

El Camino Charter High School

Special Board Meeting

Date and Time
Thursday June 2, 2022 at 4:30 PM PDT

Location
ECRCHS - NORTH CAMPUS/SHOUP CAMPUS

7401 Shoup Avenue
West Hills, CA 91307

ATTENTION:

WE HAVE RETURNED TO "IN-PERSON" REGULAR BOARD MEETINGS, SPECIAL BOARD MEETINGS, AND COMMITTEE MEETINGS.

ONLINE AND OTHER ACCESS TO REGULAR BOARD MEETING MATERIALS:

For board meeting materials, including meeting agenda and documentation to be discussed and/or included in support of items on which the Board will vote, we encourage you to access, review, and download all materials that are posted on the school's website (https://ecrchs.net - click the ECR Board tab, Board Materials link).

If you need assistance or access otherwise, please feel free to come to our main office on the main campus or contact our main office at 818 595-7500.

INSTRUCTIONS FOR IN-PERSON PRESENTATIONS AND/OR COMMENTS TO THE BOARD BY PARENTS AND CITIZENS:

El Camino Real Alliance ("ECRA") welcomes your participation at ECRA's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of ECRA in public.

Your participation assures us of continuing community interest in our charter school. To assist you in the ease of speaking/participating in our meetings, we gladly provide you the following guidelines:

1. Agendas are available to all audience members at the door to the meeting.

2. “Request to Speak” forms are available to all audience members who wish to speak on any agenda items or under the general category of “Public Comments.”

3. Please provide your completed "Request to Speak" form to Dr. Lowry, Director, Human Resources and Compliance, prior to the item on which you would like to speak and/or prior to "Public Comments."

4. “Public Comments” time is set aside for members of the audience to raise issues that are not specifically on the agenda.

NOTE: Due to public meeting laws, the Board can only listen to your issue, not respond or take action.

5. IMPORTANT NOTE REGARDING IN-PERSON PUBLIC COMMENTS:

Effective May 19th, 2022, public comments presentations at all ECRA Regular and Special Board Meetings and Committee Meetings must be made in person.

There is no obligation on the part of the school to have a school official read public comments during in-person Board Meetings.

A member of the public is welcome to appear at the Board meeting to make a public comment or make arrangements with another person in attendance to speak on the person's behalf.

6. "Public Comments" presentations are limited to ***two (2) minutes*** and total time allotted to non-agenda items will not exceed thirty (30) minutes.

A member of the public who requires the use of an oral interpreter, in order to receive the same opportunity as others to directly address the Board, shall be permitted twice the allotted time to speak.

7. Total time allocated to agenda items will not exceed six (6) minutes for a "Discussion" item and nine (9) minutes per "Vote" item.

8. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.

9. When addressing the Board, speakers are requested to state their name and adhere to the time limits set forth.

In order to maintain allotted time limits, the Board Chair may modify speaker time allocations or the total amount of allotted time for an item.

10. Any public records relating to an agenda item for an Open Session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 5440 Valley Circle Blvd., Woodland Hills, California, 91367.

CONSENT AGENDA ITEMS:

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Executive Director recommends approval of all consent agenda items.

Americans With Disabilities Act (ADA):

In compliance with the Americans with Disabilities Act (ADA) and upon request, El Camino Real Alliance may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to David Hussey, in person, by email at comment@ecrchs.net, or by calling (818) 595-7500.

