increased breakfast and lunch and meal participation/staff training/transition plan to be implemented and time line and in school marketing to students and staff. Evaluation will be on the basis of plan adequacy, ability to provide smooth transition between school years, innovation and progress monitoring/assessment methodology. Maximum fifteen (15) points.

**Scoring Guidelines Applicable to 2-3.**

- 0 = **No Value:** Proposal is clearly inadequate or non-responsive regarding this topic.
- 1-2 = **Poor:** Proposal shows limited innovation regarding this topic, but there is some indication that proposal would be marginally effective.
- 3-5 = **Acceptable:** Proposal shows the minimum level of adequacy and innovation needed regarding this topic, but could be improved.
- 6-8 = **Good:** Proposal includes a good approach and shows above average innovation regarding this topic.
- 9-10 = **Superior:** Proposal includes an excellent approach and shows outstanding innovation regarding this topic.

**4. Company Experience – Maximum 15 points. [DISQUALIFIER]**

Only companies with a minimum of five years' experience with the National School Lunch/Breakfast Programs will be accepted. Only the experience within the last ten years will be considered. Maximum fifteen (15) points.

**Scoring Guidelines for Company Experience**

- 0 = Does not meet 5-year requirement
- 15 = Minimum of five years' experience

**5. Experience of On-Site Management Company Staff – Maximum 15 points.  
[DISQUALIFIER]**

FSMC's top local manager (General Manager must have a minimum of five years' experience with National School Lunch/Breakfast Programs to be accepted. One point will be earned for every year of experience over the five year minimum for a maximum of ten points.

<b>Scoring Guidelines of On-Site Management Company Staff</b>	
0 =	Does not meet 5-year requirement
5 =	Meets five year minimum
1-10 =	Five Year minimum plus one for each year over the minimum – max = 10 points

**6. References - Maximum five (5) points.**

**SCORING SHEET**

<b>Scoring Guidelines for References</b>	
0 =	<b>No Value:</b> References indicate Proposer clearly would be ineffective or Proposer has not responded to this topic.
1 =	<b>Poor:</b> Reference indicate Proposer would be marginally effective if selected.
2-3 =	<b>Acceptable:</b> References indicate Proposer would meet the minimum level of capability needed if selected, but could be improved.
4 =	<b>Good:</b> Reference indicate Proposer would have above average capability if selected.
5 =	<b>Superior:</b> References indicate Proposer would have excellent capability if selected.

Criteria	Scale	Multiplier if applicable	Notes	Points Assigned
Total Fixed West Charge	0-25	1.0	State of West Charge	
Stress	0-10	1.0		
Marketing Plan	0-5	1.0		
Company Experience	0-3	1.0	Multiplier	
On-Site FSNC Staff Experience	0-5	1.0	Multiplier	
References	0-5	1.0		
<b>TOTAL</b>				

LICENSE TO DO BUSINESS

State of Delaware

PAGE 1

Office of the Secretary of State

I, EDWARD J. FREEL, SECRETARY OF STATE OF THE STATE OF DELAWARE; DO HEREBY CERTIFY "SODEXHO AMERICA, LLC" IS DULY FORMED UNDER THE LAWS OF THE STATE OF DELAWARE AND IS IN GOOD STANDING AND HAS A LEGAL EXISTENCE SO FAR AS THE RECORDS OF THIS OFFICE SHOW, AS OF THE SEVENTEENTH DAY OF JANUARY, A.D. 2000.

AND I DO HEREBY FURTHER CERTIFY THAT THE ANNUAL TAXES HAVE NOT BEEN ASSESSED TO DATE.

Vertical stamp: RECEIVED IN THE OFFICE OF THE SECRETARY OF STATE JAN 17 2000



Handwritten signature of Edward J. Freel

Edward J. Freel, Secretary of State

3154301 8300

001024245

AUTHENTICATION: 0202553

DATE: 01-17-00

## LICENSE TO DO BUSINESS

**CERTIFICATE OF DESIGNATION OF  
REGISTERED AGENT/REGISTERED OFFICE**

PURSUANT TO THE PROVISIONS OF SECTION 608.415 or 608.507, FLORIDA STATUTES, THE UNDERSIGNED LIMITED LIABILITY COMPANY SUBMITS THE FOLLOWING STATEMENT TO DESIGNATE A REGISTERED OFFICE AND REGISTERED AGENT IN THE STATE OF FLORIDA.

1. The name of the Limited Liability Company is:

Sodexo America, LLC

2. The name and the Florida street address of the registered agent and office are:

Corporation Service Company

(Name)

1201 Hays Street

Florida street address (P.O. Box **NOT** ACCEPTABLE)

Tallahassee

FL 32301

City/State/Zip

*Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent as provided for in Chapter 608, F.S.*

  
(Signature)

Carol Dolor, Asst. Vice President

\$ 100.00	Filing Fee for Application
\$ 25.00	Designation of Registered Agent
\$ 30.00	Certified Copy (optional)
\$ 5.00	Certificate of Status (optional)

## LICENSE TO DO BUSINESS

APPLICATION BY FOREIGN LIMITED LIABILITY COMPANY FOR AUTHORIZATION TO  
TRANSACTION BUSINESS IN FLORIDA

IN COMPLIANCE WITH SECTION 608.503, FLORIDA STATUTES, THE FOLLOWING IS SUBMITTED TO REGISTER A FOREIGN LIMITED LIABILITY COMPANY TO TRANSACTIONS BUSINESS IN THE STATE OF FLORIDA:

1. Sodexho America, LLC  
(Name of foreign limited liability company)

2. Delaware 3. 52-2208632  
(Jurisdiction under the law of which foreign limited liability company is organized) (FEI number, if applicable)

4. January 5, 2000 5. Perpetual  
(Date of Organization) (Duration; Year limited liability company will cease to exist or "perpetual")

6. Upon qualification  
(Date first transacted business in Florida. (See sections 608.501, 608.502, and 817.155, F.S.))

7. 9801 Washingtonian Blvd.  
Gaithersburg, MD 20878  
(Street address of principal office)

8. If limited liability company is a manager-managed company, check here

9. The name and usual business addresses of the managing members or managers are as follows:

Sodexho Marriott Management, Inc. (Sole Member)  
9801 Washingtonian Blvd.  
Gaithersburg, MD 20878

10. Attached is an original certificate of existence, no more than 90 days old, duly authenticated by the official having custody of records in the jurisdiction under the law of which it is organized. (A photocopy is not acceptable. If the certificate is in a foreign language, a translation of the certificate under oath of the translator must be submitted.)

11. Nature of business or purposes to be conducted or promoted in Florida: To provide food  
and facilities management services

Anastasia E. Sweeney  
Signature of a member or an authorized representative of a member.  
(In accordance with section 608.403(3), F.S., the execution of this document constitutes an affirmation under the penalties of perjury that the facts stated herein are true.)

Anastasia E. Sweeney, Authorized Representative of Member

Typed or printed name of signer

## LICENSE TO DO BUSINESS

FLORIDA DEPARTMENT OF STATE  
Division of Corporations

April 4, 2008

CINDY HARRIS  
CSC  
TALLAHSSEE, FL 32344

Re: Document Number M0000000118

The Amendment to the Application of a Foreign Limited Liability Company for SODEXHO AMERICA, LLC which changed its name to SODEXO AMERICA, LLC, a Delaware limited liability company authorized to transact business in Florida, was filed on April 4, 2008.

Should you have any questions regarding this matter, please telephone (850) 245-6051, the Registration Section.

Buck Kohr  
Regulatory Specialist II  
Division of Corporation

Letter Number: 208A00020066

Account number: 072100000032

Amount charged: 25.00

P.O. BOX 6327 -Tallahassee, Florida 32314

## LICENSE TO DO BUSINESS

APPLICATION BY FOREIGN LIMITED LIABILITY COMPANY TO FILE  
AMENDMENT TO APPLICATION FOR AUTHORIZATION TO TRANSACT  
BUSINESS IN FLORIDA

## SECTION I (1-3 must be completed)

1. Name of limited liability company as it appears on the records of the Florida Department of State: Sodexo America, LLC
2. Jurisdiction of its organization: Delaware
3. Date authorized to do business in Florida: 01/20/2000

## SECTION II (4-7 complete only the applicable changes)

4. If the amendment changes the name of the limited liability company, when was the change effected under the laws of its jurisdiction of organization? \_\_\_\_\_
5. New name of the limited liability company: Sodexo America, LLC  
(must end with "Limited Liability Company," "L.L.C.," or "LLC.")

(If name unavailable, enter alternate name adopted for the purpose of transacting business in Florida and attach a copy of the written consent of the managers or managing members adopting the alternate name. The alternate name must end with "Limited Liability Company," "L.L.C.," or "LLC.")

6. If the amendment changes the period of duration, indicate new period of duration:  
no change
7. If the amendment changes the jurisdiction of organization, indicate new jurisdiction:  
no change
8. If the amendment corrects any false statement, indicate the statement being corrected and the correction: \_\_\_\_\_
9. Attached is an original certificate, no more than 90 days old, evidencing the aforementioned amendment(s), duly authenticated by the official having custody of records in the jurisdiction under the law of which this entity is organized.

Robert A. Stern  
Signature of a member or the authorized representative of a member

Robert A. Stern, Member  
Typed or printed name of signer

4/2/08

Filing Fee: \$25.00

FILED  
08 APR - 4 PM 3:36  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

# CERTIFICATE OF INSURANCE

As required pursuant to the Request for Proposal, following is a certificate of insurance. Sodexo will evidence the agreed-upon limits when the contract is awarded.



## CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
11/03/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Aon Risk Services Central, Inc. Chicago IL Office 200 East Randolph Chicago IL 60601 USA	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (866) 283-7122      FAX (A/C, No.): 800-363-0105 E-MAIL ADDRESS:  <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center; border: none;">NAIC #</td> </tr> <tr> <td style="border: none;">INSURER A: XL Insurance America Inc</td> <td style="border: none;">24554</td> </tr> <tr> <td style="border: none;">INSURER B: ACE American Insurance Company</td> <td style="border: none;">22667</td> </tr> <tr> <td style="border: none;">INSURER C: ACE Fire Underwriters Insurance Co.</td> <td style="border: none;">20702</td> </tr> <tr> <td style="border: none;">INSURER D:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER E:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER F:</td> <td style="border: none;"></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: XL Insurance America Inc	24554	INSURER B: ACE American Insurance Company	22667	INSURER C: ACE Fire Underwriters Insurance Co.	20702	INSURER D:		INSURER E:		INSURER F:	
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INSURER F:															
<b>INSURED</b> Sodexo, Inc. 9801 Washingtonian Boulevard .. Suite 1012 Gaithersburg MD 20878-5355 USA															

Holder Identifier :

**COVERAGES**      **CERTIFICATE NUMBER:** 570090181068      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ACORD INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SIR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOG OTHER:			US00075917LT21A SIR applies per policy terms & conditions	11/01/2021	11/01/2022	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$2,000,000 MED EXP (Any one person) Excluded PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 Liquor Liability Limit \$2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			ISA H25549089	11/01/2021	11/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$4,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000			US00080662LT21A	11/01/2021	11/01/2022	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WLRC68910997 AOS SCFC68911035 WZ	11/01/2021	11/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$2,000,000 E.L. DISEASE-EA EMPLOYEE \$2,000,000 E.L. DISEASE-POLICY LIMIT \$2,000,000
B	Excess WC			WCUC68911072 OH SIR applies per policy terms & conditions	11/01/2021	11/01/2022	EL Each Accident \$1,000,000 EL Disease - Policy \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Evidence of Insurance

<b>CERTIFICATE HOLDER</b>  Sodexo, Inc. and its Subsidiaries 9801 Washingtonian Boulevard, Suite 1012 Gaithersburg MD 20878-5355 USA	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <i>Aon Risk Services Central Inc.</i>
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Certificate No : 570090181068

# CERTIFICATE OF INSURANCE

AGENCY CUSTOMER ID: 570000029648

LOC#:



## ADDITIONAL REMARKS SCHEDULE

Page \_ of \_

AGENCY Aon Risk Services Central, Inc.	NAMED INSURED Sodexo, Inc.
POLICY NUMBER See Certificate Number: 570090181068	EFFECTIVE DATE:
CARRIER See Certificate Number: 570090181068	NAIC CODE

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Addendum - AI

Designation of Additional Insureds. It is agreed that, with respect to the insurance afforded by the above referenced policies, excluding workers' compensation and Employer's Liability, the provisions of the policy designating who is insured thereunder have been amended to include any person or organization, the "Additional Insured", for whom the Named Insured agrees in writing to procure liability insurance, provided: a) The coverage and limits of liability afforded to such "Additional Insured" apply only to the extent required by the agreement, but in no event for coverage not afforded by the policy, nor for limits of liability greater than the insurer's liability stated in the policy declarations; b) The inclusion of more than one insured shall not increase the limits of the insurer's liability; and c) The designation hereunder of the "Additional Insured" as an insured shall be null and void during the term of any separate liability insurance policy not listed herein and procured by the Named Insured for such "Additional Insured".

**EXHIBIT A**  
**SITE INFORMATION LIST**  
**NATIONAL SCHOOL LUNCH PROGRAM**

SFA Name: Suwannee County School Board

Sponsor Number 22-202

Site Name & Address	Enrollment	Grade Levels	Number of Days Meals Served	Average Daily Participation	Meal Type	Serving Times	
						Begin	End
Riverside Elementary School 1625 Walker Ave. S.W. Live Oak, Florida 32064	874	PreK-5	174	383 638	B L	7:25 10:30	8:15 12:30
Pineview Elementary School 1748 S. Ohio/MLK Ave. Live Oak, Florida 32064	689	PreK-5	174	328 530	B L	7:25 10:30	8:15 12:30
Springcrest Elementary School 1419 Walker Ave S.W. Live Oak, Florida 32064	550	PreK-5	174	333 401	B L	7:25 10:30	8:15 12:30
Suwannee Middle School 1730 Walker Ave S.W. Live Oak, Florida 32064	988	6-8	174	200 696	B L	7:25 10:30	8:15 12:30
Suwannee High School 1314 Pine Avenue S.W. Live Oak, Florida 32064	1133	9-12	174	231 518	B L	7:25 10:30	8:15 12:30
Branford High School 405 NE Reynolds St. Branford, Florida 32008	721	6-12	174	259 433	B L	7:25 10:30	8:15 12:30
Branford Elementary School 26801 SR 247 Branford, Florida 32008	689	PreK-5	174	248 451	B L	7:25 10:30	8:15 12:30

**EXHIBIT B, PART 1**  
**Food-Based Meal Pattern**  
**21-Day Cycle Menu for K-8<sup>th</sup> Grade**  
**Lunch**

	1	2	3	4	5	VEG Weekly cup portions:
M/MA	3-4 oz. Baked Chicken (2 oz. cooked chicken = 2 oz. eq. M/MA)	4 oz. Cheese Sauce (2 oz. eq. M/MA)	4-5 oz. Chicken/Cheese (Quesadilla) (2 oz. cooked chicken & 1/2 oz. cheese = 2.5 oz. eq. M/MA)	3 oz. Hamburger (2 oz. cooked beef = 2 oz. eq. M/MA)	4.5 oz. slice. Pepperoni/Cheese Pizza (2 oz. cheese and/or pepperoni = 2 oz. eq. M/MA)	x 1/2 cup Dark Green
G/B	1 oz. WGR Dinner Roll (1 oz. eq. grain)	1/2 c. WGR Pasta Macaroni (1 oz. eq. grain)	1.5 oz. 3" WGR Tortilla (1.5 oz. eq. grain)	2 oz. WGR Bun (2 oz. eq. grain)	2 oz. WGR Pizza Crust (2 oz. eq. grain)	x 1/4 cup Red/Orange
	1/2 c. Seasoned WGR Brown Rice		1 oz. WGR Tortilla Chips			x 1/2 cup Beans/Peas
Fruit	1/2 c. 1/2 cup Peaches	1/2 c. 1/2 cup Fresh Apple Slices	1/2 c. 1/2 cup Pineapple Chunks	1/2 c. 1/2 cup Cinnamon Applesauce	1/2 c. 1/2 cup Fresh Orange Wedges	x 1/2 cup Starchy
Veg	3/4 c. 1/2 cup Baked Potatoes (3/4 cup credit) (USDA 100)	3/4 c. 1.5 cup (3/4 cup credit) Romaine OR Other Dark Green Lettuce Salad FF Dressings	3/4 cup 1 cup (1/2 cup credit) Iceberg Lettuce 1/4 cup Salad	1 cup 3/4 cup Baked Potato Wedges 1/4 cup lettuce (1/8 cup credit) & 1/8 cup onion pickles (garlic)	3/4 c. 3/4 cup Baby Carrots FF Ranch	x 1/2 cup Other x 1 cup Add'l
						x Grains (8.5 oz.)
M/MA	4 pieces. Oven-Baked Fish Nuggets (4 pieces = 2 oz. eq. M/MA)	1 Cup Spaghetti (1/2 cup meat sauce = 2 oz. eq. M/MA)	2 oz. BBQ Pork (2 oz. cooked pork = 2 oz. eq. M/MA)	3 oz. Grilled Chicken Caesar Wrap (2 oz. cooked chicken = 2 oz. eq. M/MA)	4 oz. Grilled Cheese (2 oz. cheese = 2 oz. eq. M/MA)	x 1/2 cup Dark Green
G/B	1 oz. WGR Nugget Breading (1-1.25 oz. eq. grain)	1/2 c. WGR Pasta—Spaghetti (1 oz. eq. grain)	2 oz. WGR Bun (2 oz. eq. grain)	1 oz. 6" WGR Tortilla (1 oz. eq. grain)	2 oz. WGR Bread (2 oz. eq. grain)	x 1/4 cup Red/Orange
Fruit	1 oz. WGR Dinner Roll (1 oz. eq. grain)	1/2 c. 1/2 cup Fresh Bananas	1/2 c. 1/2 cup Fruit Cocktail	1/2 c. 1/2 cup Cantaloupe Wedges	1/2 c. 1/2 cup Pears	x 1/2 cup Beans/Peas
	1/2 c. 1/2 cup Fresh Fruit Mix—Grapes, Blueberries, Strawberries					x 1/2 cup Starchy
Veg	3/4 c. 1/2 cup Baked Potatoes (3/4 cup credit) (USDA 100)	1 cup 1.5 cup (3/4 cup credit) Romaine OR Other Dark Green Lettuce Salad FF Dressings	3/4 c. 3/4 cup Baked Sweet Potato Fries	3/4 c. 3/4 cup Sweet Peas	3/4 c. 3/4 Cup Green Beans	x 1/2 cup Other x 1 cup Add'l



<p><b>Veg</b></p> <p>1/4 c.</p> <p>1/2 cup Broccoli (Steamed)</p> <p>1/4 c.</p> <p>3/4 cup Carrot Slices</p> <p>1/4 c.</p> <p>3/4 cup Tater Tots</p> <p>1 cup</p> <p>1/4 cup Tomato Sauce</p> <p>1/4 cup (1/2 cup credit) Iceberg Lettuce</p> <p>1/4 cup Tomatoes Onion (Salsa)</p> <p>1 cup Add'l</p>	<p><b>Grains (8.5 oz.)</b></p>
<p><b>M/MA</b></p> <p>21</p> <p>1 Each</p> <p>Breaded Chicken Patty (3 oz. = 2 oz. eq. M/MA)</p>	<p>It is recommended to utilize USDA recipe to prepare menu items when applicable.</p> <p>WGR = whole grain-rich; eq. = equivalent; M/MA = Meat/Meat Alternate</p>
<p><b>G/B</b></p> <p>1 oz.</p> <p>Whole Grain Rich Bun (3 oz. eq. grain)</p>	<p>A 8 oz. milk served daily per meal pattern requirements. Two choices required daily from: Fat Free (flavored or unflavored); 1% or less; unflavored.</p> <p>The contractor must adhere to each 21-day cycle menu for the first 21 days of initial service.</p>
<p><b>Fruit</b></p> <p>1/2 c.</p> <p>1/2 cup Fresh Apple Slices</p>	<p>Products may be brand name or equivalent as stipulated in this contract.</p> <p>The contractor is encouraged to incorporate low sodium products.</p>
<p><b>Veg</b></p> <p>1-3/4 cup</p> <p>1/2 cup (1/2 cup credit) Green Beans</p> <p>1/2 cup (1/2 cup credit) Carrots</p> <p>1/2 cup (1/2 cup credit) Green Beans</p> <p>1/2 cup (1/2 cup credit) Broccoli</p> <p>1/4 cup Tomatoes</p>	<p>Required average daily calorie range per 5-day week = 600-650</p> <p>*Leafy green vegetables: 1 cup counts as 1/2 cup of vegetables. Dark green leafy choices include romaine, spinach, mustard, and green and red leaf lettuce.</p> <p>Grains must meet the designated ounce equivalents per the menu guidelines.</p> <p>Light, low-fat, non-fat, and low-sugar products/food items are to be used as necessary to meet the average daily calorie range.</p> <p>Condiments to be included:</p>
<p><b>Veg</b></p> <p>3/4 cup</p> <p>3/4 cup Corn &amp; Cud</p> <p>1/2 cup</p>	

**EXHIBIT B, PART 1**  
**Food-Based Meal Pattern**  
**21-Day Cycle Menu for 9<sup>th</sup> – 12<sup>th</sup> Grade**  
**Lunch**

	1	2	3	4	5	VEG Weekly cup portions:
M/MA	3-4 oz. Baked Chicken (2 oz. cooked chicken = 2 oz. eq. M/MA)	4 oz. Cheese Sauce (2 oz. eq. M/MA)	4.5 oz. Chicken/Cheese (Quesadilla) (2 oz. cooked chicken & 1/2 oz. cheese = 2.5 oz. eq. M/MA)	3 oz. Hamburger (2 oz. cooked beef = 2 oz. eq. M/MA)	4.5 oz. slice Pepperoni/Cheese Pizza (2 oz. cheese and/or pepperoni = 2 oz. eq. M/MA)	x 1/2 cup Dk Green
G/B	1 oz. WGR Dinner Roll (1 oz. eq. grain)  1/2 cup Seasoned WGR Brown Rice (1 oz. eq. grain)	1/2 cup WGR Pasta—Macaroni (1 oz. eq. grain)  1 oz. WGR Dinner Roll (1 oz. eq. grain)	1.5 oz. 8" WGR Tortilla (1.5 oz. eq. grain)  1 oz. WGR Tortilla Chips (1 oz. eq. grain)	2 oz. WGR Hamburger Bun (2 oz. eq. grain)	2 oz. WGR Pizza Crust (2 oz. eq. grain)	x 1-1/4 cup Red/Orange x 1/2 cup Beans/Pears
Fruit	1 cup 1 cup Peaches	1 cup 1/2 cup 100% Fruit Blend Juice 1/2 cup Fresh Apple Slices	1 cup 1 cup Pineapple Chunks	1 cup 1 cup Cinnamon Applesauce	1 cup 1 cup Grapes	x 1/2 cup Starchy x 3/4 cup Other
Veg	1 cup 1/2 Cup Baked Beans (1/2 Cup Chicken (1/2 SAUCE)	1 cup 2 cups (1 cup credk) Romaine OR Other Dark Green Lettuce Salad + FF Dressing	1 cup 1-1/2 Cup (3/4 Cup credk) Iceberg Lettuce  1/4 Cup Salsa	1 cup 1 Cup Baked Potato Wedges	1 cup 1 Cup Baby Carrots  FF Ranch	x 1-1/2 cup Add'l  Grains x (10.5 oz)
M/MA	4 pieces Oven-Baked Fish Nuggets (4 pieces = 2 oz. eq. M/MA)	1 Cup Spaghetti (1/2 Cup meat sauce = 2 oz. eq. M/MA)	2 oz. BBQ Pork (2 oz. cooked pork = 2 oz. eq. M/MA)	3 oz. Grilled Chicken Caesar Wrap (2 oz. cooked chicken = 2 oz. eq. M/MA)	2 oz. Grilled Cheese (2 oz. cheese = 2 oz. eq. M/MA)	x 1/2 cup Dk Green
G/B	1 oz. WGR Nugget Breading (1-1.25 oz. eq. grain)  1 oz. WGR Dinner Roll (1 oz. eq. grain)	1 cup WGR Pasta—Spaghetti (1 oz. eq. grain)  1 oz. Garlic Bread (1 oz. eq. grain)	2 oz. WGR Bun (2 oz. eq. grain)	2 oz. 10" WGR Tortilla (2 oz. eq. grain)	2 oz. WGR Bread (2 oz. eq. grain)	x 1-1/4 cup Red/Orange x 1/2 cup Beans/Pears
Fruit	1 cup 1 cup Fresh Fruit Mix—Grapes, Blueberries, Strawberries	1 cup 1/2 cup Fresh Banana 1/2 cup 100% Apple Juice	1 cup 1 cup Fruit Cocktail	1 cup 1 cup Cantaloupe Wedges	1 cup 1 cup Pears	x 1/2 cup Starchy x 3/4 cup Other

Veg	1 cup	1 Cup Baked Beans	3-3/4 cup	2 cups (1 cup credit) Romaine OR Other Dark Green Lettuce Salad- FF Dressings 1/4 Cup Tomato Sauce	1 cup	1 Cup Baked Sweet Potato Fries	1 cup	1 Cup Sweet Peas	1 cup	1 Cup Green Beans	X	1-1/2 cup Add'l
											X	Grains (10-10.25 oz)
M/MA	11	Chili (2 oz. cooked beef = 2 oz. eq. M/MA)	12	Turkey and Cheese Chef Salad [1 oz. cooked turkey & 1 oz. LF Cheese = 2 oz. eq. M/MA]	13	Hot Dog (2 oz. all meat hot dog = 2 oz. eq. M/MA)	14	Chicken Fajita (USDA D-40- 1 fajita = 2 oz. eq. M/MA)	15	Pepperoni/Cheese Pizza (2 oz. cheese and/or pepperoni = 2 oz. eq. M/MA)	X	VEG Weekly cup portions
G/B	1/2 Cup	WGR Oyster Crackers (1 oz. eq. grain)	1 oz.	WGR Croutons (1 oz. eq. grain)	2 oz.	WGR Hot Dog Bun (1.5 oz. eq. grain)	1 Each	6" WGR Tortilla (1 oz. eq. grain)	4.5 oz. slice	WGR Pizza Crust (2 oz. eq. grain)	X	1/2 cup Dk Green
	1 oz.	WGR Dinner Roll (1 oz. eq. grain)	1 oz.	WGR Soft Breadstick (1 oz. eq. grain)	1.5 oz.	Hard Pretzels (1 oz. eq. grain)	1 oz.	WGR Tortilla Chips (1 oz. eq. grain)	2 oz.		X	1/4 cup Red/Orange
Fruit	1 cup	1 cup Mixed Fruit	1 cup	1 cup Watermelon	1 cup	1/2 cup Fresh Apple	1 cup	1 cup pineapple chunks	1 cup	1 cup Grapes	X	1/2 cup Beans/Pea
Veg	1 cup	1 cup Various Beans (Chili)	1 cup	2 cups (1 cup credit) Romaine OR Other Dark Green Lettuce Salad- FF Dressings	1 cup	1 Cup Cucumber Slices	1-1/4 cup	3/4 cup Mediall Corn 1/4 cup Salsa	3 cup	1 Cup Baby Carrots	X	1/2 cup Add'l
										FF Ranch	X	Grains (10.5 oz)
M/MA	16	Baked Breaded Chicken Tenders (5 pieces = 2 oz. eq. M/MA)	17	Pork Stir Fry (2 oz. cooked pork = 2 oz. eq. M/MA)	18	ZTB- (1/2 Cup turkey meat sauce = 2 oz. eq. M/MA)	19	Hot Turkey and Cheese (Sub)	20	Beef Burrito (2 oz. cooked beef = 2 oz. eq. M/MA)	X	VEG Weekly cup portions
G/B	1 oz.	WGR Biscuit (1 oz. eq. grain)	1 c.	WGR Brown Rice (2oz. eq. grain)	1/2 c.	WGR Pasta- ZTB (1/2 Cup pasta = 1 oz. eq. grain)	4.55 oz.	1.65 oz. Turkey & 1 oz. Cheese = 2 oz. eq. M/MA)	1 Each	8" WGR Tortilla (1.5 oz. eq. grain)	X	1/2 cup Dk Green
	1 oz.	WGR Tenders Breading (1 oz. eq. grain)			1 oz.	Garlic Bread (1 oz. eq. grain)	2 oz.	WGR Bun (2 oz. eq. grain)	1.5 oz.	WGR Tortilla Chips (2 oz. eq. grain)	X	1/4 cup Red/Orange
Fruit	1 cup	1 cup Baked Cinnamon Apples	1 cup	1 cup Peas	1 cup	1/2 cup Fresh Banana	1 cup	1/2 cup Sliced Khei with	1 cup	1 cup Fresh Melon(s)	X	1/2 cup Beans/Pea
											X	1/2 cup Starchy

Veg	1 cup 1 1/2 cup Baked Beans (1/2 cup credit) (100% (db))	1 cup 3/4 cup broccoli 1/4 cup Oriental Veg (80% FT)	1 1/2 cup 1/2 cup 100% Apple Juice 1 cup Carrot Stick 1/4 cup Tomato Sauce	1 cup 1 cup Tater Tot	1 1/2 cup Red Grapes 1 cup (1 cup credit) Iceberg Lettuce 1/4 cup Tomatoes Onion (Salad)	X X X Grains [10.5 oz]	
M/MA	2 oz. Braised Chicken Patty (3 oz. = 2 oz. eq. M/MA)	<p>WGB = whole grain-rich, eq. = equivalent, M/MA = Meat/Meat-Alternate</p> <p>A 8 oz. milk served daily per meal pattern requirements. Two choices required daily from: Fat Free flavored or unflavored; 5% or less unflavored.</p> <p>The contractor must adhere to each 21-day cycle menu for the first 21 days of meal service.</p> <p>Products may be brand name or equivalent as stipulated in this contract.</p> <p>The contractor is encouraged to incorporate low sodium products.</p> <p>Required average daily calorie range per 5-day week = 750-850</p> <p>*Early green vegetables; 1 cup counts as 1/2 cup of vegetables. Dark green leafy choices include romaine, spinach, mesclun, and green and red leaf lettuce.</p> <p>Grains must meet the designated ounce equivalents per the menu guidelines.</p> <p>Light, low-fat, non-fat, and low-sugar products/food items are to be used as necessary to meet the average daily calorie range.</p> <p>Condiments to be included.</p> <p>It is recommended to utilize USDA recipe to prepare menu items when applicable.</p>					
G/B	2 oz. Whole Grain Rich Bun (2 oz. eq. grain)						
Fruit	1 cup 1 cup Fresh Apple Slices						
Veg	1-3/4 cup 1/2 cup (1/2 cup credit) Romaine Chicken Daily Green Lettuce Salad (1/2 Dressing) 1/4 cup Tomatoes 3/4 cup Crinkle Cut Fries						

**EXHIBIT B, PART 2**  
**Food-Based Meal Pattern**  
**21-Day Cycle Menu for K – 12<sup>th</sup> Grade**  
**Breakfast**

<p><b>1</b></p> <p>G/B 1.2 oz. WGR Pancakes (1 oz. eq. grain)</p> <p>G/B or 1 oz. Turkey Sausage (1 oz. cooked = 1 oz. eq. M/MA)</p> <p>M/MA</p> <p>F/V 1/2 c. Fresh Blueberries</p> <p>1/2 c. 100% Pineapple Juice</p> <p>Syrup</p>	<p><b>2</b></p> <p>1 oz. WGR Toast (1 oz. eq. grain)</p> <p>1/2 egg Scrambled Eggs (1/2 egg = 1 oz. eq. M/MA) w/veggies</p> <p>1/2 c. Orange Wedges</p> <p>1/2 c. 100% Orange Juice</p> <p>1/4 c. Mushrooms, Red/Green Peppers, and Onions</p>	<p><b>3</b></p> <p>1 oz. WGR English Muffin (1 oz. eq. grain)</p> <p>1 oz. 1/2 Egg (1 oz. eq. M/MA)</p> <p>1/2 oz. Low-fat Cheese (.5 oz. eq. M/MA)</p> <p>1/2 c. Fresh Strawberries</p> <p>1/2 c. 100% Apple Juice</p>	<p><b>4</b></p> <p>1 oz. WGR Cereal-1 Cup (flakes/rounds) = 1 oz. eq. 1.25 Cups (puffed cereal) = 1 oz. eq.</p> <p>4 oz. Fat-Free Yogurt (1/2 cup = 1 oz. eq. M/MA)</p> <p>1/2 c. Fresh Banana</p> <p>1/2 c. 100% Grape Juice</p>	<p><b>5</b></p> <p>2 oz. WGR Bagel (2 oz. eq. grain) w/ Low-Fat cream cheese</p> <p>1/2 c. Fresh Apple Slices</p> <p>1/2 c. 100% Fruit Punch Juice</p>
<p><b>6</b></p> <p>G/B 3/4 c. WGR Oatmeal (1 oz. eq. grain)</p> <p>G/B or 2 oz. WGR Granola Bar (2 oz. plain granola bar = 1 oz. eq. grain)</p> <p>M/MA</p> <p>F/V 1/2 c. Cinnamon Apples</p> <p>1/2 c. 100% Pineapple Juice</p>	<p><b>7</b></p> <p>1 oz. WGR Cereal-1 Cup (flakes/rounds) = 1 oz. eq. 1.25 Cups (puffed cereal) = 1 oz. eq.</p> <p>2 oz. WGR Apple Muffin (2 oz. = 1 oz. eq. grain)</p> <p>1/4 c. Raisins (1/4 c. credits 1/2 c.)</p> <p>1/2 c. 100% Orange Juice</p>	<p><b>8</b></p> <p>2.4 oz. WGR Waffles (2.4 oz. = 2 oz. eq. grain)</p> <p>1/2 c. Pineapple</p> <p>1/2 c. 100% Apple Juice</p> <p>Syrup</p>	<p><b>9</b></p> <p>1 oz. WGR Cereal-1 Cup (flakes/rounds) = 1 oz. eq. 1.25 Cups (puffed cereal) = 1 oz. eq.</p> <p>1 oz. WGR Animal Crackers (1 oz. = 1 oz. eq. grain)</p> <p>1/2 c. Pears</p> <p>1/2 c. 100% Grape Juice</p>	<p><b>10</b></p> <p>1 oz. WGR English Muffin</p> <p>2 Tbsp. Peanut Butter ( 2 Tbsp. = 1 oz. eq. M/MA)</p> <p>1/2 c. Peaches</p> <p>1/2 c. 100% Fruit Punch Juice</p>
<p><b>11</b></p>	<p><b>12</b></p>	<p><b>13</b></p>	<p><b>14</b></p>	<p><b>15</b></p>

<p>G/B 4.8 oz. WGR French Toast (4.8 oz. = 2 oz. eq. grain)</p> <p>G/B or M/MA</p> <p>F/V 1/2 c. Applesauce 1/2 c. 100% Pineapple Juice Syrup</p>	<p>1 oz. WGR Cereal-1 Cup (flakes/rounds) = 1 oz. eq. 1.25 Cups (puffed cereal) = 1 oz. eq.</p> <p>1/2 c. Fat-Free Yogurt (1/2 cup = 1 oz. eq. M/MA)</p> <p>1/2 c. Fresh Banana 1/2 c. 100% Orange Juice</p>	<p>1 oz. WGR Biscuit (1 oz. eq. grain)</p> <p>1 oz. Egg (1/2 egg = 1 oz. eq. M/MA)</p> <p>1/2 oz. Low-fat Cheese (.5 oz. eq. M/MA)</p> <p>1/2 c. Orange Wedges 1/2 c. 100% Apple Juice</p>	<p>1 oz. WGR Cereal-1 Cup (flakes/rounds) = 1 oz. eq. 1.25 Cups (puffed cereal) = 1 oz. eq.</p> <p>2 oz. Hard Boiled Egg (1 egg = 2 oz. eq. M/MA)</p> <p>1/2 c. Mixed Fruit 1/2 c. 100% Grape Juice</p>	<p>1 oz. WGR Toast (1 oz. eq. grain)</p> <p>1/2 egg Scrambled Eggs (1/2 egg = 1 oz. eq. M/MA) w/veggies</p> <p>1/2 c. Fresh Blueberries 1/2 c. 100% Orange Juice 1/4 c. Mushrooms, Red/Green Peppers, and Onions</p>
<p>16</p> <p>G/B 1/2 c. WGR Oatmeal (1 oz. eq. grain)</p> <p>G/B or M/MA</p> <p>F/V 2 oz. Whole Grain Granola Bar (2 oz. plain granola bar = 1 oz. eq. grain)</p> <p>1/2 c. Cinnamon Apples 1/2 c. 100% Pineapple Juice</p>	<p>17</p> <p>1 oz. WGR Cereal-1 Cup (flakes/rounds) = 1 oz. eq. 1.25 Cups (puffed cereal) = 1 oz. eq.</p> <p>2 oz. WGR Blueberry Muffin (2 oz. = 1 oz. eq. grain)</p> <p>1/2 c. Pineapple 1/2 c. 100% Orange Juice</p>	<p>18</p> <p>2.4 oz. WGR Waffles (2.4 oz. = 2 oz. eq. grain)</p> <p>1/2 c. Peaches 1/2 c. 100% Apple Juice Syrup</p>	<p>19</p> <p>1 oz. WGR Cereal-1 Cup (flakes/rounds) = 1 oz. eq. 1.25 Cups (puffed cereal) = 1 oz. eq.</p> <p>1 oz. WGR Graham Crackers (1 oz. = 1 oz. eq. grain)</p> <p>1/2 c. Fresh Strawberries 1/2 c. 100% Grape Juice</p>	<p>20</p> <p>2 oz. WGR Breakfast Muffin (2 oz. = 1 oz. eq. grain)</p> <p>1 oz. Scrambled Eggs (1/2 egg = 1 oz. eq. M/MA)</p> <p>1/2 c. Fresh Apple Slices 1/2 c. 100% Fruit Punch Juice</p>
<p>21</p> <p>G/B 1.2 oz. Whole Grain Rich Pancakes (1.2 oz. = 1 oz. eq. grains)</p> <p>G/B or</p>	<p>WGR = whole grain-rich, eq. = equivalent, M/MA = Meat/Meat Alternate</p> <p>A 8 oz. milk served daily per meal pattern requirements. Two choices required daily from: Fat Free flavored or unflavored; 1% or less unflavored.</p> <p>The contractor must adhere to each 21-day cycle menu for the first 21 days of meal service.</p> <p>Grains and meat/meat alternates must meet the designated ounce equivalents per the menu guidelines.</p> <p>The breakfast menu must meet the 2014-2015 meal pattern requirements for all components, including the whole grains and daily one-cup fruit requirements, and Sodium Target 1 (≤540 mg sodium at breakfast).</p>			

M/MA	1 oz.	Turkey Sausage (1 oz. cooked = 1 oz. eq. M/MA)	Condiments to be included:
F/V	1/2 c	Mixed Fruit	The contractor is encouraged to incorporate low sodium products.
	1/2 c	100% Orange Juice	

<b>EXHIBIT C</b> <b>FOOD BASED NUTRITION STANDARDS</b> <b>FOR MENU PLANNING</b> <b>NATIONAL SCHOOL LUNCH PROGRAM &amp; SCHOOL BREAKFAST PROGRAM</b>						
Meal Pattern	Breakfast Meal Pattern			Lunch Meal Pattern		
	Grades K-5	Grades 6-8	Grades 9-12	Grades K-5	Grades 6-8	Grades 9-12
Meal Pattern	Amount of Food <sup>a</sup> Per Week (Minimum Per Day)					
Fruits (cups) <sup>b,c</sup>	5 (1)	5 (1)	5 (1)	2½ (½)	2½ (½)	5 (1)
Vegetables (cups) <sup>b,c</sup>	0	0	0	3¼ (¾)	3¼ (¾)	5 (1)
Dark green <sup>d</sup>	0	0	0	½	½	½
Red/Orange <sup>d</sup>	0	0	0	¾	¾	1¼
Beans/Peas (Legumes) <sup>d</sup>	0	0	0	½	½	½
Starchy <sup>d</sup>	0	0	0	½	½	½
Other <sup>d,e</sup>	0	0	0	½	½	¾
Additional Veg to Reach Total <sup>f</sup>	0	0	0	1	1	1½
Grains (oz. eq.)	7 (1)	8 (1)	9 (1)	8 (1)	8 (1)	10 (2)
Meats/Meat Alternates (oz. eq.)	0 <sup>g</sup>	0 <sup>g</sup>	0 <sup>g</sup>	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) <sup>h</sup>	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
<b>Other Specifications: Daily Amount Based on the Average for a 5-Day Week</b>						
Min-max calories (kcal) <sup>h,i,o</sup>	350-500	400-550	450-600	550-650	600-700	750-850
Saturated fat (% of total calories) <sup>j</sup>	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg) <sup>k,l</sup>	≤ 540	≤ 600	≤ 640	≤ 1,230	≤ 1,360	≤ 1,420
Target 1, 2014-2015						
Target 2, 2017-2018	≤ 485	≤ 535	≤ 570	≤ 935	≤ 1,035	≤ 1,080
Target 3, 2022-2023	≤ 430	≤ 470	≤ 500	≤ 640	≤ 710	≤ 740
Trans fat <sup>l</sup>	Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving.					