Agenda

	Purpose	Presenter	Time
I. Opening Items			**4:30 PM**
Opening Items			
A. Call the Meeting to Order		Brad Wright	1 m
B. Record Attendance and Guests		Kurt Lowry	1 m
C. Pledge of Allegiance to the United States of America (USA)		David Hussey	1 m
D. Public Comments		Public	30 m
NOTE: These presentations, effective with the March 24th, 2022, Regular Board Meeting, are limited to two (2) minutes and total time allotted to non-agenda items will not exceed thirty (30) minutes.			
PLEASE SEE ADDITIONAL IMPORTANT INFORMATION ABOVE IN AGENDA NOTICE REGARDING "REQUEST TO SPEAK" FORMS AND PUBLIC COMMENTS. THANK YOU.			
E. AFSCME Contract Update		AFSCME Rep.	5 m
F. Executive Director Update		David Hussey	10 m
G. Chief Business Officer Update		Gregory Wood	10 m
H. Committee Updates	Discuss	Brad Wright	10 m
I. Board Chair Report		Brad Wright	10 m
II. Consent			**5:48 PM**
A. Approve Minutes of April 28, 2022, Regular Board Meeting	Approve Minutes	Brad Wright	1 m
B. Review and Vote on April 2022 Check Registers	Vote	Gregory Wood	5 m
ACTION ITEM: motion to approve the April 2022 Check Registers.			
C. Review and Vote on April 2022 Credit Card Charges	Vote	Gregory Wood	5 m
ACTION ITEM: motion to approve the April 2022 Credit Card charges.			

	Purpose	Presenter	Time
III. Investment			**5:59 PM**
A. April 2022 Investment Update	Discuss	Gregory Wood	10 m

Gregory Wood, CBO, and Mike Breller, Beacon Pointe, will provide the April 2022 Investment Update.

IV. Financial			**6:09 PM**
A. April 2022 Financial Update	Discuss	G. Wood	10 m

Gregory Wood, CBO, will present the April 2022 Financial Update.

B. Average Daily Attendance (ADA) Update	Discuss	Gregory Wood	5 m

Gregory Wood, CBO, will provide an update on the school's ADA.

V. School Business			**6:24 PM**
A. Discussion on 2022-2023 Budget Updates and Vote on 2022-2023 Textbook and IMA Budgets	Vote	Gregory Wood	10 m

Mr. Wood, CBO, will lead a discussion on 2022-2023 Budget updates prior to a vote on 2022-2023 Textbook and IMA Budgets.

B. Discussion on Cafeteria Financial Summary and Vote on Food Service Provider via RFP Process	Vote	Gregory Wood	10 m

Mr. Wood, CBO, will lead a discussion on the ECR Cafeteria Financial Summary and provide an update on the Cafeteria Food Services RFP Process prior to a vote on ECRCHS's next Food Service Provider.

C. Discussion of First Annual Employee Benefits Experience Survey Results for 2021-2022	Discuss	Kurt Lowry	10 m

Kurt Lowry, Director of Human Resources and Compliance, will lead a discussion on ECRCHS's First Annual Employee Benefits Experience Survey Results for 2021-2022.

D. Discussion on Local Control Accountability Plan (LCAP) 22-23 Proposed Goals and Actions	Discuss	Minita Clark	15 m

Ms. Clark will lead a discussion on Local Control Accountability Plan (LCAP) 22-23 Proposed Goals and Actions, with a possible vote scheduled for a subsequent board meeting.

E. Discuss Collective LAUSD SELPA Notification Letter	Discuss	David Hussey	5 m

Discuss the draft notification letter to LAUSD re: reservation of rights to exit the LAUSD SELPA.

VI. Governance			**7:14 PM**
A. Discuss Upcoming Board Openings	Discuss	Brad Wright	15 m

Discuss dates to start election process and nominated position vetting process.

	Purpose	Presenter	Time

Discuss and possibly create a Nominating Committee for the Community Representative position (1).

VII. Closed Session — 7:29 PM

A. Public Employee Discipline/Dismissal/Release	Vote	David Hussey	10 m

Public employee(s) discipline / dismissal / release pursuant to paragraph (1) of subdivision (b) of Government Code Section 54957.

B. Conference with Legal Counsel - Anticipated Litigation	Discuss	David Hussey	10 m

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: Five (5) cases.

C. Conference with Legal Counsel - Existing Litigation	Discuss	David Hussey	10 m

Paragraph (1) of subdivision (d) of Section 54956.9
Name of case: **Roe vs. ECRA, Department of Industrial Relations, State Case Number WC-CM-763048**]

D. Conference with Labor Negotiators	Discuss	David Hussey	10 m

Agency Designated Representatives: Executive Director, David Hussey; Chief Business Officer, Gregory Wood; Director, Human Resources and Compliance, Kurt Lowry; Legal Counsel, Roger Scott.