<sup>a</sup>Food items included in each food group and subgroup and amount equivalents. Minimum creditable serving is ¼ cup.

<sup>b</sup>One quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.

<sup>c</sup>For breakfast, vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans and peas (legumes) or "Other vegetables" subgroups as defined in §210.10(c)(2)(iii).

<sup>d</sup>Larger amounts of these vegetables may be served.

<sup>e</sup>This category consists of "Other vegetables" as defined in §210.10(c)(2)(iii)(E). For the purposes of the NSLP, "Other vegetables" requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in § 210.10(c)(2)(iii).

<sup>f</sup>Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.

<sup>g</sup>There is no separate meat/meat alternate component in the SBP. Schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains after the minimum daily grains requirement is met.

<sup>h</sup>The average daily amount of calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).

<sup>i</sup>Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.

<sup>j</sup>Final sodium specifications are to be reached by SY 2022-2023 or July 1, 2022. Intermediate sodium specifications are established for SY 2014-2015 and 2017-2018. See required intermediate specifications in § 210.10(f)(3) for lunches and § 220.8(f)(3) for breakfast.

EXHIBIT D



SUWANNEE COUNTY SCHOOL DISTRICT  
SCHOOL CALENDAR  
2022-2023

MY CHOICE for High  
Quality Education!

July 2022					
July 1-29: Summer Work Schedule					1
July 4: Holiday	<del>4</del>	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

January 2023					
Jan 2: New Years' Holiday	<del>2</del>	<del>3</del>	4	5	6
Jan 3: Teacher Work Day	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>
Jan 4: Students Return	16	17	18	19	20
Jan 13: PD Day	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>
Jan 16: MLK Holiday	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>
	23	24	25	26	27
	30	31			

August 2022					
Aug 3-9: Pre-Planning Days	1	2	3	4	5
Aug 10: First Day for Students	8	9	10	11	12
Aug 22: PD Day	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>
	29	30	31		

February 2023					
Feb 17: PD Day			1	2	3
Feb 20: Presidents Day	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>
	13	14	15	16	17
	20	21	22	23	24
	27	28			

September 2022					
Sept 5: Labor Day Holiday				1	2
Sept 19: County PD Day	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

March 2023					
Mar 14: End of Quarter 3 (48 days)			1	2	3
Mar 17: Teacher Work Day	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>
Mar 20: PD Day	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>
	20	21	22	23	24
	27	28	29	30	31

October 2022					
Oct 10: End of Quarter 1 (41 days)	3	4	5	6	7
Oct 14: Teacher Work Day	10	11	12	13	<del>14</del>
Oct 31: PD Day	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>	<del>21</del>
	24	25	26	27	28
	31				

April 2023					
April 7: Good Friday Holiday	3	4	5	6	<del>7</del>
April 24-28: Spring Break	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>
	17	18	19	20	21
	24	25	26	27	28

November 2022					
Nov 11: Veterans Day Holiday		1	2	3	4
Nov 21-25: Thanksgiving Break	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

May 2023					
May 1: PD Day	<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>
May 29: Memorial Day Holiday	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>
May 30-31: Early Release	<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>
May 31: End of Quarter 4 (36 days)	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>
May 31: Last Day for Students	<del>29</del>	<del>30</del>	<del>31</del>		

December 2022					
Dec 16: Early Release				1	2
Dec 16: End of Quarter 2 (41 days)	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>
Dec 18-30: Christmas Break	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>
	<del>19</del>	<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>
	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>

June 2023					
June 1: Post-Planning Day				1	2
June 5-30: Summer Work Schedule	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

PD Day – Holiday for students.

Holidays for 10/11 month teachers, students, bus drivers, food service workers, and paraprofessionals.

Teacher Work Day - Holiday for students, bus drivers, food service workers, and paraprofessionals (as assigned).

Holidays for ALL employees and students.

\* Early Release days may be subject to change with prior notice.  
\* PD Days may be converted to student days if needed for storm make-up days.

EXHIBIT D (Continued)



SUWANNEE COUNTY SCHOOL DISTRICT  
SCHOOL CALENDAR  
2022-2023

**MY CHOICE for High Quality Education!**

Pre-Planning: August 3 – 9, 2022

Post-Planning: June 1, 2023

**NINE WEEK PERIODS AND REPORTING DATES**

**First nine weeks/term:**

Progress reports will be distributed  
End of first nine weeks/mid 1<sup>st</sup> term  
Grade reports go out

Friday, September 9, 2022  
Monday, October 10, 2022  
Friday, October 21, 2022

**Second nine weeks/term:**

Progress reports will be distributed  
End of second nine weeks/end of 1<sup>st</sup> term  
Grade reports go out

Monday, November 14, 2022  
Friday, December 16, 2022  
Friday, January 6, 2023

**Third nine weeks/term:**

Progress reports will be distributed  
End of third nine weeks/mid 2<sup>nd</sup> term  
Grade reports go out

Friday, February 3, 2023  
Tuesday, March 14, 2023  
Friday, March 24, 2023

**Fourth nine weeks/term:**

Progress reports will be distributed  
End of fourth nine weeks/end of 2<sup>nd</sup> term  
The school office is responsible for the distribution of report cards at the end of the year.

Friday, April 14, 2023  
Wednesday, May 31, 2023

**TEACHERS' WORKDAYS**

October 14, 2022                      January 3, 2023                      March 17, 2023

**PROFESSIONAL DEVELOPMENT (PD) DAYS (7.25 DAYS – EXCEPT \*\*COUNTY PD DAY)**

August 22, 2022                      January 13, 2023                      May 1, 2023  
September 19, 2022\*\*                      February 17, 2023  
October 31, 2022                      March 20, 2023

**HOLIDAYS 12-Months**

July 4, 2022                      December 19-23, 2022                      April 7, 2023  
September 5, 2022                      December 29-30, 2022                      April 24-26, 2023  
November 11, 2022                      January 16, 2023                      May 29, 2023  
November 21-25, 2022                      February 20, 2023

**HOLIDAYS Students**

August 22, 2022                      November 21-25, 2022                      March 17-20, 2023  
September 5, 2022                      December 19-30, 2022                      April 7, 2023  
September 19, 2022                      January 2-3, 2023                      April 24-26, 2023  
October 14, 2022                      January 13-16, 2023                      May 1, 2023  
October 31, 2022                      February 17-20, 2023                      May 29, 2023  
November 11, 2022

**TEACHER PAID HOLIDAYS (6)**

Labor Day                      Martin Luther King Jr. Day  
Veterans Day                      Presidents Day  
Thanksgiving Day                      Good Friday

- Paraprofessionals will work all student days, six (6) Professional Development Days, plus five (5) of the following days as determined by the school principal: Pre-Planning Days, Post-Planning Day, Teacher Work Days.
- Food Service and Bus Drivers work six (6) Professional Development Days as determined by their supervisor.
- 10 months personnel work 196 days.
- 11 months personnel work 216 days.

## EXHIBIT E

## Current Employees and Work Schedule

Site	Total Number of Employees	More than 10 Years of Service	10 Years of Service or Less
<b>Food Service Office</b>			
Director (8 Hours)	1	1	
Assistant Coordinator (8 Hours)	1	1	
Admin. Secretary (8 Hours)	1	1	
<b>Branford Elementary School</b>			
Manager (8 Hours)	1	1	
Assistant Manager (8 Hours)	1	1	
6-Hour Food Service Worker	1		1
8-Hour Food Service Worker	3	1	2
<b>Branford High School</b>			
Manager (8 Hours)	1	1	
Assistant Manager (8 Hours)	1		1
6-Hour Food Service Worker	1	1	
8-Hour Food Service Worker	3	2	1
<b>Riverside Elementary School</b>			
Manager (8 Hours)	1		1
Assistant Manager (8 Hours)	1		1
6-Hour Food Service Worker	2		2
8-Hour Food Service Worker	4	2	2
<b>Pineview Elementary School</b>			
Manager (8 Hours)	1	1	
Assistant Manager (8 Hours)	1	1	
6-Hour Food Service Worker	2	1	1
8-Hour Food Service Worker	3	1	2
<b>Springcrest Elementary School</b>			
Manager (8 Hours)	1	1	
Assistant Manager (8 Hours)	1		1
6-Hour Food Service Worker	1		1
8-Hour Food Service Worker	3	1	2
<b>Suwannee High School</b>			
Manager (8 Hours)	1	1	
Assistant Manager (8 Hours)	1		1
6-Hour Food Service Worker	2	1	1
8-Hour Food Service Worker	2	1	1
<b>Suwannee Middle School</b>			
Manager (8 Hours)	1	1	
Assistant Manager (8 Hours)	1	1	
6-Hour Food Service Worker	1		1
8-Hour Food Service Worker	4	1	3

## EXHIBIT E (Continued)

## Current 3-Hour Employees and Work Locations

Employees with 10 years of service or less must be staffed by the FSMC.

Site	3-Hour Food Service Workers	More than 10 Years of Service	10 Years of Service or Less
Branford Elementary School	2	1	1
Branford High School	2		2
Riverside Elementary School	2	2	
Pineview Elementary School	1		1
Springcrest Elementary School	2		2
Suwannee High School	4		4
Suwannee Middle School	2	1	1

**EXHIBIT F - DRUG-FREE WORKPLACE  
PROGRAM BIDDER CERTIFICATION**

Rev. May 2021

**EXHIBIT F****DRUG-FREE WORKPLACE PROGRAM  
BIDDER CERTIFICATION**

**IDENTICAL TIE PROPOSALS** - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more Proposals which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under Proposal a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



VENDOR'S SIGNATURE

Stephen Dunmore, Chief Executive Officer, Schools,  
Sodexo, North America

# EXHIBIT G - CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

Rev. May 2021

## EXHIBIT G

This form is available electronically.

OMB Control No. 0505-0027  
Expiration Date: 04/30/2022



**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion AD-1048**  
**Lower Tier Covered Transactions**

*The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 169.300, 180.335. Participants' responsibilities. The regulations were amended and published on August 31, 2005 in 70 Fed. Reg. 51885-51886. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.*

*According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.*

*(Read instructions on page two before completing certification.)*

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME Sodexo America, LLC	PR/AWARD NUMBER OR PROJECT NAME Suwannee County School District Food Service Management Operations Invitation to Bid RFP #22-202
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S) Stephen Dunmore, Chief Executive Officer, Schools, Sodexo, North America	
SIGNATURE(S) 	DATE January 24, 022

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or receipt or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.*

*Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <http://www.nrc.usda.gov/programs/discrimination-complaint-usda-customer> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail, U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7412.*

## EXHIBIT G - CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

Rev. May 2021

### EXHIBIT G (Continued)

#### Instructions for Certification

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**EXHIBIT H - CERTIFICATION REGARDING LOBBYING**

Rev. May 2021

**EXHIBIT H**

**CERTIFICATION REGARDING LOBBYING**

**CERTIFICATION FOR CONTRACTS, GRANTS, AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated-funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By \_\_\_\_\_  
Signature of Vendor Official (Executive Director)

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

By Stephen Dunmore  
Signature of Vendor Official (Chief Financial Officer)  
Stephen Dunmore, Chief Executive Officer, Schools, Sodexo, North America

Date: January 24, 2022

For \_\_\_\_\_  
Name of Grantee (SFA)

National School Lunch Program  
Title of Grant Program

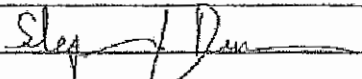
**EXHIBIT I - DISCLOSURE OF LOBBYING ACTIVITIES**

Rev. May 2021

**EXHIBIT I**

**Disclosure of Lobbying Activities**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

<p><b>1. Type of Federal Action:</b>                  a. contract  <u>A</u> b. grant                  c. cooperative agreement                  d. loan                  e. loan-guarantee                  f. loan insurance</p>	<p><b>2. Status of Federal Action:</b>                  a. bid/offer/application  <u>A/B</u> b. initial award                  c. post-award</p>	<p><b>3. Report Type:</b>                  a. initial filing  <u>A</u> b. material change  <b>For material change only:</b>                  Year _____ quarter _____                  Date of last report _____</p>
<p><b>4. Name and Address of Reporting Entity:</b>  <u>X</u> Prime      _____ Subawardee                  Tier _____, if Known:                  Sodexo Operations, LLC, on behalf of itself and all its subsidiaries.                  9801 Washingtonian Blvd., Gaithersburg, Maryland 20878  <b>Congressional District, if known:</b></p>	<p><b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>   <b>Congressional District, if known:</b> N/A</p>	
<p><b>6. Federal Department/Agency:</b>                   U.S. Congress, Department of Defense, White House. BPA                  USDA, Department of Labor</p>	<p><b>7. Federal Program Name/Description:</b>                   CFDA Number, if applicable:                  _____</p>	
<p><b>8. Federal Action Number, if known:</b>                   Unknown</p>	<p><b>9. Award Amount, if known:</b>                   \$ Unknown</p>	
<p><b>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</b>                  Sodexo Operations, LLC, on behalf of itself and all its subsidiaries.                  9801 Washingtonian Blvd.,                  Gaithersburg, Maryland 20878</p>	<p><b>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</b>                  Bukar, Nancy A.                  McGlockton, Joan</p>	
<p><b>11. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b></p>	<p><b>Signature:</b>   <b>Print Name:</b> Stephen Dunmore  <b>Title:</b> Chief Executive Officer, Schools, Sodexo, North America  <b>Telephone No.:</b> 888-Sodexo7      <b>Date:</b> January 24, 2022</p>	

**EXHIBIT I - DISCLOSURE OF LOBBYING ACTIVITIES**

Rev. May 2021

**EXHIBIT I (Continued)****INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations to Bid (ITB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
 (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form; print his/her name, title, and telephone number.

## EXHIBIT J - PROPOSAL SUMMARY

Rev. May 2021

## EXHIBIT J

SFA Name: Suwannee County School District Sponsor Number: 22-202

## PROPOSAL SUMMARY

Request for Proposal and Contract  
Nonprofit School Food Service

This document contains a proposal solicitation for the furnishing of management services for the operation of the nonprofit food service programs for the period beginning 08/10/2022 [Mo/Day/Year], and ending 05/31/2022 [Mo/Day/Year] and sets forth the terms and conditions applicable to the procurement. Upon acceptance, this document shall constitute the Contract between the FSMC and the SFA. The FSMC shall not plead misunderstanding or deception because of such estimate of quantities, or of the character, location, or other conditions pertaining to the contract.

**MEAL RATES AND FEES MUST BE QUOTED AS IF NO USDA FOODS WILL BE RECEIVED**

1. All proposals must be calculated based on the menu(s) in Exhibit B. All proposals shall be submitted using the Proposal Summary form attached herein. The proposed price must not include the use of USDA Foods or any alternate pricing structure. Proposals must be written in ink or typed in the blank space provided.
2. FSMC shall be paid a fixed meal price for each reimbursable meal and meal equivalent provided by the FSMC under this Agreement. The fixed meal price is:

\$ 3.90

The fixed meal price must be carried out to the second decimal place and must not be rounded.

3. The total cost includes direct pay items that must be funded from Food Service Program revenues but are included in the Fixed Meal Price paid per meal to FSMC, such as SFA's salary and benefits, indirect cost, and other SFA costs.
4. A meal or meal equivalent shall be calculated as follows:  
A reimbursable student lunch and paid adult lunches are counted as one meal equivalent for each lunch served. A reimbursable student breakfast and paid adult breakfast are counted as one half (.50) of a meal equivalent for each breakfast served. A reimbursable student afterschool snack is counted as one quarter (.25) of a meal equivalent. A la carte food sales are converted to meal equivalents by dividing the total amount of a la carte sales by three dollars and eighty-three cents (\$3.83). Meal service during emergency shelter operations upon request. Dinner meal service at selected locations upon request.

Sodexo America, LLC

Name of FSMC

9801 Washingtonian Boulevard, Gaithersburg, MD 20878

FSMC Address

EXHIBIT J - PROPOSAL SUMMARY

Rev. May 2021

EXHIBIT J (Continued)

By submission of this proposal, the FSMC certifies that, in the event the FSMC receives an award under this solicitation, the FSMC shall operate in accordance with all applicable current program regulations. This agreement shall be in effect for one year and may be renewed by mutual agreement for four additional one-year renewal terms.

<u>Stephen Dunmore</u>	<u>Chief Executive Officer, Schools, Sodexo, North America</u>
Authorized FSMC Name	Title
<u><i>Stephen Dunmore</i></u> **	<u>January 24, 2022</u>
Authorized FSMC Signature	Date

ACCEPTANCE OF CONTRACT

<u>22-202</u>	<u>Suwannee County School Board</u>
Sponsor Number	School Food Authority (SFA) Name
<u>Ted L. Roush</u>	<u>Superintendent of Schools</u>
Authorized SFA Name	Title
_____ Authorized SFA Signature	_____ Date

\*\*FSMC signature is conditioned upon the mutual agreement to the terms contained on Attachment A.

\_\_\_\_\_  
Chairperson, Suwannee County School Board

"Approved as to Form and Sufficiency  
BY \_\_\_\_\_  
Leonard J. Dietzen, III  
Rumberger, Kirk & Caldwell, P.A.  
Suwannee School Board Attorney"

## Fixed Meal Price Calculation

To: Suwannee County School Board				
Estimated Total Meals and Meal Equivalents	1,018,392	x	\$ 3.90	Gross Fixed Price Per Meal \$ 3,971,728.80
Estimated Less Credit for Commodities Received				\$ (279,522.00)
Less Credit for District Labor & Benefits				\$ (1,002,866.00)
Less Credit for District Indirect Cost				\$ (89,053.00)
Less Credit for District Other Cost				\$ (110,583.00)
Estimated Total Amount due:	1,018,392	x	\$ 2.44	Net Fixed Price Per Meal \$ 2,489,704.80



## ATTACHMENT A

Sodexo America, LLC ("FSMC") has reviewed the Request for Proposal ("RFP") for food service at Suwannee County School District ("SFA"). Consistent with the second and fourth paragraphs under Section 2.1, in that FSMC's proposal indicates a willingness and good faith intention to negotiate and enter into a contract with the SFA, and aligning with the objective to execute an agreement with the SFA as soon as possible after award, FSMC is submitting its Proposal in compliance with the terms of the RFP. Prior to final award we request further discussions of the following modifications, or similar language that would be mutually agreed upon by the FSMC and SFA, and incorporated into the resultant agreement:

1. FSMC requests clarification of the fourth paragraph under Section 2.1, page 6, that in accordance with USDA regulations, FSMC is not permitted to draft any contractual documents and therefore FSMC has not submitted a sample contract with its proposal; however FSMC has included in its proposal provisions it desires to negotiate with the SFA as permitted in the RFP.
2. FSMC requests clarification of Section 2.16, page 8, in that FSMC also seeks protection of its trade secrets, proprietary and other commercially sensitive information and requests inclusion of the following provisions in any resulting agreement:

"FSMC Trade Secrets and Proprietary Rights.

A. During the term of this Agreement, FSMC may grant to SFA a nonexclusive right to access certain proprietary materials of FSMC, including menus, signage, Services survey forms, software (both owned by and licensed to FSMC), and similar items regularly used in FSMC's business operations ("Proprietary Materials"). In addition, SFA may have access to certain non-public information of FSMC, including, but not limited to, recipes, management guidelines and procedures, operating manuals, personnel information, purchasing and distribution practices, pricing and bidding information, financial information, surveys and studies, and similar compilations regularly used in FSMC's business operations ("Trade Secrets"). Trade Secrets shall not include (i) any information which at the time of disclosure or discovery or thereafter is generally available to and known by the public or the relevant industry (other than as a result of a disclosure directly or indirectly by SFA), or (ii) any information which was available to SFA on a non-confidential basis from a source other than FSMC, provided that such source was not bound by an agreement prohibiting the transmission of such information, or (iii) any information independently developed or previously known without reference to any information provided by FSMC.

B. SFA shall not disseminate any Proprietary Materials or disclose any of FSMC's Trade Secrets, directly or indirectly, during or after the term of this Agreement. SFA shall not photocopy or otherwise duplicate any such material without the prior written consent of FSMC. All Trade Secrets and Proprietary Materials, including signage, service marks and trademarks, shall remain the exclusive property of FSMC and shall be returned to FSMC immediately upon termination or expiration of this Agreement.

C. Without limiting the foregoing, SFA specifically agrees that all software associated with the operation of the Services, including without limitation, menu systems, food production systems, accounting systems, and other software, is owned by or licensed to FSMC and not SFA. Furthermore, SFA's access or use of such software shall not create any right, title, interest, or copyright in such software, and SFA shall not retain such software beyond the termination of

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this Agreement. Data processed by the software shall remain the property of FSMC; however, at SFA's request, upon termination or expiration of this Agreement FSMC shall provide SFA with a copy of the data processed by such software in a format to be mutually agreed upon by the Parties.

D. The provisions set forth in this Section shall survive termination or expiration of this Agreement. In the event of any breach of the provisions set forth herein, FSMC shall be entitled to equitable relief, including an injunction or specific performance, in addition to all other remedies otherwise available.

3. FSMC requests further discussion leading to mutually agreeable terms that would allow modification of Section 18.14, pages 27-28, to reflect the addition of the following language as new paragraphs:

"Notwithstanding anything to the contrary set forth in this Agreement, with respect to property damage, for which the parties maintain a system of coverage on their respective property, each party hereto waives its rights, and the rights of its subsidiaries and affiliates, to recover from the other party hereto and its subsidiaries and affiliates for loss or damage to such party's building, equipment, improvements and other property of every kind and description resulting from fire, explosion or other cause normally covered in special causes of loss form and builders risk property insurance policies. This clause shall survive termination of this Agreement.

In no event shall either party be liable for consequential, indirect or incidental damages (including punitive damages and lost profits), even if such party has been advised of the possibility of such damages in advance."

4. FSMC requests clarification of Section 11, "Employees", pages 19-21, in that the following shall apply to all SFA employees that shall be hired by FSMC:

"FSMC shall offer employment to certain SFA management and non-management food service employees ("SFA Employees") to work in the food service operations effective 07/01/2022 ("Hire Date"): As of the Hire Date or upon expiration or termination of this Contract, regardless of how this Contract may be terminated, FSMC shall not be responsible for unused paid time off (including, but not limited to, sick time, personal time, holidays and/or vacation) which accrued to the SFA Employees while employed by the SFA prior to the Hire Date.

SFA shall be responsible for any liability relating to (i) earned or accrued benefits, (ii) termination or lay-off resulting from the transition of the SFA Employees to FSMC's payroll (including the WARN Act) and (iii) employee claims for injury or loss, which injury or loss occurred while such SFA Employees were employed by SFA. In addition, SFA shall be responsible for any liability relating to claims by the SFA Employees who were not offered employment by FSMC."

5. FSMC requests modification of the last paragraph under Exhibit J, "Proposal Summary", page 57, in that FSMC, by signing below agrees to all terms as modified by FSMC's proposal, as outlined above, and as mutually agreed upon by the parties.

## EXHIBIT K

DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY  
 STATEMENT OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCE - SPECIAL REVENUE  
 FUNDS - FOOD SERVICES

For the Fiscal Year Ended June 30, 2021

Exhibit K-2

FDOE Page 4

Fund 410

REVENUES	Account Number	
<i>Federal :</i>		
Miscellaneous Federal Direct	3199	
<i>Federal Through State and Local:</i>		
School Lunch Reimbursement	3261	2,236,982.40
School Breakfast Reimbursement	3262	862,617.01
Afterschool Snack Reimbursement	3263	57,787.20
Child Care Food Program	3264	
USDA-Donated Commodities	3265	95,176.82
Cash in Lieu of Donated Foods	3266	
Summer Food Service Program	3267	111,207.60
Fresh Fruit and Vegetable Program	3268	
Other Food Services	3269	
Federal Through Local	3280	
Miscellaneous Federal Through State	3299	39,696.64
Total Federal Through State and Local	3200	3,403,467.67
<i>State:</i>		
School Breakfast Supplement	3337	26,419.00
School Lunch Supplement	3338	28,117.00
State Through Local	3380	
Other Miscellaneous State Revenues	3399	
Total State	3300	54,536.00
<i>Local:</i>		
Interest on Investments	3431	61.65
Gain on Sale of Investments	3432	
Net Increase (Decrease) in Fair Value of Investments	3433	
Gifts, Grants and Bequests	3440	
Student Lunches	3451	
Student Breakfasts	3452	
Adult Breakfasts/Lunches	3453	10,920.59
Student and Adult à la Carte Fees	3454	43,229.58
Student Snacks	3455	
Other Food Sales	3456	
Other Miscellaneous Local Sources	3495	
Refunds of Prior Year's Expenditures	3497	
Total Local	3400	54,211.82
<b>Total Revenues</b>	<b>3000</b>	<b>3,512,215.49</b>

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## EXHIBIT K (Continued)

DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - SPECIAL REVENUE  
FUNDS - FOOD SERVICES (Continued)  
For the Fiscal Year Ended June 30, 2021

Exhibit K-2  
FDOE Page 5  
Fund 410

EXPENDITURES (Functions 7600/9300)	Account Number	
Salaries	100	1,375,397.34
Employee Benefits	200	424,863.47
Purchased Services	300	177,669.84
Energy Services	400	78,910.84
Materials and Supplies	500	1,432,651.34
Capital Outlay	600	6,816.82
Other	700	89,052.68
Other Capital Outlay (Function 9300)	600	23,583.28
<b>Total Expenditures</b>		<b>3,608,945.61</b>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>		<b>(96,730.12)</b>
<b>OTHER FINANCING SOURCES (USES) and CHANGES IN FUND BALANCES</b>		
Loans	3720	
Sale of Capital Assets	3730	
Loss Recoveries	3740	
<i>Transfers In:</i>		
From General Fund	3610	95,396.11
From Debt Service Funds	3620	
From Capital Projects Funds	3630	
Interfund	3650	
From Permanent Funds	3660	
From Internal Service Funds	3670	
From Enterprise Funds	3690	
<b>Total Transfers In</b>	<b>3600</b>	<b>95,396.11</b>
<i>Transfers Out: (Function 9700)</i>		
To General Fund	910	
To Debt Service Funds	920	
To Capital Projects Funds	930	
Interfund	950	
To Permanent Funds	960	
To Internal Service Funds	970	
To Enterprise Funds	990	
<b>Total Transfers Out</b>	<b>9700</b>	<b>0.00</b>
<b>Total Other Financing Sources (Uses)</b>		<b>95,396.11</b>
<b>Net Change in Fund Balance</b>		<b>(1,334.01)</b>
Fund Balance, July 1, 2020	2800	903,711.34
Adjustments to Fund Balance	2891	
<i>Ending Fund Balance:</i>		
Nonspendable Fund Balance	2710	98,330.92
Restricted Fund Balance	2720	804,046.41
Committed Fund Balance	2730	
Assigned Fund Balance	2740	
Unassigned Fund Balance	2750	
<b>Total Fund Balances, June 30, 2021</b>	<b>2700</b>	<b>902,377.33</b>

EXHIBIT K (Continued)

**This annotates the salaries and benefits for employees with 10 years of service or less who will have the choice of employment with the FSMC:**

**\$797,395.00**

EXHIBIT L - NON-COLLUSION AFFIDAVIT

Rev. May 2021

EXHIBIT L

NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA

COUNTY OF Orange

Stephen Dunmore (VENDOR) being first duly sworn, deposes, and says that:  
(FSMC Official)

VENDOR is the Chief Executive Officer, Schools, Sodexo, North America of Sodexo America, LLC  
(Owner, Partner, Officer, Representative, Agent) (FSMC)

VENDOR is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

Such proposal is genuine and is not a collusive or sham proposal;

Neither the said VENDOR nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other VENDOR, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted; or to refrain from proposing in connection with such contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any VENDOR, firm, or person to fix the price or prices in the attached proposal or any other VENDOR, or to fix any overhead, profit, or cost element of the proposal price or the proposal price of any other VENDOR, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against the SPA, or any person interested in the proposed contract;

The price of items quoted in the attached proposal are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the VENDOR or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

By Stephen Dunmore

Stephen Dunmore, Chief Executive Officer, Schools, Sodexo, North America

Subscribed and sworn to before me this 14<sup>th</sup> day of JANUARY, 2022.

Donnie A. Martello  
Notary Public (Signature)



My Commission Expires:

01/03/2025

## EXHIBIT M - FOOD SERVICE MANAGEMENT COMPANY (FSMC) MONITORING TOOL

Rev. May 2021

Sodexo agrees to comply.

### Food Service Management Company (FSMC) Monitoring Tool

Twice a year, an official of the school sponsor should conduct a monitoring visit of *each* food service site. Complete a copy of this form for each site monitored. Keep a copy of this form with your program records.

Sponsor #/Name:            Site Name

FSMC Name:            Review Date:            Base Year of Contract:            Renewal Year (1,2,3,4):

Meal Type	Fixed Fee Per Meal	Meal Type	Fixed Fee Per Meal
Student Lunches	\$	SFSP Lunch/Supper Meals	\$
Student Breakfasts	\$	SFSP Snacks	\$
Meal Equivalent Fee	\$	FFVP Meal Equivalent Fee	\$
Meal Equivalent Factor (breakfast, snack, adult, etc.)	\$		\$
Student After-school Snacks	\$		
SFSP Breakfast	\$		

Menus and Service	Yes	No	NA	Comments
1. Has the FSMC followed the 21-day cycle menu, as described in Exhibit B of the contract, for the first 21 days of the contract? (Monitor during the first year of contract only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. If changes were made to menus following the first 21 days of the contract, did the sponsor approve them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do cycle menus meet requirements for all grade groups?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are production records completed each day for all meals claimed for reimbursement and component contributions available for each menu item?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. If the "Offer vs Serve" provision was implemented, are students required to take the minimum number of menu items (including ½ cup fruit and/or vegetable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are meal modifications provided to students? Is appropriate meal modification documentation on file at the serving site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Does the FSMC provide fluid milk substitutions as Sponsor as indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are fluid milk substitutions compliant with USDA substitution criteria?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are the Smart Snacks In Schools regulations being followed by the FSMC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Is the FSMC complying with Vending as stated in the Contract?	<input type="checkbox"/>	<input type="checkbox"/>		
11. Does the FSMC comply with the Sponsor's Local Wellness Policy?	<input type="checkbox"/>	<input type="checkbox"/>		
12. Are meals monitored after the last food or menu item is served/selected to ensure only reimbursable meals are claimed?	<input type="checkbox"/>	<input type="checkbox"/>		
13. Do the foods purchased meet the quality specification standards indicated in the contract?	<input type="checkbox"/>	<input type="checkbox"/>		

## EXHIBIT M – FOOD SERVICE MANAGEMENT COMPANY (FSMC) MONITORING TOOL

Rev. May 2021

Sodexo agrees to comply.

14. Is FSMC complying with Buy American Requirements?	<input type="checkbox"/>	<input type="checkbox"/>		
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Financial Accountability Procedures	Yes	No	NA	Comments
1. Do the school food service daily income records accurately reflect the revenue received by meal type? (Student meals, adult meals, a la carte, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do the school food service daily meal count record forms accurately reflect the counts of student and adult meals by meal type and eligibility category?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are all records being maintained that are needed to support the Claim for reimbursement, reports with claim information (promptly at the end of each month), and meal count records for meals not covered by the Claim, such as adult meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are all invoices monitored to assure the FSMC invoices per the current pricing agreement indicated in the contract or addendum and have not double-invoiced or included costs which are not allowed by the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Do the records show a la carte, adult, and other food sales are being invoiced at the meal equivalency rate or accurately per the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are all discounts, rebates, and credits for food and supplies received, where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sanitation and Safety Procedures	Yes	No	N/A	Comments
1. Are facilities and equipment adequately maintained for safety and sanitation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do employees practice safe food handling procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is a Food Safety (HACCP) plan available at the serving site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. If yes, is the plan being implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Has the plan been reviewed and revised annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are health licenses maintained as required by the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Sponsor responsibility <input type="checkbox"/> FSMC responsibility
7. Has the Sponsor/FSMC met the food safety training requirements for their employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Contractual Requirements	Yes	No	N/A	Comments
1. Has the advisory committee of parents, students and teachers met to assist in menu planning? (Attach documentation - Agendas, Surveys, Taste Testing Results, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. If recommendations or concerns have been noted as a result of the meetings, has the FSMC implemented recommendations or addressed the concerns brought forth by the advisory committee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. If the Sponsor has requested that the FSMC representative participate in the advisory committee meetings has the FSMC complied with this requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## EXHIBIT M – FOOD SERVICE MANAGEMENT COMPANY (FSMC) MONITORING TOOL

Rev. May 2021

Sodexo agrees to comply.

4. Have all corrections been made as required if problems were noted during a sponsor review, the administrative review, or a program audit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other Contractual Requirements Cont.</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
5. Were the Sponsor's Civil Rights policies followed?	<input type="checkbox"/>	<input type="checkbox"/>		
6. Have there been any Civil Rights complaints this year?	<input type="checkbox"/>	<input type="checkbox"/>		
7. Is the FSMC performing any Sponsor special functions/catering outside the nonprofit school food service account? List functions in the comments section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. If yes to the above, is there a method which delineates the cost allocation for Sponsor special functions/catering conducted outside the nonprofit school food service? (i.e. ensures labor costs are not double invoiced)				
9. Is the FSMC performing any special functions/catering for entities other than the Sponsor? (Any external catering-not for the benefit of the district requires a separate contract.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. If yes to the above, what process is in place to ensure that any and all resources of the school food service department, which are to be used by the FSMC, produce revenue to fully fund the costs of the non-school catering. Are all costs related to the use of the school district's facilities (including food service facilities for catering) paid for by a source other than the food service fund? Please describe process.				
11. Is the FSMC adhering to the Sponsor's free and reduced priced policy statement?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Staffing and Professional Development</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
12. Is FSMC complying with Professional Standards requirements for its employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Is FSMC providing appropriate and timely training for FSMC staff? List training in comments section at end of monitoring form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Renewal Process (If Applicable)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
14. Do all the invoices match the prices with the current renewal addendum prices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Did the renewal adhere to CPI meal rate increases as described in the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>USDA Foods (If Applicable)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
16. Did the FSMC credit the full value of all donated foods received for use in the meal service as required by contract requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# EXHIBIT M – FOOD SERVICE MANAGEMENT COMPANY (FSMC) MONITORING TOOL

Rev. May 2021

Sodexo agrees to comply.

17. Is the FSMC complying with contract requirements that the procurement of processed end products on behalf of the recipient agency, as applicable, complies with the requirements in subpart C of 7 CFR part 250 and with the provisions of distributing or recipient agency processing agreements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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# EXHIBIT M - FOOD SERVICE MANAGEMENT COMPANY (FSMC) MONITORING TOOL

Rev. May 2021

Sodexo agrees to comply.

**Other Comments:**

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**List any Corrective Actions Required of the Food Service Management Company**

**Date of Implementation**

List any Corrective Actions Required of the Food Service Management Company	Date of Implementation

\_\_\_\_\_  
Signature of Sponsor's Monitoring Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of FSMC Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CERTIFICATE OF INDEPENDENT PRICE DETERMINATION**

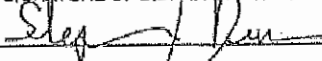
**CERTIFICATE OF INDEPENDENT PRICE DETERMINATION**

(A) By submission of this offer, the offeror certifies and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

- (1) The prices in this offer have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening the case of an advertised procurement, or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor;
- (3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit, an offer for the purpose of restricting competition.

(B) Each person signing this offer certifies that:

- (1) He or she is the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein and that he or she has not participated, and will not participate, in any action contrary to (A) (1) through (A) (3) above; or
- (2) He or she is not the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (A) (1) through (A) (3) above, and as their agent does hereby so certify; and he or she has not participated and will not participate, in any action contrary to (A) (1) through (A) (3) above.

SIGNATURE OF BIDDER'S AUTHORIZED REPRESENTATIVE	TITLE	DATE
 Stephen Dunmore	Chief Executive Officer, Schools, Sodexo, North America	January 24, 2022

In accepting this offer, the sponsor certifies that the sponsor's offices, employees or agents have not taken any action which may have jeopardized the independence of the offer referred to above.

SIGNATURE OF AUTHORIZED SPONSOR REPRESENTATIVE	DATE

(Accepting a bidder's offer does not constitute acceptance of the contract.)  
NOTE: Sponsor and Bidder shall execute this Certificate of Independent Price Determination.

**Food Service Management Operations**  
**RFP #22-202**  
**Addendum 1**  
 January 18, 2022

1. **How many physical copies are required to submit? Is it preferred to submit responses electronically?**

7 hard copies are required, and one electronic copy (flash drive) is appreciated.

2. **Would you please supply the meal counts for snack and dinner:**

We don't provide dinner, may explore the option in the future.  
 We serve approximately 7,000 snacks per month.

3. **Would you supply summer food numbers and how many days summer school is?**

The number of days differ each year. Usually we serve for 8 weeks, 4 days a week.  
 Summer 2021 numbers were 5,365 breakfast and 6,484 lunches. Total reimbursement was \$41,192.18.

4. **For your adults, how many lunch/breakfasts and what are those costs?**

Breakfast cost for Adults is \$1.75 and lunch cost is \$4.00.

	B	L	Per Day
Riverside -	1	5	
Pineview -	1	7	
Springcrest -	1	5	
SMS -	1	10	
SHS -	2	5	
BES -	2	5	
BHS-	1	5	

\*Number of breakfasts and lunches served per day for adults other than food service workers.

5. **For the a la cart, can you supply the daily average per campus?**

Riverside --	\$10.00
Pineview --	\$15.00
Springcrest --	\$75.00
SMS --	\$45.00
SHS --	\$45.00
BES --	\$10.00
BHS --	\$45.00

6. **Can you supply the rates of pay for all employees, number of days work, number of days they are paid for?**

See Attachment 1 "Food Service FY 22 Salary & Benefits".

7. **"Purchases Services" entails what? (\$177,669.84)**

Consists of substitutes for absent employees, repair and maintenance, software licenses, telephone, refuse collection container rentals, pest control, and commodity storage and delivery.

8. **"Energy Services" (Original question asks about Energy Savings) entails what? (\$78,910.84)**

Electricity costs and a small amount of bottled propane.

9. **"Materials and Supplies" entails what? (\$1,432,651.34)**

Food, Bread, milk, paper products, meal trays, and flat-ware.

10. **Do you anticipate additional Capital equipment purchases this school year?**

Not at this time.

11. **What is the \$89,052 listed in "other"?**

1. Indirect Costs Charged is the majority of this amount.
2. Various other expenditures, including:
  - a. Dues and Fees for American Commodity Distribution Association
  - b. Inspection of fees paid to County Health Department

12. **What is the other Capital Outlay? (\$6,816.820)**

Capitalized equipment (i.e. computers, printers, kitchen equipment, etc.) greater than \$750.

13. **Are the bonds really optional?**

Yes.

14. **Meal claim reports by school from the beginning of the 21/22 school year will be needed.**

Attachment 2 "Florida Automated Nutrition System, Sponsor Claim Summaries".

- 15. Redacted List of employees by site with number of days worked per year, number of hours per day, and current pay rate and fringe is needed.**

See Attachment 1 "Food Service FY 22 Salary & Benefits".

- 16. The annual Indirect cost charged to the program that must be included for the \$400,000 guarantee is needed?**

See Attachment 3 "Indirect Cost by Site".

- 17. The 2020/2021 comprehensive annual financial report for the Food Service department will be needed.**

Provided in Request for Proposal "Exhibit K – Annual Financial Report".

- 18. 5.17 Guarantee - It is the goal of the Suwannee County School Board for the successful FSMC to guarantee a \$400,000 fund balance, including the FL DOE annually approved indirect cost rate, for the SFA food service operation for school year 2022-2023 and beyond. If this requirement is not met the FSMC will reimburse the SFA for one hundred (100) percent of the net loss in school food service operations.**

- A. Are you looking for a 400,000 return annually? (That is 13% return.)**

Yes.

- B. What is the current annual fund balance return? On Exhibit K it appears to be a loss of 95k for the 20-21SY?**

Operating expenditures exceeded operating revenues by \$96,730.12 in fiscal year 2020-21.

- C. For clarification, what was the profit/loss for the last 3 years in the FS department prior to any general fund contributions?**

FY 2020-21 – Loss of \$96,730.12  
FY 2019-20 – Profit of \$190,500.84  
FY 2018-19 - Profit of \$ 61,150.06

- D. What was the annual return 2018-2019 SY prior to COVID?**

\$61,150.06

- E. What is the current indirect cost amount you reference above?**

3.62% restricted rate.

**F. It appears you plan to keep the 3 Food Service Office staff with their costs being allocated to the program AND want to add in an FSMC manager- is this correct?**

Yes.

**There is a concern that this would be a lot of overhead?**

The expectation is that the FSMC will pick up it's own manager, if that is the intent.

**19. Section 11 Existing employees who have been employed by the district and are within 10 years of fulltime Florida Retirement (FRS) will have the option to remain employees of the District. Any new employees hired after program implementation will become employees of the selected firm.**

**A. Is it correct to assume that on Exhibit E that the FSMC is to budget for the employees listed in the 3<sup>rd</sup> column "10 years of Service or Less"?**

Yes.

**Or are we to assume Exhibit E are we to only budget for 3hr workers 10 years or less?**

FSMC's need to budget for all 6 and 8-hour workers with 10 years or less. All 3-hour workers will be maintained by the District.

**B. Please provide all wage rates and benefits currently received by all employees.**

See Attachment 1 "Food Service FY 22 Salary & Benefits".

**20. Exhibit K \$797,395 -- do you have the break down per employee so we can review their wages hours and benefits or are you looking for us to use \$797,395 in the budget?**

See Attachment 1 "Food Service FY 22 Salary & Benefits".

**21. 12.2 Section 12 -- program expense please provide SFA costs for areas we are responsible for that need to include in the budget.**

**A. Are there currently any storage costs being incurred for any USDA foods?**

Yes, we use the states storage and the fee is based on usage.

**B. What is your annual equipment repair costs?**

FY 20-21 was approximately \$31,672.

**C. Are there currently any equipment needs?**

Not at this time.

**D. What transportation costs are we responsible for?**

Very minimal. Our managers drive to the bank for daily deposits and come to manager meetings. We also have cost for conference travel.

**E. Required license, permits, & certificates?**

The health department and ServSafe for managers. We encourage all employees to get their ServSafe.

**22. 13.3 The total cost shall include SFA's salary and benefits, indirect cost, commodity, and other SFA cost. These are SFA direct pay items that must be funded from Food Service Program revenues but are included in the Fixed Meal Price paid per meal to FSMC.**

**A. Please provide the exact SFA costs that you would like included in the fixed price?**

See Attachment 1 "Food Service FY 22 Salary & Benefits".

**23. 13.3.1 A reimbursable student lunch and paid adult lunches are counted as one meal equivalent for each lunch served. A reimbursable student breakfast and paid adult breakfast are counted as one half (.50) of a meal equivalent for each breakfast served. A reimbursable student afterschool snack is counted as one quarter (.25) of a meal equivalent. A la carte food sales are converted to meal equivalents by dividing the total amount of a la carte sales by three dollars and eighty-three cents (\$3.83).**

**A. Please confirm these rates on Exhibit M -the sample invoice reflects a different number than what is referenced above?**

Yes, the sample invoice reflects a-la-carte cost of \$3.00, the actual a-la-carte cost is \$3.83

**24. Are the 174 serving days for both full serving days for both breakfast and Lunch at all sites- if not please advise?**

Yes.

**25. Do you offer a snack and or summer program to be included with this if so please provide data for this to be included?**

Yes, data previously given in question #s 2 and 3.

**26. Do you have a point of sale system (POS) What POS system is in place?**

Horizon.

**27. Exhibit A Site Information list**

- A. What time frame in Exhibit A is the average daily participation pulled from? May we have copies of this data?**

Monthly reports, the data is attached.

- B. Also, please provide pre-covid participation data per site?**

Attached.

- C. What is the current eligibility (paid/free/reduced) for the district per site? Are you CEP if so how long have you been CEP and at what % are you claiming?**

We are all CEP and have been since 2014. We are at 100%.

**28. How many serving lines and cashiers are at each site and are they any different than the schools from the site visit?**

Riverside - 2 and 2 cashiers  
Pineview - 2 and 2 cashiers  
Springcrest - 1 and 2 cashiers  
SMS - 3 and 3 cashiers  
SHS - 4 and 4 cashiers  
BES - 2 and 2 cashiers  
BHS - 2 and 2 cashiers

**29. Exhibit K please provide further clarification-**

- A. Are the salaries and benefits inclusive of all the café employee? Do you have prorated amount for us to use?**

This amount is inclusive of all current food service department employees.

- B. Purchased service 177,669 what is this inclusive of?**

Purchased services consist of the following expense categories: substitutes for absent employees, repair and maintenance, software licenses, telephone, refuse collection container rentals, pest control, commodity storage and delivery.

**C. Energy services what is this inclusive of?**

Primarily electricity and small amount of bottled propane.

**D. Capital Outlay what is this for?**

Non-capitalized equipment (i.e. computers, printers, kitchen equipment, etc.) less than \$750.

**E. Other 89,052 what is this inclusive of?**

1. Indirect Cost Charged is the majority of this amount.
2. Various other expenditures, including:
  - a. Dues and fees for American Commodity Distribution Association
  - b. Inspection fees paid to County Health Department

**F. Other capital outlay what is this inclusive of?**

Capitalized equipment (i.e. computers, printers, kitchen equipment, etc.) greater than \$750.

**30. Exhibit N -- 54,150- is ala carte and adult meals offered at all sites?**

Yes.

**Is this what you normally do in sales?**

Yes.

**What was it the last 3 years?**

2018-19 (\$112,368); 2019-20 (\$76,364); 2020-21 (\$54,150)

**A. Can you provide ala carte and adult price lists?**

Chips - \$1  
Water - \$1  
Fruit Roll ups -.75  
Rice Krispy Treats - .75  
Ice -- Cream - \$1  
Cookies - .75  
Slushies - \$1

31. Can you provide the commodity allotment for 2022 and if available the 2023 estimated amount?

2022 - \$279,522.22. 2023 not available.

32. Can you provide monthly claims forms broken out by building for the SY 2021 and YTD SY 2022?

Attachment 2 "Florida Automated Nutrition System, Sponsor Claim Summaries".

33. On page 18 of the RFP, it states "The SFA shall repair and service equipment except when damages result from the use of less-than-reasonable care by the FSMC employees or agents as determined by the SFA.", and on page 22 under designation of program expense it says "FSMC is responsible for major equipment original purchase, routine maintenance, major repairs and replacement". Can you please clarify the difference between the two?

Equipment currently in use will be maintained by the SFA, all new equipment will be the responsibility of the FSMC. All equipment purchased by the FSMC may be purchased by the SFA at a depreciated value at the end of the contractual period.

34. Exhibit K for 2020-2021 shows afterschool snack and summer food program sales. Can you provide meal counts for both?

We serve approximately 7,000 snacks per month. Summer 2021 numbers were 5,365 breakfast and 6,484 lunches. Total reimbursement was \$41,192.18.

35. Would you allow the use of the school district logo for the sole purposes of completing a customized proposal in response to this RFP?

Yes.

36. Please provide the number of proposals to be submitted on January 26th, 2022.

7 hard copies are required, and one electronic copy (flash drive) is appreciated.

37. Please provide monthly meal claims forms for the 2021/2022 (August 2021 through December 2021) by school as well as the serving days per month.

Attachment 2 "Florida Automated Nutrition System, Sponsor Claim Summaries".

38. Please provide a redacted list of employees by location include position, hourly pay rate, fringe, number of total days per year and number of years in position.

See Attachment 1 "Food Service FY 22 Salary & Benefits".

**39. Please provide the number of current open positions?**

See Attachment 1 "Food Service FY 22 Salary & Benefits".

**40. What is your commodities entitlement for the 21/22 School Year as well as your commodities expected entitlement for the 22/23 School year?**

\$278,522.22 for 21-22 and 22-23 is unknown

**41. Please provide the annual expense for the 2021-2022, 2022-2023 school year for taxes/licenses paid by the SFA that will transition to be paid by the FSMC**

Based upon salaries: Current rates are: Social Security 6.2%; Medicare 1.45%.

**42. What is the 2022/2023 annual approved indirect costs that will be charged to the Food Service Program as per page 4 Section F?**

See Attachment 3 "Indirect Cost by Site".

**43. What is the specific function of the 3-hour associates?**

The 3-hour workers have the same job description as the standard food service worker. However, 3-hour workers are tasked with keeping tables clean and other maintenance requirements. All three

**44. Please clarify your intent for the 3-hour employees as on page 20 section 11.7 it states they will be remaining with the district and then on page 49 it states all employees with 10 years or less will move to the FSMC.**

Current 3-hour workers will remain with the district and will not be replaced as when they leave the position.

**45. Please provide the salaries for the Food Service Director, Assistant Coordinator, and Admin secretary and how many days worked per year.**

See Attachment 4 "Redacted Admin FS Employee Salaries and Benefits".

**46. Please clarify what is included in other expenses in account 700 that shows \$89,052 on page 59 Exhibit K?**

1. Indirect Costs Charged is the majority of this amount.
2. Various other expenditures, including:
  - a. Dues and Fees for American Commodity Distribution Association
  - b. Inspection of fees paid to County Health Department

**47. Please clarify what is included in capital outlay \$6800 and other capital outlay \$ 28,583 in account 600 on page 59 Exhibit K?**

Capitalized equipment (i.e. computers, printers, kitchen equipment, etc.) greater than \$750.

**48. Please clarify what's included in purchased services \$177,679 in account 300 on page 59 Exhibit K?**

Consists of substitutes for absent employees, repair and maintenance, software licenses, telephone, refuse collection container rentals, pest control, and commodity storage and delivery.

**49. Can you provide a YTD 2021-2022 detailed financial report for the food service department?**

See Exhibit K that is part of the RFP which reflects revenues and expenditures.

Attachment 1  
FOOD SERVICE FY 22 SALARY & BENEFITS

Work Hours	School Site	# Days Worked PerYear	Building Code	Position Matrix Amount	Salary & Benefits
8 Hour	SRE	186	4111	27,617.00	32718
6 Hour	SRE	183	4111	15,272.00	18093
8 Hour	SRE	186	4111	22,762.00	26966
6 Hour	SRE	183	4111	15,635.00	18523
8 Hour	SRE	183	4111	24,939.00	29545
8 Hour	SRE	183	4111	21,824.00	25855
8 Hour	SRE	183	4111	21,335.00	25276
8 Hour	SRE	183	4111	21,335.00	25276
6 Hour	SSE	183	4142	18,173.00	21530
8 Hour	SSE	186	4142	28,878.00	34212
8 Hour	SSE	183	4142	24,939.00	29545
8 Hour	SSE	183	4142	18,903.00	22394
8 Hour	SSE	183	4142	20,847.00	24697
8 Hour	SSE	186	4142	22,262.00	26374
8 Hour	SHS	186	4143	21,762.00	29430
8 Hour	SHS	183	4143	22,305.00	26425
6 Hour	SHS	183	4143	14,907.00	17660
7 Hour	SHS	183	4143	16,729.00	19819
8 Hour	SHS	186	4143	28,878.00	34212
8 Hour	SHS	183	4143	24,939.00	29545
6 Hour	SMS	183	4151	14,177.00	16795
8 Hour	SMS	186	4151	28,878.00	34212
8 Hour	SMS	183	4151	19,386.00	22967
8 Hour	SMS	186	4151	25,970.00	30767
8 Hour	SMS	183	4151	19,876.00	23547
8 Hour	SMS	183	4151	21,335.00	25276
8 Hour	SMS	183	4151	21,824.00	25855
8 Hour	SPE	183	4160	21,824.00	25855
8 Hour	SPE	183	4160	24,939.00	29545
8 Hour	SPE	186	4160	28,878.00	34212
8 Hour	SPE	186	4160	25,970.00	30767
8 Hour	SPE	183	4160	19,876.00	23547
6 Hour	SPE	183	4160	17,888.00	21192
6 Hour	SPE	183	4160	21,335.00	25276

## FOOD SERVICE FY 22 SALARY &amp; BENEFITS

Work Hours	School Site	# Days Worked PerYear	Building Code	Position Matrix Amount	Salary & Benefits
8 Hour	BES	183	4189	18,903.00	22394
6 Hour	BES	183	4189	16,368.00	19391
8 Hour	BES	186	4189	28,878.00	34212
8 Hour	BES	186	4189	25,970.00	30767
8 Hour	BES	183	4189	23,041.00	27297
8 Hour	BES	183	4189	22,305.00	26425
8 Hour	BHS	186	4191	28,878.00	34212
8 Hour	BHS	186	4191	24,842.00	29430
8 Hour	BHS	183	4191	6,394.50	22394
6 Hour	BHS	183	4191	16,729.00	19819
8 Hour	BHS	183	4191	22,305.00	26425
8 Hour	BHS	183	4191	23,041.00	27297
8 Hour	District Staff	261	9015	86,971.00	103035
8 Hour	District Staff	261	9015	43,429.00	51450
8 Hour	District Staff	261	9015	57,140.00	67694
					1430150

Work Hours	School Site	# Days Worked PerYear	Building Code	Position Matrix Amount	Salary & Benefits
3 Hour	SRE	183	4111	7,433.28	7780
3 Hour	BHS	183	4191	6,911.28	8188
3 Hour	SMS	183	4151	6,394.50	7576
3 Hour	SMS	183	4151	7,088.76	8398
3 Hour	SPE	183	4160	6,566.76	7780
3 Hour	SHS	183	4143	6,739.02	7984
3 Hour	BES	183	4189	6,566.76	7780
3 Hour	SHS	183	4144	6,911.28	8188
3 Hour	SSE	183	4142	7,088.76	8398
3 Hour	SRE	183	4111	8,889.66	10532
3 Hour	SSE	183	4142	7,088.76	8398
3 Hour	SHS	183	4143	7,261.02	8602

Florida Automated Nutrition System

FLORA REPORTWARE - SSO / CLASS REPORTWARE / REPORTWARE SUMMARY

Meal Type	Count	Rate	Amount
High Lunch	6426	\$5.45	\$34913.70
Meal Pattern S007 Lunch and Supper Exchange	6426	\$9.07	\$58281.82
Chained	0	\$0.00	\$0.00
Adjusted	1180	\$2.20	\$2596.00
Severe Need Breakfast	5366	\$1.84	\$9873.44
Regular Breakfast			
<b>Discontinuation</b>			
<b>Total</b>			<b>\$147,712.44</b>

Show Site Meal Details

**Attachment 2**

9/14/2020

Sponsor Claim Summary

**Florida Automated Nutrition System**

CLAIM YEAR SUMMARY - NSLP CLAIM MONTH SUMMARY SPONSOR CLAIM SUMMARY

**Organization Name :**  
 Suwannee County School Board  
**Reimbursement Claims Official - NSLP :**  
 Lisa Dorris  
**School Year :**  
 2020-2021  
**Sponsor Number :**  
 61  
**Phone :**  
 (386) 647-4175  
 Ext:  
**County :**  
 SUWANNEE

**Claim Month :**  
 Aug 2020  
**Revision Number :**  
 0  
**Date Started :**  
 9/11/2020  
**Date Submitted:**

**Submission Type :**  
 Original  
**Date Processed :**  
**Time Submitted:**

[Print Sponsor Claim Summary w/Site Meal Details](#)

	Meals	Rate	Earnings
<b>HighLunch</b>			
Free	49166	\$3.53	\$173,555.98
Reduced	0	\$3.13	\$0.00
Paid	0	\$0.35	\$0.00
<b>Total</b>	<b>49166</b>	<b>N/A</b>	<b>\$173,555.98</b>
<b>Meal Pattern \$0.07 Lunch Earnings</b>			
Claimed	49166	\$0.07	\$3,441.62
Adjusted	0	\$0.07	\$0.00
<b>Total</b>	<b>49166</b>	<b>N/A</b>	<b>\$3,441.62</b>
<b>SevereNeedBreakfast</b>			
Free	33480	\$2.26	\$75,664.80
Reduced	0	\$1.96	\$0.00
Paid	0	\$0.32	\$0.00

Attachment 2

9/14/2020

Sponsor Claim Summary

	Meals	Rate	Earnings
Total	33430	N/A	\$75,664.80
<b>Snack - Area Eligible</b>			
Free	3394	\$0.96	\$3,258.24
Total	3394	N/A	\$3,258.24

Claim Total : \$255,920.64  
Schedule Number

Description	Claim Earnings Totals (Previous Earnings)	Earnings Total
Claim Total	\$0.00	\$255,920.64

Show Site Meal Details

[Back](#)

Suwannee County School District - Sponsor Claim Summary

faas.freshfromflorida.com/Claim/SponsorLevelSummary?fiscalYearId=20&monthId=9&programTypeId=1&claimMonthSumm...

Home Dashboard Sponsor Reports Logout

Florida Automated Nutrition System

CLAIM YEAR SUMMARY - NSLP / CLAIM MONTH SUMMARY / SPONSOR CLAIM SUMMARY

Print Sponsor Claim Summary w/ Site Meal Details

	Meals	Rate	Earnings
High Lunch	75386	\$3.53	\$266,112.58
Free			\$0.00
Reduced			\$0.00
Paid			\$0.00

Sponsor Claim Summary.html Show all

Attachment 2

SCSB 2023-03 (NEW)

Attachment 2

Home (/)



Florida Automated Nutrition System

CLAIM YEAR SUMMARY - NSLP (/CLAIM/CLAIMYEARSUMMARY)  
 / CLAIM MONTH SUMMARY (/CLAIM/CLAIMMONTHSUMMARY?  
 MONTHID=10&PROGRAMTYPEID=1&FISCALYEARID=20&DISPLAYMONTHNAME=OCT%202020&CLAIMYEARSUMMARYID=537)  
 / SPONSOR CLAIM SUMMARY

Organization Name :  
 Suwannee County School Board  
 Reimbursement Claims Official - NSLP :  
 Lisa Dorris  
 School Year :  
 2020-2021

Sponsor Number :  
 61  
 Phone :  
 (386) 647-4175  
 Ext :  
 County :  
 SUWANNEE

Claim Month :  
 Oct 2020  
 Revision Number :  
 0  
 Date Started :  
 11/10/2020  
 Date Submitted:  
 11/16/2020

Submission Type :  
 Original  
 Date Processed :  
 Time Submitted:  
 12:39 PM

[Print Sponsor Claim Summary w/ Site Meal Details](#)

	Meals	Rate	Earnings
<b>HighLunch</b>			
Free	73450	\$3.53	\$259,278.50
Reduced	0	\$3.13	\$0.00
Paid	0	\$0.35	\$0.00
<b>Total</b>	<b>73450</b>	<b>N/A</b>	<b>\$259,278.50</b>
<b>Meal Pattern \$0.07 Lunch Earnings</b>			
Claimed	73450	\$0.07	\$5,141.50
Adjusted	0	\$0.07	\$0.00
<b>Total</b>	<b>73450</b>	<b>N/A</b>	<b>\$5,141.50</b>
<b>SevereNeedBreakfast</b>			
Free	44746	\$2.26	\$101,125.96
Reduced	0	\$1.96	\$0.00

Attachment 2

	Meals	Rate	Earnings
<b>Home (/)</b>			
Paid	0	\$0.32	\$0.00
<b>Total</b>	44746	N/A	\$101,125.96
<b>RegularBreakfast</b>			
Free	831	\$1.89	\$1,570.59
Reduced	0	\$1.59	\$0.00
Paid	0	\$0.32	\$0.00
<b>Total</b>	831	N/A	\$1,570.59
<b>Snack - Area Eligible</b>			
Free	6919	\$0.96	\$6,642.24
<b>Total</b>	6919	N/A	\$6,642.24


**Claim Total : \$373,758.79**  
**Schedule Number**

Description	Claim Earnings Totals (Previous Earnings)	Earnings Total
Claim Total	\$0.00	\$373,758.79

Meal Details (/Claim/MealDetails?

l=20&monthId=10&programTypeId=1&claimMonthSummaryId=64151&displayMonthName=Oct%202020&revisionNumber=0)

[Back \(/Claim/ClaimMonthSummary?monthId=10&programTypeId=1&fiscalYearId=20&displayMonthName=Oct%202020&claimYearSummaryId=537\)](#)

powered by  scheduled in <https://www.freshfromflorida.com/> Release v2020.0.14.7

Attachment 2

Program: NSLP Revision Number: 0 Date Started: 12/18/2020 Date Submitted: 12/18/2020  
 Claim Month: Nov 2020 Submission Type: Original Date Processed: Time Submitted: 09:18 AM

Sponsor Claim Summary

Meal Type	Months	Rate	Earnings
<b>HighLunch</b>			
Free	51453	\$3.53	\$181,629.09
Reduced	0	\$3.13	\$0.00
Paid	0	\$0.95	\$0.00
<b>Total</b>	<b>51453</b>	<b>N/A</b>	<b>\$181,629.09</b>
<b>Meal Pattern \$0.07 Lunch Earnings</b>			
Claimed	51453	\$0.07	\$3,601.71
Adjusted	0	\$0.07	\$0.00
<b>Total</b>	<b>51453</b>	<b>N/A</b>	<b>\$3,601.71</b>
<b>SevereNeedBreakfast</b>			
Free	31843	\$2.26	\$72,181.18
Reduced	0	\$1.96	\$0.00
Paid	0	\$0.92	\$0.00
<b>Total</b>	<b>31843</b>	<b>N/A</b>	<b>\$72,181.18</b>
<b>RegularBreakfast</b>			
Free	662	\$1.60	\$1,062.18
Reduced	0	\$1.59	\$0.00
Paid	0	\$0.92	\$0.00
<b>Total</b>	<b>662</b>	<b>N/A</b>	<b>\$1,062.18</b>
<b>Snack - Area Eligible</b>			
Free	5267	\$0.96	\$5,058.32
Reduced	0	\$0.00	\$0.00
Paid	0	\$0.00	\$0.00
<b>Total</b>	<b>5267</b>	<b>N/A</b>	<b>\$5,058.32</b>

Claim Total: \$263,540.48  
 Schedule Number:

Site Meal Details

Note - Lunch earning Includes Meal Pattern Compliance Rate.

Name: Lisa Dorris

Date Printed: 12/18/2020

Attachment 2

Site Number	Site Name	Program	Free Meals	Total Free	Reduced Price Meals	Total Reduced Price	Paid Meal	Total Paid	Total Earnings
0011	Suwannee Riverside Elementary	HighLunch	8775	\$31,590.00	0	\$0.00	0	\$0.00	\$31,590.00
		SevereNeedBreakfast	668	\$12,872.96	0	\$0.00	0	\$0.00	\$12,872.96
		Snack - Area Eligible	1371	\$1,818.16	0	\$0.00	0	\$0.00	\$1,818.16
<b>Total Earnings Site</b>									\$46,279.12
0042	Springcrest	HighLunch	6208	\$18,741.60	0	\$0.00	0	\$0.00	\$18,741.60
		SevereNeedBreakfast	4248	\$9,800.48	0	\$0.00	0	\$0.00	\$9,800.48
		Snack - Area Eligible	1144	\$1,098.24	0	\$0.00	0	\$0.00	\$1,098.24
<b>Total Earnings Site</b>									\$29,640.32
0048	Suwannee High School	HighLunch	7563	\$27,226.80	0	\$0.00	0	\$0.00	\$27,226.80
		SevereNeedBreakfast	4063	\$9,199.78	0	\$0.00	0	\$0.00	\$9,199.78
		<b>Total Earnings Site</b>							
0051	Suwannee Middle School	HighLunch	3817	\$35,341.20	0	\$0.00	0	\$0.00	\$35,341.20
		SevereNeedBreakfast	4048	\$9,148.48	0	\$0.00	0	\$0.00	\$9,148.48
		<b>Total Earnings Site</b>							
0060	Suwannee Pineview Elementary	HighLunch	7363	\$26,508.80	0	\$0.00	0	\$0.00	\$26,508.80
		SevereNeedBreakfast	4723	\$10,873.98	0	\$0.00	0	\$0.00	\$10,873.98
		Snack - Area Eligible	1487	\$1,427.52	0	\$0.00	0	\$0.00	\$1,427.52
<b>Total Earnings Site</b>									\$38,809.30
0063	Suwannee Opportunity School	HighLunch	820	\$1,872.00	0	\$0.00	0	\$0.00	\$1,872.00
		RegularBreakfast	562	\$1,062.18	0	\$0.00	0	\$0.00	\$1,062.18
		<b>Total Earnings Site</b>							
0088	Branford Elementary School	HighLunch	6050	\$21,780.00	0	\$0.00	0	\$0.00	\$21,780.00
		SevereNeedBreakfast	891	\$8,341.66	0	\$0.00	0	\$0.00	\$8,341.66
		Snack - Area Eligible	1265	\$1,214.40	0	\$0.00	0	\$0.00	\$1,214.40
<b>Total Earnings Site</b>									\$31,336.06

Name: Lisa Dorris

Date Printed: 12/18/2020

Attachment 2

Financial Information System									
0091	Brankford High School	High Lunch	5439	\$22,172.40	0	\$0.00	0	\$0.00	\$22,172.40
		Severe Need Breakfast	5434	\$12,393.84	0	\$0.00	0	\$0.00	\$12,393.84
		<b>Total Earnings Site</b>							<b>\$34,566.24</b>

Attachment 2



Program: NSLP Key: 00000000000000000000 Date Started: 1/27/2021 Date Submitted: 1/27/2021  
 Claim Month: Dec 2020 Submission Type: Original Date Processed: Time Submitted: 10:43 AM

Sponsor Claim Summary

Meal Type	Meals	Rate	Earnings
<b>HighLunch</b>			
Free	50020	\$3.53	\$176,570.60
Reduced	0	\$0.13	\$0.00
Paid	0	\$0.00	\$0.00
<b>Total</b>	<b>50020</b>	<b>N/A</b>	<b>\$176,570.60</b>
<b>Meal Pattern \$0.07 Lunch Earnings</b>			
Claimed	50020	\$0.07	\$3,501.40
Adjusted	0	\$0.07	\$0.00
<b>Total</b>	<b>50020</b>	<b>N/A</b>	<b>\$3,501.40</b>
<b>SevereNeedBreakfast</b>			
Free	30386	\$2.26	\$68,670.10
Reduced	0	\$1.98	\$0.00
Paid	0	\$0.00	\$0.00
<b>Total</b>	<b>30386</b>	<b>N/A</b>	<b>\$68,670.10</b>
<b>Snack - Area Eligible</b>			
Free	4929	\$0.96	\$4,731.84
Reduced	0	\$0.00	\$0.00
Paid	0	\$0.00	\$0.00
<b>Total</b>	<b>4929</b>	<b>N/A</b>	<b>\$4,731.84</b>

Claim Total: \$253,473.94

Schedule Number:

Site Meal Details

Note - Lunch earning includes Meal Pattern Compliance Rate.

Site Number	Site Name	Program	Free Meals	Total Free	Reduced Price Meals	Total Reduced Price	Paid Meals	Total Paid	Total Earnings
0011	Suwannee Riverside Elementary	HighLunch	6487	\$34,081.20	0	\$0.00	0	\$0.00	\$34,081.20
		SevereNeedBreakfast	5971	\$13,494.46	0	\$0.00	0	\$0.00	\$13,494.46
		Snack - Area Eligible	1338	\$1,282.66	0	\$0.00	0	\$0.00	\$1,282.66
<b>Total Earnings Site</b>									<b>\$48,858.22</b>

Name: Lisa Dorris

Date Printed: 01/27/2021

Attachment 2

Florida Automated Nutrition System									
0042	Springcrest	HighLunch	6643	\$20,314.80	0	\$0.00	0	\$0.00	\$20,314.80
		SevereNeedBreakfast	4676	\$10,841.76	0	\$0.00	0	\$0.00	\$10,841.76
		Snack - Area Eligible	1041	\$998.36	0	\$0.00	0	\$0.00	\$998.36
Total Earnings Site									\$31,655.92
0043	Swansee High School	HighLunch	7061	\$25,383.60	0	\$0.00	0	\$0.00	\$25,383.60
		SevereNeedBreakfast	4732	\$8,434.32	0	\$0.00	0	\$0.00	\$8,434.32
Total Earnings Site									\$33,817.92
006	Swansee Middle School	HighLunch	9302	\$32,467.20	0	\$0.00	0	\$0.00	\$32,467.20
		SevereNeedBreakfast	9068	\$8,267.08	0	\$0.00	0	\$0.00	\$8,267.08
Total Earnings Site									\$41,734.28
0060	Swansee Pineview Elementary	HighLunch	7136	\$25,886.00	0	\$0.00	0	\$0.00	\$25,886.00
		SevereNeedBreakfast	4181	\$9,449.08	0	\$0.00	0	\$0.00	\$9,449.08
		Snack - Area Eligible	1332	\$1,307.52	0	\$0.00	0	\$0.00	\$1,307.52
Total Earnings Site									\$36,442.60
0088	Branford Elementary School	HighLunch	6679	\$21,078.60	0	\$0.00	0	\$0.00	\$21,078.60
		SevereNeedBreakfast	3398	\$7,679.48	0	\$0.00	0	\$0.00	\$7,679.48
		Snack - Area Eligible	1460	\$1,142.40	0	\$0.00	0	\$0.00	\$1,142.40
Total Earnings Site									\$29,899.88
0091	Branford High School	HighLunch	5567	\$20,041.20	0	\$0.00	0	\$0.00	\$20,041.20
		SevereNeedBreakfast	4988	\$11,003.94	0	\$0.00	0	\$0.00	\$11,003.94
Total Earnings Site									\$31,045.14

Name: Lisa Dorris

Date Printed: 01/27/2021

Attachment 2



Program: NSLP Revision Number: 0 Date Started: 2/22/2021 Date Submitted: 2/22/2021  
 Claim Month: Jan 2021 Submission Type: Original Date Processed: Time Submitted: 09:31 AM

Sponsor Claim Summary

Meal Type	Meals	Rate	Earnings
<b>HighLunch</b>			
Free	60224	\$3.53	\$212,590.72
Reduced	0	\$3.13	\$0.00
Paid	0	\$0.35	\$0.00
<b>Total</b>	<b>60224</b>	<b>N/A</b>	<b>\$212,590.72</b>
<b>Meal Pattern \$0.07 Lunch Earnings</b>			
Claimed	60224	\$0.07	\$4,215.68
Adjusted	0	\$0.07	\$0.00
<b>Total</b>	<b>60224</b>	<b>N/A</b>	<b>\$4,215.68</b>
<b>SevereNeedBreakfast</b>			
Free	34565	\$2.26	\$78,116.90
Reduced	0	\$1.96	\$0.00
Paid	0	\$0.32	\$0.00
<b>Total</b>	<b>34565</b>	<b>N/A</b>	<b>\$78,116.90</b>
<b>Snack - Area Eligible</b>			
Free	6301	\$0.96	\$6,048.96
Reduced	0	\$0.00	\$0.00
Paid	0	\$0.00	\$0.00
<b>Total</b>	<b>6301</b>	<b>N/A</b>	<b>\$6,048.96</b>

Claim Total: \$300,972.26  
 Schedule Number:

Site Meal Details


Note - Lunch earning includes Meal Pattern Compliance Rate.

Site Number	Site Name	Program	Free Meals	Total Free	Reduced Price Meals	Total Reduced Price	Paid Meals	Total Paid	Total Earnings
0011	Savanna Riverside Elementary	HighLunch	10897	\$39,589.20	0	\$0.00	0	\$0.00	\$39,589.20
		SevereNeedBreakfast	6207	\$14,027.82	0	\$0.00	0	\$0.00	\$14,027.82
		Snack - Area Eligible	1754	\$1,683.84	0	\$0.00	0	\$0.00	\$1,683.84
		<b>Total Earnings Site</b>							<b>\$55,300.86</b>

Name: Lisa Dorris

Date Printed: 02/22/2021

Attachment 2

 <b>Florida Automated Nutrition System</b> Sponsor Claim Summary with Site Meal Details									
Organization Name: Suwannee County School Board				Reimbursement: Lisa Dorris		School Year: 2020-2021			
Sponsor Number: 61				Phone: (904) 647-1751		County: SUWANNEE			
0042	Springcrest	HighLunch	8404	\$23,054.40	0	\$0.00	0	\$0.00	\$23,054.40
		SevereNeedBreakfast	5119	\$11,568.94	0	\$0.00	0	\$0.00	\$11,568.94
		Snack - Area Eligible	1362	\$1,907.52	0	\$0.00	0	\$0.00	\$1,907.52
			<b>Total Earnings Site</b>						<b>\$36,530.86</b>
0043	Suwannee High School	HighLunch	9165	\$32,994.00	0	\$0.00	0	\$0.00	\$32,994.00
		SevereNeedBreakfast	4357	\$9,846.82	0	\$0.00	0	\$0.00	\$9,846.82
			<b>Total Earnings Site</b>						<b>\$42,840.82</b>
0051	Suwannee Middle School	HighLunch	11274	\$40,586.40	0	\$0.00	0	\$0.00	\$40,586.40
		SevereNeedBreakfast	3889	\$6,789.14	0	\$0.00	0	\$0.00	\$6,789.14
			<b>Total Earnings Site</b>						<b>\$49,375.54</b>
0060	Suwannee Pineview Elementary	HighLunch	8750	\$31,500.00	0	\$0.00	0	\$0.00	\$31,500.00
		SevereNeedBreakfast	4972	\$11,236.72	0	\$0.00	0	\$0.00	\$11,236.72
		Snack - Area Eligible	1637	\$1,571.52	0	\$0.00	0	\$0.00	\$1,571.52
			<b>Total Earnings Site</b>						<b>\$44,308.24</b>
0089	Branford Elementary School	HighLunch	7530	\$27,108.00	0	\$0.00	0	\$0.00	\$27,108.00
		SevereNeedBreakfast	4221	\$9,539.48	0	\$0.00	0	\$0.00	\$9,539.48
		Snack - Area Eligible	1540	\$1,486.06	0	\$0.00	0	\$0.00	\$1,486.06
			<b>Total Earnings Site</b>						<b>\$38,133.54</b>
0097	Branford High School	HighLunch	6104	\$21,974.40	0	\$0.00	0	\$0.00	\$21,974.40
		SevereNeedBreakfast	5800	\$13,108.00	0	\$0.00	0	\$0.00	\$13,108.00
			<b>Total Earnings Site</b>						<b>\$35,082.40</b>

Claim Specialist: Johns, Sally  
 Specialist Phone Number: 9506177411

Attachment 2

Program: NSLP Revision Number: 0 Date Started: 3/24/2021 Date Submitted: 3/24/2021  
 Claim Month: Feb 2021 Submission Type: Original Date Processed: Time Submitted: 08:42 AM

Sponsor Claim Summary

Meal Type	Meals	Rate	Earnings
<b>HighLunch</b>			
Free	64917	\$3.53	\$229,157.01
Reduced	0	\$3.13	\$0.00
Paid	0	\$0.35	\$0.00
<b>Total</b>	<b>64917</b>	<b>N/A</b>	<b>\$229,157.01</b>
<b>Meal Pattern \$0.07 Lunch Earnings</b>			
Claimed	64917	\$0.07	\$4,544.19
Adjusted	0	\$0.07	\$0.00
<b>Total</b>	<b>64917</b>	<b>N/A</b>	<b>\$4,544.19</b>
<b>SevereNeedBreakfast</b>			
Free	39184	\$2.26	\$88,555.84
Reduced	0	\$1.96	\$0.00
Paid	0	\$0.32	\$0.00
<b>Total</b>	<b>39184</b>	<b>N/A</b>	<b>\$88,555.84</b>
<b>Snack - Area Eligible</b>			
Free	6899	\$0.96	\$6,623.04
Reduced	0	\$0.00	\$0.00
Paid	0	\$0.00	\$0.00
<b>Total</b>	<b>6899</b>	<b>N/A</b>	<b>\$6,623.04</b>

Claim Total: \$323,880.08

Schedule Number:

Site Meal Details


Note - Lunch earning includes Meal Pattern Compliance Rate.

Site Number	Site Name	Program	Free Meals	Total Free	Reduced Price Meals	Total Reduced Price	Paid Meals	Total Paid	Total Earnings
0011	Suwannee Riverside Elementary	HighLunch	12100	\$43,560.00	0	\$0.00	0	\$0.00	\$43,560.00
		SevereNeedBreakfast	8817	\$15,406.42	0	\$0.00	0	\$0.00	\$15,406.42
		Snack - Area Eligible	1996	\$1,858.56	0	\$0.00	0	\$0.00	\$1,858.56
<b>Total Earnings Site</b>									<b>\$60,824.98</b>

Name: Lisa Dorris

Date Printed: 03/24/2021

Attachment 2

 <b>Florida Automated Nutrition System</b> Sponsor Claim Summary with Site Meal Details									
Organization Name: Suwannee County School Board				Reimbursement: Lisa Dorris		School Year: 2020-2021			
Sponsor Number(s):				Phone: (386) 617-1175 Ext:		County: SUWANNEE			
0042	Springcrest	HighLunch	6978	\$25,120.80	0	\$0.00	0	\$0.00	\$25,120.80
		SevereNeedBreakfas	6521	\$12,477.46	0	\$0.00	0	\$0.00	\$12,477.46
		Snack - Area Eligible	1481	\$1,421.76	0	\$0.00	0	\$0.00	\$1,421.76
Total Earnings Site									\$39,020.02
0043	Suwannee High School	HighLunch	9887	\$35,593.20	0	\$0.00	0	\$0.00	\$35,593.20
		SevereNeedBreakfas	6124	\$11,680.24	0	\$0.00	0	\$0.00	\$11,680.24
Total Earnings Site									\$47,273.44
0051	Suwannee Middle School	HighLunch	12071	\$43,455.60	0	\$0.00	0	\$0.00	\$43,455.60
		SevereNeedBreakfas	4329	\$9,783.54	0	\$0.00	0	\$0.00	\$9,783.54
Total Earnings Site									\$53,239.14
0060	Suwannee Pineview Elementary	HighLunch	9854	\$34,394.40	0	\$0.00	0	\$0.00	\$34,394.40
		SevereNeedBreakfas	5447	\$12,810.22	0	\$0.00	0	\$0.00	\$12,810.22
		Snack - Area Eligible	1853	\$1,778.88	0	\$0.00	0	\$0.00	\$1,778.88
Total Earnings Site									\$48,483.50
0069	Branford Elementary School	HighLunch	8041	\$28,947.60	0	\$0.00	0	\$0.00	\$28,947.60
		SevereNeedBreakfas	4497	\$10,163.22	0	\$0.00	0	\$0.00	\$10,163.22
		Snack - Area Eligible	1629	\$1,563.84	0	\$0.00	0	\$0.00	\$1,563.84
Total Earnings Site									\$40,674.66
0091	Branford High School	HighLunch	6286	\$22,629.60	0	\$0.00	0	\$0.00	\$22,629.60
		SevereNeedBreakfas	7449	\$16,834.74	0	\$0.00	0	\$0.00	\$16,834.74
Total Earnings Site									\$39,464.34

Claim Specialist: Johns, Sally  
 Specialist Phone Number: 8508177411

Claim Month :  
~~April 2021~~

Revision Number :

0

Date Started :

5/11/2021

Date Submitted:

5/11/2021

Submission Type :

Original

Date Processed :

Time Submitted:

09:04 AM

Print Sponsor Claim Summary w/Site Meal Details

	Meals	Rate	Earnings
<b>HighLunch</b>			
Free	54927	\$3.53	\$193,892.31
Reduced	0	\$3.13	\$0.00
Paid	0	\$0.35	\$0.00
<b>Total</b>	<b>54927</b>	<b>N/A</b>	<b>\$193,892.31</b>
<b>Meal Pattern \$0.07 Lunch Earnings</b>			
Claimed	54927	\$0.07	\$3,844.89
Adjusted	0	\$0.07	\$0.00
<b>Total</b>	<b>54927</b>	<b>N/A</b>	<b>\$3,844.89</b>
<b>SevereNeedBreakfast</b>			
Free	31030	\$2.26	\$70,127.80
Reduced	0	\$1.96	\$0.00
Paid	0	\$0.32	\$0.00
<b>Total</b>	<b>31030</b>	<b>N/A</b>	<b>\$70,127.80</b>
<b>Snack - Area Eligible</b>			
Free	5583	\$0.96	\$5,359.68
<b>Total</b>	<b>5583</b>	<b>N/A</b>	<b>\$5,359.68</b>

Claim Total : \$273,224.68

Schedule Number

Description	Claim Earnings Totals (Previous Earnings)	Earnings Total
Claim Total	\$0.00	\$273,224.68

[Show Site Meal Details](#)

[Back](#)

Release v2021.0.18.0

- [Home](#)
- [Dashboard](#)
- [Sponsor](#)
  - [Back](#)
  - [Application](#)
  - [Claims](#)
  - [Data Collection Section](#)
  - [Required Document](#)
  - [Maintain User](#)
  - [Resource Management](#)
  - [POINT System](#)

- [Reports](#)
  - [Back](#)
  - [Admin Reviews](#)
  - [Claims](#)
  - [Data Collections](#)
  - [Program Application](#)
  - [Public Release](#)

A logout is scheduled in 59:15 minutes.

- [Logout](#)
  - [Back](#)
  - [Lisa Dorris](#)
  - [Lisa.Dorris@suwannee.k12.fl.us](#)
  - [Logout](#)

• 0



Florida Automated Nutrition System

- [Claim Year Summary - NSLP](#)
- [Claim Month Summary](#)
- [Sponsor Claim Summary](#)

Organization Name :  
 Suwannee County School Board  
 Reimbursement Claims Official - NSLP :  
 Lisa Dorris  
 School Year :  
 2020-2021

Sponsor Number :  
 61  
 Phone :  
 (386) 647-4175  
 Ext:  
 County :  
 SUWANNEE

Attachment 2

Home (/)



Florida Automated Nutrition System

CLAIM YEAR SUMMARY - NSLP (/CLAIM/CLAIMYEARSUMMARY)  
 / CLAIM MONTH SUMMARY (/CLAIM/CLAIMMONTHSUMMARY)  
 MONTHID=5&PROGRAMTYPEID=1&FISCALYEARID=20&DISPLAYMONTHNAME=MAY%202021&CLAIMYEARSUMMARYID=575)  
 / SPONSOR CLAIM SUMMARY

**Organization Name :**  
 Suwannee County School Board  
**Reimbursement Claims Official - NSLP :**  
 Lisa Dorris  
**School Year :**  
 2020-2021

**Sponsor Number :**  
 61  
**Phone :**  
 (386) 647-4175  
**Ext:**  
**County :**  
 SUWANNEE

**Claim Month :**  
 May 2021  
**Revision Number :**  
 0  
**Date Started :**  
 6/10/2021  
**Date Submitted:**  
 6/14/2021

**Submission Type :**  
 Original  
**Date Processed :**  
**Time Submitted:**  
 08:45 AM

[Print Sponsor Claim Summary w/Site Meal Details](#)

	Meals	Rate	Earnings
<b>HighLunch</b>			
Free	64606	\$3.53	\$228,059.18
Reduced	0	\$3.13	\$0.00
Paid	0	\$0.35	\$0.00
<b>Total</b>	64606	N/A	\$228,059.18
<b>Meal Pattern \$0.07 Lunch Earnings</b>			
Claimed	64606	\$0.07	\$4,522.42
Adjusted	0	\$0.07	\$0.00
<b>Total</b>	64606	N/A	\$4,522.42
<b>SevereNeedBreakfast</b>			
Free	37090	\$2.26	\$83,823.40

Attachment 2

Home (/)	Meals	Rate	Earnings
Reduced	0	\$1.96	\$0.00
Paid	0	\$0.32	\$0.00
<b>Total</b>	37090	N/A	\$83,823.40
<b>Snack - Area Eligible</b>			
Free	5884	\$0.96	\$5,648.64
<b>Total</b>	5884	N/A	\$5,648.64

Claim Total : \$322,053.64  
Schedule Number

Description	Claim Earnings Totals (Previous Earnings)	Earnings Total
Claim Total	\$0.00	\$322,053.64

Meal Details (/Claim/SiteMealDetails?i=20&monthId=5&programTypeId=1&claimMonthSummaryId=67666&displayMonthName=May%202021&revisionNumber=0)

[Back \(/Claim/ClaimMonthSummary?monthId=5&programTypeId=1&fiscalYearId=20&displayMonthName=May%202021&claimYearSummaryId=575\)](#)

A logout is scheduled in 59:53 minutes.

Release v2021.0.19.2

Attachment 2



Program: NSLP Revision Number: 0 Date Started: 9/27/2021 Date Submitted: 9/28/2021  
 Claim Month: ~~Aug 2021~~ Submission Type: Original Date Processed: Time Submitted: 07:51 AM

Sponsor Claim Summary

Meal Type	Meals	Rate	Earnings
<b>High Lunch</b>			
Free	54330	\$3.68	\$199,934.40
Reduced	0	\$3.28	\$0.00
Paid	0	\$0.37	\$0.00
<b>Total</b>	<b>54330</b>	<b>N/A</b>	<b>\$199,934.40</b>
<b>Meal Pattern \$0.07 Lunch Earnings</b>			
Claimed	54330	\$0.07	\$3,803.10
Adjusted	0	\$0.07	\$0.00
<b>Total</b>	<b>54330</b>	<b>N/A</b>	<b>\$3,803.10</b>
<b>Severe Need Breakfast</b>			
Free	27920	\$2.35	\$65,612.00
Reduced	0	\$2.05	\$0.00
Paid	0	\$0.33	\$0.00
<b>Total</b>	<b>27920</b>	<b>N/A</b>	<b>\$65,612.00</b>
<b>Snack - Area Eligible</b>			
Free	4874	\$1.00	\$4,874.00
Reduced	0	\$0.00	\$0.00
Paid	0	\$0.00	\$0.00
<b>Total</b>	<b>4874</b>	<b>N/A</b>	<b>\$4,874.00</b>

Claim Total: \$274,223.50  
 Schedule Number:

Site Meal Details

Note - Lunch earning includes Meal Pattern Compliance Rate.

Site Number	Site Name	Program	Free Meals	Total Free	Reduced Price Meals	Total Reduced Price	Paid Meals	Total Paid	Total Earnings
0011	Swannese Riverside Elementary	High Lunch	9209	\$34,533.75	0	\$0.00	0	\$0.00	\$34,533.75
		Severe Need Breakfast	5232	\$12,295.20	0	\$0.00	0	\$0.00	\$12,295.20
		Snack - Area Eligible	1497	\$1,497.00	0	\$0.00	0	\$0.00	\$1,497.00
		<b>Total Earnings Site</b>							<b>\$48,325.95</b>

Name: Lisa Dorris

Date Printed: 09/28/2021

Attachment 2



# Florida Automated Nutrition System

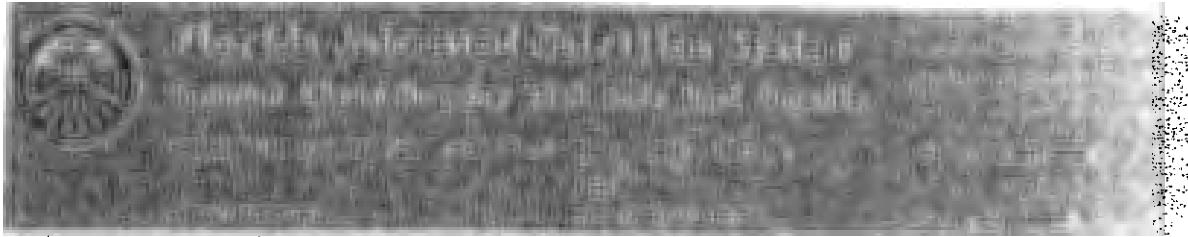
## Sponsor Claim Summary with Site Meal Details

Organization Name: Suwannee County School Board    Reimbursement: Lisa Dorris    School Year: 2021-2022  
 Claims Official: NSLP  
 Sponsor Number: 61    Phone: (386) 647-475 Ext.    County: SUWANNEE

0042	Springcrest	HighLunch	5859	\$21,971.25	0	\$0.00	0	\$0.00	\$21,971.25
		SevereNeedBreakfas	4990	\$11,747.65	0	\$0.00	0	\$0.00	\$11,747.65
		Snack - Area Eligible	1147	\$1,147.00	0	\$0.00	0	\$0.00	\$1,147.00
Total Earnings Site									\$34,865.90
0043	Suwannee High School	HighLunch	7601	\$29,503.75	0	\$0.00	0	\$0.00	\$29,503.75
		SevereNeedBreakfas	2572	\$6,984.20	0	\$0.00	0	\$0.00	\$6,984.20
		Snack - Area Eligible	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
Total Earnings Site									\$35,487.95
0051	Suwannee Middle School	HighLunch	10572	\$39,645.00	0	\$0.00	0	\$0.00	\$39,645.00
		SevereNeedBreakfas	2649	\$6,225.15	0	\$0.00	0	\$0.00	\$6,225.15
		Snack - Area Eligible	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
Total Earnings Site									\$45,870.15
0060	Suwannee Pineview Elementary	HighLunch	7916	\$29,695.00	0	\$0.00	0	\$0.00	\$29,695.00
		SevereNeedBreakfas	4873	\$11,451.55	0	\$0.00	0	\$0.00	\$11,451.55
		Snack - Area Eligible	1147	\$1,147.00	0	\$0.00	0	\$0.00	\$1,147.00
Total Earnings Site									\$42,283.55
0089	Branford Elementary School	HighLunch	6486	\$24,322.50	0	\$0.00	0	\$0.00	\$24,322.50
		SevereNeedBreakfas	5738	\$8,784.30	0	\$0.00	0	\$0.00	\$8,784.30
		Snack - Area Eligible	1083	\$1,083.00	0	\$0.00	0	\$0.00	\$1,083.00
Total Earnings Site									\$34,189.80
0091	Branford High School	HighLunch	6687	\$25,076.25	0	\$0.00	0	\$0.00	\$25,076.25
		SevereNeedBreakfas	3457	\$8,123.95	0	\$0.00	0	\$0.00	\$8,123.95
		Snack - Area Eligible	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
Total Earnings Site									\$33,200.20

Claim Specialist: Johns, Sally  
 Specialist Phone Number: 8508177411

Attachment 2



Program: NSLP Revision Number: 0 Date Started: 10/20/2021 Date Submitted: 10/20/2021  
 Claim Month: Sep 2021 Submission Type: Original Date Processed: Time Submitted: 11:56 AM

Sponsor Claim Summary

Meal Type	Meals	Rate	Earnings
<b>High Lunch</b>			
Free	74066	\$3.88	\$272,562.88
Reduced	0	\$3.28	\$0.00
Paid	0	\$0.37	\$0.00
<b>Total</b>	<b>74066</b>	<b>N/A</b>	<b>\$272,562.88</b>
<b>Meal Pattern \$0.07 Lunch Earnings</b>			
Claimed	74066	\$0.07	\$5,184.62
Adjusted	0	\$0.07	\$0.00
<b>Total</b>	<b>74066</b>	<b>N/A</b>	<b>\$5,184.62</b>
<b>Severe Need Breakfast</b>			
Free	40976	\$2.35	\$96,293.60
Reduced	0	\$2.05	\$0.00
Paid	0	\$0.33	\$0.00
<b>Total</b>	<b>40976</b>	<b>N/A</b>	<b>\$96,293.60</b>
<b>Snack - Area Eligible</b>			
Free	8646	\$1.00	\$8,646.00
Reduced	0	\$0.00	\$0.00
Paid	0	\$0.00	\$0.00
<b>Total</b>	<b>8646</b>	<b>N/A</b>	<b>\$8,646.00</b>

Claim Total: \$382,687.10  
 Schedule Number:

Site Meal Details

Note - Lunch earning includes Meal Pattern Compliance Rate.

Site Number	Site Name	Program	Free Meals	Total Free	Reduced Price Meals	Total Reduced Price	Paid Meals	Total Paid	Total Earnings
0011	Suwannee Riverside Elementary	High Lunch	12794	\$47,940.00	0	\$0.00	0	\$0.00	\$47,940.00
		Severe Need Breakfast	7689	\$18,069.15	0	\$0.00	0	\$0.00	\$18,069.15
		Snack - Area Eligible	2796	\$2,796.00	0	\$0.00	0	\$0.00	\$2,796.00
		<b>Total Earnings Site</b>							<b>\$68,805.15</b>

Name: Lisa Dorris Date Printed: 10/20/2021

Attachment 2



# Florida Automated Nutrition System

## Sponsor Claim Summary with Site Meal Details

Organization Name: Suwannee County School Board    Reimbursement: Lisa Dorris    School Year: 2021-2022  
 Claims Contact: NSIP  
 Sponsor Number: 61    Phone: (352) 617-4175 Ext:    County: SUWANNEE

0042	Springcrest	HighLunch	6122	\$30,457.50	0	\$0.00	0	\$0.00	\$30,457.50
		SevereNeedBreakfas	6762	\$15,890.70	0	\$0.00	0	\$0.00	\$15,890.70
		Snack - Area Eligible	2126	\$2,126.00	0	\$0.00	0	\$0.00	\$2,126.00
Total Earnings Site									\$48,474.20
0043	Suwannee High School	HighLunch	10585	\$39,693.75	0	\$0.00	0	\$0.00	\$39,693.75
		SevereNeedBreakfas	4846	\$11,888.10	0	\$0.00	0	\$0.00	\$11,888.10
		Snack - Area Eligible	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
Total Earnings Site									\$51,081.85
0051	Suwannee Middle School	HighLunch	14153	\$53,073.75	0	\$0.00	0	\$0.00	\$53,073.75
		SevereNeedBreakfas	4248	\$9,982.80	0	\$0.00	0	\$0.00	\$9,982.80
		Snack - Area Eligible	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
Total Earnings Site									\$63,056.55
0060	Suwannee Pineview Elementary	HighLunch	10596	\$39,742.80	0	\$0.00	0	\$0.00	\$39,742.80
		SevereNeedBreakfas	6556	\$15,406.60	0	\$0.00	0	\$0.00	\$15,406.60
		Snack - Area Eligible	1699	\$1,999.00	0	\$0.00	0	\$0.00	\$1,999.00
Total Earnings Site									\$57,148.40
0089	Branford Elementary School	HighLunch	9041	\$33,903.75	0	\$0.00	0	\$0.00	\$33,903.75
		SevereNeedBreakfas	5576	\$13,103.60	0	\$0.00	0	\$0.00	\$13,103.60
		Snack - Area Eligible	1729	\$1,725.00	0	\$0.00	0	\$0.00	\$1,725.00
Total Earnings Site									\$48,732.35
0091	Branford High School	HighLunch	8783	\$32,936.25	0	\$0.00	0	\$0.00	\$32,936.25
		SevereNeedBreakfas	6299	\$12,452.65	0	\$0.00	0	\$0.00	\$12,452.65
		Snack - Area Eligible	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
Total Earnings Site									\$45,388.90

Claim Specialist: Johns, Sally  
 Specialist Phone Number: 8506177411

Home (/)



## Florida Automated Nutrition System

CLAIM YEAR SUMMARY - NSLP (/CLAIM/CLAIMYEARSUMMARY)  
/ CLAIM MONTH SUMMARY (/CLAIM/CLAIMMONTHSUMMARY?  
MONTHID=10&PROGRAMTYPEID=1&FISCALYEARID=21&DISPLAYMONTHNAME=OCT%202021&CLAIMYEARSUMMARYID=608)  
/ SPONSOR CLAIM SUMMARY

**Organization Name :**  
Suwannee County School Board  
**Reimbursement Claims Official - NSLP :**  
Lisa Dorris  
**School Year :**  
2021-2022

**Sponsor Number :**  
61  
**Phone :**  
(386) 647-4175  
Ext:  
**County :**  
SUWANNEE

**Claim Month :**  
Oct 2021  
**Revision Number :**  
0  
**Date Started :**  
11/10/2021  
**Date Submitted:**  
11/10/2021

**Submission Type :**  
Original  
**Date Processed :**  
  
**Time Submitted:**  
01:54 PM

Attachment 2

SCSB 2023-03 (NEW)

Home (/)

Meals Rate Earnings

**HighLunch**

Free	77094	\$3.68	\$283,705.92
Reduced	0	\$3.28	\$0.00
Paid	0	\$0.37	\$0.00
<b>Total</b>	<b>77094</b>	<b>N/A</b>	<b>\$283,705.92</b>

**Meal Pattern \$0.07 Lunch Earnings**

Claimed	77094	\$0.07	\$5,396.58
Adjusted	0	\$0.07	\$0.00
<b>Total</b>	<b>77094</b>	<b>N/A</b>	<b>\$5,396.58</b>

**SevereNeedBreakfast**

Free	42496	\$2.35	\$99,865.60
Reduced	0	\$2.05	\$0.00
Paid	0	\$0.33	\$0.00
<b>Total</b>	<b>42496</b>	<b>N/A</b>	<b>\$99,865.60</b>

**Snack - Area Eligible**

Free	10100	\$1.00	\$10,100.00
<b>Total</b>	<b>10100</b>	<b>N/A</b>	<b>\$10,100.00</b>

**Claim Total : \$399,068.10  
Schedule Number**

**Claim Earnings Totals (Previous Earnings)**

**Earnings Total**

Description

\$0.00

\$399,068.10

Claim Total

Show Site Meal Details (/Claim/SiteMealDetails? fiscalYearId=21&monthId=10&programTypeId=1&claimMonthSummaryId=71025&displayMonthName=Oct%202021&revisionNumber=0)

Attachment 2

SCSB 2023-03 (NEW)

[Home \(/\)](#)

[Back \(/Claim/ClaimMonthSummary?](#)

[monthId=10&programTypeId=1&fiscalYearId=21&displayMonthName=Oct%202021&claimYearSummaryId=608\)](#)

A logout is scheduled in 57:06 minutes.

Release v2021:0.22.7

Attachment 2

SCSB 2023-03 (NEW)

Attachment 2

Program: NSLP Revision Number: 0 Date Started: 12/9/2021 Date Submitted: 12/9/2021  
 Claim Month: Nov 2021 Submission Type: Original Data Processed: Time Submitted: 09:38 AM

Sponsor Claim Summary

Meal Type	Meals	Rate	Earnings
<b>HighLunch</b>			
Free	58966	\$3.68	\$216,522.88
Reduced	0	\$3.28	\$0.00
Paid	0	\$0.37	\$0.00
<b>Total</b>	<b>58966</b>	<b>N/A</b>	<b>\$216,522.88</b>
<b>Meal Pattern \$0.07 Lunch Earnings</b>			
Claimed	58966	\$0.07	\$4,099.62
Adjusted	0	\$0.07	\$0.00
<b>Total</b>	<b>58966</b>	<b>N/A</b>	<b>\$4,099.62</b>
<b>SevereNeedBreakfast</b>			
Free	34264	\$2.35	\$80,520.40
Reduced	0	\$2.05	\$0.00
Paid	0	\$0.33	\$0.00
<b>Total</b>	<b>34264</b>	<b>N/A</b>	<b>\$80,520.40</b>
<b>RegularBreakfast</b>			
Free	0	\$1.67	\$0.00
Reduced	0	\$1.57	\$0.00
Paid	0	\$0.33	\$0.00
<b>Total</b>	<b>0</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Snack - Area Eligible</b>			
Free	7292	\$1.00	\$7,292.00
Reduced	0	\$0.00	\$0.00
Paid	0	\$0.00	\$0.00
<b>Total</b>	<b>7292</b>	<b>N/A</b>	<b>\$7,292.00</b>

Claim Total: \$307,434.90  
 Schedule Number:

Site Meal Details

Note - Lunch earning includes Meal Pattern Compliance Rate.

Name: Lisa Dorris

Date Printed: 12/09/2021

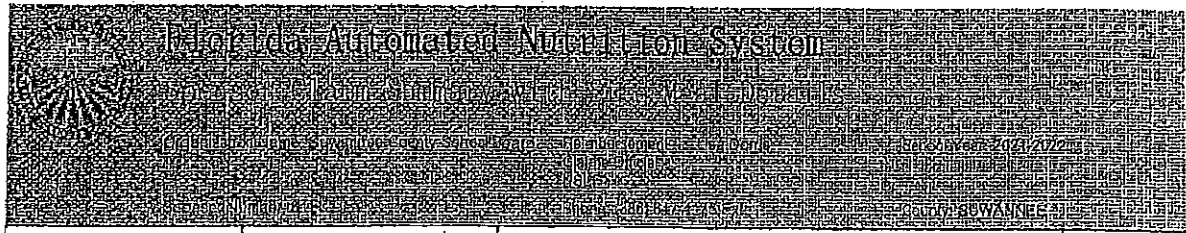
Attachment 2

Site Number	Site Name	Program	Free Meals	Total Free	Reduced Priced Meals	Total Reduced Priced	Paid Meals	Total Paid	Total Earnings
0011	Suwannee Riverside Elementary	HighLunch	8774	\$36,862.50	0	\$0.00	0	\$0.00	\$36,862.50
		SevereNeedBreakfast	8058	\$16,316.00	0	\$0.00	0	\$0.00	\$16,316.00
		Snack - Area Eligible	1956	\$1,656.00	0	\$0.00	0	\$0.00	\$1,656.00
		<b>Total Earnings Site</b>							\$52,834.50
0042	Spartanburg	HighLunch	3341	\$23,788.26	0	\$0.00	0	\$0.00	\$23,788.26
		SevereNeedBreakfast	6244	\$12,323.40	0	\$0.00	0	\$0.00	\$12,323.40
		Snack - Area Eligible	1477	\$1,477.00	0	\$0.00	0	\$0.00	\$1,477.00
		<b>Total Earnings Site</b>							\$27,588.66
0043	Suwannee High School	HighLunch	6682	\$32,220.00	0	\$0.00	0	\$0.00	\$32,220.00
		SevereNeedBreakfast	3364	\$10,332.40	0	\$0.00	0	\$0.00	\$10,332.40
		Snack - Area Eligible	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
		<b>Total Earnings Site</b>							\$42,552.40
0051	Suwannee Middle School	HighLunch	3698	\$4,223.75	0	\$0.00	0	\$0.00	\$4,223.75
		SevereNeedBreakfast	6649	\$8,340.15	0	\$0.00	0	\$0.00	\$8,340.15
		Snack - Area Eligible	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
		<b>Total Earnings Site</b>							\$12,563.90
0060	Suwannee Pineview Elementary	HighLunch	6368	\$31,836.00	0	\$0.00	0	\$0.00	\$31,836.00
		SevereNeedBreakfast	4161	\$12,186.36	0	\$0.00	0	\$0.00	\$12,186.36
		Snack - Area Eligible	1683	\$1,683.00	0	\$0.00	0	\$0.00	\$1,683.00
		<b>Total Earnings Site</b>							\$45,705.36
0069	Suwannee Opportunity Middle	HighLunch	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
		RegularBreakfast	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
		<b>Total Earnings Site</b>							\$0.00
0080	Branford Elementary School	HighLunch	7613	\$28,173.75	0	\$0.00	0	\$0.00	\$28,173.75
		SevereNeedBreakfast	1444	\$13,256.70	0	\$0.00	0	\$0.00	\$13,256.70
		Snack - Area Eligible	1273	\$1,273.00	0	\$0.00	0	\$0.00	\$1,273.00

Name: Lisa Dorris

Date Printed: 12/09/2021

Attachment 2



		Total Earnings Site						\$42,706.46	
4220	Severe Need Breakfast	4220	\$9,936.80	0	\$0.00	0	\$0.00	\$0.00	\$9,936.80
921	Spack Acad Eligible	921	\$624.00	0	\$0.00	0	\$0.00	\$0.00	\$624.00
		Total Earnings Site						\$37,091.06	

Chart: SCSB	Report: SCSB	Page: 1
Specialty: None	Num: 154	

**Attachment 3  
INDIRECT COST BY SITE**

<b>Site</b>	<b>Indirect Cost</b>	<b>Meal Claims (Breakfast and Lunch)</b>	<b>After School Snacks</b>
Branford Elementary School	\$10,346.78	\$170,359.14	\$5,729.00
Branford High School	\$10,570.01	\$159,274.09	\$2,864.00
Suwannee High School	\$12,467.11	\$180,657.32	0
Suwannee Middle School	\$13,372.74	\$218,723.54	0
Suwannee Pnerview Elementary	\$12,030.28	\$193,954.84	\$6,825.00
Suwannee Riverside Elementary	\$12,617.65	\$228,844.39	\$8,790.00
Suwannee Springcrest Elementary	\$10,538.64	\$162,204.36	\$6,704.00

Attachment 4

**ADMIN FOOD SERVICE EMPLOYEE LIST FY 22 SALARY & BENEFITS**

	Days Worked	Building Code	Position Matrix Amount	Salary & Benefits
Director		9015	86,971.00	103035
Admin Secretary	261	9015	43,429.00	51450
Asst Coordinator	261	9015	57,140.00	67694
	261			

## CHAPTER 3.00 – SCHOOL ADMINISTRATION

### RECORDING OF PARENT-STAFF MEETINGS

3.21

- I. For purposes of this policy, a recording is defined as the capture of a person's individual voice or images (i.e. pictures/video) through audio tape, digital, personal communication devices (i.e. smart phones) or other electronic means.
- II. The requirements of this policy shall not be interpreted to be in conflict with the requirements of Policy 5.25 – Student Use of Cellular Telephones and Other Communication Devices. Nor shall the requirements of this policy be interpreted to extend to school-sponsored public events, where there can be no expectation of privacy. A school-sponsored public event is any school-related activity, whether free or at which an admission fee is charged, that members of the public may attend. These include but are not limited to athletic competition, plays, musical performances, awards ceremonies, and graduation.
- III. In general, the recording of parent-staff meetings is prohibited. Video recording of parent-staff meetings is strictly prohibited. Audio recording of parent-staff meetings is prohibited except as provided below.
- IV. The principal or a District administrator may not permit an exception to this general prohibition for audio recording of parent-staff meetings related to Exceptional Student Education services (including child find, evaluation, eligibility determination, or provision of ESE services) where a parent has documented that such audio recording is necessary for that parent to meaningfully participate in the meeting; to understand the IEP process and/or his/her child's IEP; or is otherwise necessary to implement other parental rights under the IDEA, Section 504 of the Rehabilitation Act of 1973, as amended, and/or the Americans with Disabilities Act, as amended. No Authorized exceptions to the general prohibition against the audio recording of a parent-staff meeting will that typically involve situations when a parent has a disability recognized under Section 504/ADA or a language barrier that would preclude the individual's ability to understand and/or meaningfully participate in the IEP process or the relevant planning of the student's education are permitted.
  - A. If a parent believes that recording a parent-staff meeting related to Exceptional Student Education services is necessary, she/he should notify the principal in writing, preferably at least two (2) school days before the meeting, of his/her desire to record the meeting and the reason the recording is required. The principal, Director of Exceptional Student Support Services or designee may ask for documentation of the existence of any such disability or language barrier. The principal, Director of Exceptional

**CHAPTER 3.00 – SCHOOL ADMINISTRATION**

Student Support Services or designee will notify the parent at least one (1) school day before the meeting if she/he intends to grant or deny the parent's request to record the meeting. Issues relating to a disability or language barriers will be addressed to meet the needs of the participants, no recordings will be permitted.

- B. If the principal, Director of Exceptional Student Support Services or designee denies the request, she/he will state in writing the reasons for the denial. Authorized exceptions to the general prohibition against the recording of IEP Team meetings will be given. involve situations when a parent, or authorized representative of a parent, or other IEP Team member, is unable to understand or meaningfully participate in the IEP process or the planning of the relevant student's education due to a disability, language barrier, or some other impairment. If a parent is permitted to record the meeting, she/he must use his/her own audio recording device and the District will similarly record the meeting.
  
- C. For purposes of the recording of IEP Team meetings, a recording is defined as the capture of voices, and other ambient sound electronically, digitally, or by any other means for the purpose of retrieval and review. Recording, moving visual images at an IEP meeting is strictly prohibited.
  
- D. If the District records an IEP Team meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with State and Federal law.

**STATUTORY AUTHORITY:** 1001.32, 1003.02, 1002.20 F.S.

**LAW(S) IMPLEMENTED:** 34 C.F.R. 300.322 and 300.501;  
1003.57 F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-6.03311

**HISTORY: ADOPTED: \_\_\_\_\_ REVISION DATE(S): \_\_\_\_\_**

**USE OF TIME OUT, SECLUSION AND PHYSICAL RESTRAINT  
FOR STUDENTS WITH DISABILITIES**

**5.121\*+**

- I. The District shall implement behavioral management interventions for disruptive students to prevent and reduce significant disruptive behavior and to provide for the physical safety and security of students and staff when students pose a threat to themselves and/or others. The focus shall be on the use of the least restrictive but effective intervention(s) for each student.

- II. Time Out

Time out is a procedure in which access to reinforcement is removed or reduced for a designated time.

- A. Non-exclusion time out is the least restrictive form of time out. The student is allowed to observe the classroom activity but not participate.
- B. Exclusion time out excludes the student from participation in and observation of classroom activities. The student remains in the classroom but cannot observe or participate in ongoing activities.

- III. Seclusion

Seclusion or isolation means the involuntary confinement of a student in a room or area alone while preventing the student from leaving the room or area for a predetermined period of time. Seclusion is strictly prohibited. The student is placed in a non-stimulating room away from the classroom. The student must be observed continuously by trained personnel.

- IV. Physical Restraint

- A. Manual physical restraint is the use of physical restraint techniques that involve physical force to restrict free movement of all or part of a student's body. It is a method to prevent a student from harming himself/herself or others.

- B. Physical restraint should only be used in an emergency situation when an immediate and significant threat to the student or others exists.
- C. Physical restraint may only be implemented by trained, qualified school personnel.
- D. Techniques or devices such as straightjackets, zip ties, handcuffs, or tie downs may not be used in ways that may obstruct or restrict breathing or blood flow or that place a student in a facedown position with the student's hands restrained behind the student's back. Restraint techniques may not be used to inflict pain to induce compliance.

V. Documentation and Reporting

All instances of time out, seclusion and restraint shall be documented and reported as required.

VI. Notice, Monitoring and Analysis

- A. At the beginning of each school year, the district shall post its policies and procedures on positive behavior interventions and supports as adopted by the school district.
- B. The use of manual physical restraint or seclusion shall be monitored at the classroom, school and District levels.
- C. The use of the behavior interventions, the appropriateness of use and the effectiveness of the interventions shall be analyzed.

VII. Prohibitions

School personnel shall not

- A. Use a mechanical restraint or a manual physical restraint that restricts a student's breathing or

- B. Close, lock or physically block a student in a room that is unlit or that does not meet the rules of the State Fire Marshall. ~~for a seclusion time out room.~~
- C. Seclusion is strictly prohibited.

VIII. Training

- A. The District shall provide initial training for designated personnel in the use of time out, ~~seclusion~~ and physical restraint.
- B. Refresher training shall be conducted annually.
- C. Personnel who have been trained in manual restraint techniques in positions outside of the School District shall receive training in District methods.

IX. Procedures

The Superintendent shall develop procedures to implement this policy and related statutes. Procedures shall include but not be limited to the following:

- A. Incident reporting;
- B. Data collection;
- C. Monitoring and analysis;
- D. Plan for reducing the use of restraint and seclusion;
- E. Identification of staff to be trained; and
- F. Training components.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1003.32, 1003.573,**

1006.07, 1006.11, 1012.75,  
F.S.

**STATE BOARD OF EDUCATION RULE(S)**

**6A-6.03312**

**HISTORY:**

**ADOPTED: \_\_\_\_\_**  
**REVISION DATE(S):**

**FORMERLY: \_\_\_\_\_**  
**NEW**

**SCHOOL HEALTH SERVICES** **5.28+**

- I. The School Board shall collaborate with the County Health Department and the District school health advisory committee to develop and implement a health services plan. This plan shall be contained in the *Health Services Manual*.
- II. The plan shall include, but not be limited to, provisions for all aspects required by law.
- III. At the beginning of each school year, the principal shall inform the parent(s) as defined by Florida Statutes, in writing, that students will receive specified health services as provided in the health services plan. A student shall be exempt from any of these services when his/her parent(s) requests an exemption in writing. A health care practitioner may not solicit or arrange to provide health care services or prescribe medicinal drugs to a minor child without first obtaining written parental consent. When invasive screening is one (1) of the specified services, written consent of the student's parent(s) shall be obtained prior to any such screening.

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**STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:** **381.0056, 394.463, 1001.21, 1002.20, 1006.062, F.S.**

<b>HISTORY:</b>	<b>ADOPTED: 12/15/2015</b>
	<b>REVISION DATE(S): _____</b>
	<b>FORMERLY: NEW</b>



SUWANNEE COUNTY SCHOOL DISTRICT  
SCHOOL CALENDAR  
DRAFT 2023-2024

MY CHOICE for High  
Quality Education!

July 2023					
July 2-28: Summer Hours July 4: Holiday	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

January 2024					
Jan 1: New Year's Holiday	1	2	3	4	5
Jan 2-4: Christmas Break					
Jan 5: Teacher Work Day	8	9	10	11	12
Jan 9: Students Return	15	16	17	18	19
Jan 16: MLK Day	22	23	24	25	26
Jan 29: PD Day	29	30	31		

August 2023					
Aug 3-9: Pre-planning Days Aug 10: First Day for Students Aug 28: PD Day		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

February 2024					
Feb 19: President's Day				1	2
Feb 26: PD Day	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	

September 2023					
Sept 4: Labor Day Holiday Sept 25: County PD Day					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

March 2024					
March 14: End of Q3 (45 days)					1
March 15: Teacher Work Day					
March 26: PD Day	4	5	6	7	8
March 29: Good Friday	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

October 2023					
Oct 11: End of Q1 (42 days) Oct 13: Teacher Work Day Oct 30: PD Day	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

April 2024					
April 15-19: Spring Break	1	2	3	4	5
April 29: PD Day	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

November 2023					
Nov 10: Veterans Day (observed) Nov 20-24: Thanksgiving Break			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	

May 2024					
May 27: Memorial Day			1	2	3
May 31: End of Q4 (45 days)	6	7	8	9	10
May 29-30: Early Release	13	14	15	16	17
May 30: Students' Last Day	20	21	22	23	24
May 31: Post-Planning	27	28	29	30	31

December 2023					
Dec 20: Early Release Dec 20: End of Q2 (42 days) Dec 21-29: Christmas Break					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

June 2024					
June 3-28: Summer Hours	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28



PD Day – Holiday for students.



Holidays for 10/11 month teachers, students, bus drivers, food service workers, and paraprofessionals.



Teacher Work Day - Holiday for students, bus drivers, food service workers, and paraprofessionals (as assigned).



Holidays for ALL employees and students.

\* Early Release days may be subject to change with prior notice.  
\* PD Days may be converted to student days if needed for storm make-up days.



SUWANNEE COUNTY SCHOOL DISTRICT  
SCHOOL CALENDAR  
DRAFT 2023-2024

**MY CHOICE for High  
Quality Education!**

**Pre-Planning:** August 3-9, 2023

**Post-Planning:** May 31, 2024

**NINE WEEK PERIODS AND REPORTING DATES**

**First nine weeks/term:**

Progress reports will be distributed	Friday, September 8, 2023
End of first nine weeks/mid 1 <sup>st</sup> term	Wednesday, October 11, 2023
Grade reports go out	Friday, October 20, 2023

**Second nine weeks/term:**

Progress reports will be distributed	Friday, November 17, 2023
End of second nine weeks/end of 1 <sup>st</sup> term	Wednesday, December 20, 2023
Grade reports go out	Friday, January 12, 2024

**Third nine weeks/term:**

Progress reports will be distributed	Friday, February 9, 2024
End of third nine weeks/mid 2 <sup>nd</sup> term	Thursday, March 14, 2024
Grade reports go out	Friday, March 22, 2024

**Fourth nine weeks/term:**

Progress reports will be distributed	Friday, April 26, 2024
End of fourth nine weeks/end of 2 <sup>nd</sup> term	Friday, May 30, 2024
The school office is responsible for the distribution of report cards at the end of the year.	

**TEACHERS' WORKDAYS (3)**

October 13, 2023	January 5, 2024	March 15, 2024
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**PROFESSIONAL DEVELOPMENT (PD) DAYS (7.25 DAYS – EXCEPT \*\*COUNTY PD. DAY) (6-1)**

August 28, 2023	January 29, 2024	April 29, 2024
September 25, 2023**	February 26, 2024	
October 30, 2023	March 25, 2024	

**HOLIDAYS 12-Months**

July 4, 2023	December 21-22, 2023	February 19, 2024
September 4, 2023	December 25-29, 2023	April 15-17, 2024
November 10, 2023	January 1, 2024	May 27, 2024
November 20-24, 2023	January 15, 2024	

**HOLIDAYS Students**

August 28, 2023	November 20-24, 2023	February 26, 2024
September 4, 2023	December 21-22, 2023	March 15, 2024
September 25, 2023	December 25-29, 2023	March 25, 2024
October 13, 2023	January 1-5, 2024	March 29, 2024
October 30, 2023	January 15, 2024	April 15-19, 2024
November 10, 2023	February 19, 2024	April 29, 2024
		May 27, 2024

**TEACHER PAID HOLIDAYS (6)**

Labor Day	New Year's Day
Thanksgiving Day	Martin Luther King, Jr. Day
Christmas Day	Presidents Day

- **Paraprofessionals** will work all student days, six (6) Professional Development Days, plus five (5) of the following days as determined by the school principal: Pre-Planning Days, Post-Planning Day, Teacher Work Days.
- **Food Service and Bus Drivers** work six (6) Professional Development Days as determined by their supervisor.
- 10 months personnel work 196 days.
- 11 months personnel work 216 days.

SCSB Pending 04/22/2022