Employee Organization: United Teachers Los Angeles (UTLA)

E. Public Employee Performance Evaluation	Discuss	Brad Wright	20 m

Title: Executive Director

VIII. Reconvene to Open Session — 8:29 PM

A. Report on Actions Taken in Closed Session, If Any	Discuss	Brad Wright	1 m

IX. Closing Items — 8:30 PM

A. Adjourn Meeting	Vote	Brad Wright	1 m

Coversheet

Approve Minutes of April 28, 2022, Regular Board Meeting

Section:	II. Consent
Item:	A. Approve Minutes of April 28, 2022, Regular Board Meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Board Meeting on April 28, 2022

APPROVED

El Camino Real Charter High School

Minutes

Regular Board Meeting

Date and Time
Thursday April 28, 2022 at 4:30 PM

Location
Virtual

REGULAR BOARD MEETING

For board meeting materials, please go to the school's main office, or call (818) 595-7500. Some board meeting materials are also posted on the school's website (https://ecrchs.net - click the ECR Board tab).

VIRTUAL BOARD MEETING

The meeting of the Board of Directors will take place via a virtual/teleconferencing environment based on the following:

1. California Assembly Bill 361, signed into law on September 16, 2021;
2. Governor Newsom's State of Emergency Declaration issued on March 4, 2020; and
3. County of Los Angeles Department of Public Health's recommendation that social distancing be maintained in schools.

To join the virtual Board meeting, please register through GoToWebinar at:

Registration URL: https://attendee.gotowebinar.com/register/7912971202968120333
Webinar ID: 835-385-595

You must register for the event (note you do not need to enter your legal name to participate). Once registered, you can attend the meeting through the online link, or by telephone (a call-in number and audio PIN will be provided after you register and prior to the meeting).

PUBLIC COMMENTS

If you would like to make a public comment during the Public Comment section or during an agenda item, you may do so in two ways: (1) click the "Raise Hand" icon on the control panel while in virtual attendance; or (2) email your comment to ***comment@ecrchs.net*** and your comment will be read on the record.

IMPORTANT NOTE REGARDING SENDING IN A WRITTEN COMMENT:

For anyone who wishes to send in a written comment to be read during Public Comments, you are strongly encouraged to email your comment to the aforementioned email address at least one (1) hour prior to the Official Board Meeting start time (e.g., by no later than 3:30 p.m. for a 4:30 p.m. Board Meeting start time). Otherwise, there is no guarantee that your comment will be viewed and read during Public Comments. If your written comment is received and is to be read on the record, your name and title/role will also be read on the record. If you wish to not have your name read on the record, please indicate so in your email.

In order to conduct an orderly meeting, all members of the public will be placed on mute during the Board meeting, except when making a public comment. Please also note that those who elect to participate in the meeting through the call-in number will not have the option of being unmuted to speak during the public comments portion of the meeting.

The Public Comments agenda item is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item. ***NOTE: These presentations, effective with the March 24th, 2022, Regular Board Meeting, are limited to two (2) minutes and total time allotted to non-agenda items will not exceed thirty (30) minutes.*** A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak. When addressing the Board, speakers are requested to adhere to the time limits set forth. In order to maintain allotted time limits, the Board Chair may modify speaker time allocations or the total amount of allotted time for an item.

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Directors Present
Alexandra Ramirez (remote), Brad Wright (remote), Daniela Lopez-Vargas (remote), Danielle Malconian (remote), Gregg Solkovits (remote), Linda Ibach (remote), Steven Kofahl (remote)

Directors Absent
None

Guests Present
David Hussey (remote), Gregory Wood (remote), Kurt Lowry (remote)

I. Opening Items

A. Call the Meeting to Order

Brad Wright called a meeting of the board of directors of El Camino Real Charter High School to order on Thursday Apr 28, 2022 at 4:34 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

Mr. Kofahl led Members and other attendees in the Pledge of Allegiance to the United States of America (USA).

D. Public Comments

Public Comments included the following:

Written:

Parent Erica Budniak - Expressed frustration with what she described as upheaval in the athletics program and an unacceptable lack of communication from the school to ECR Stakeholders regarding the status of investigations. She also expressed frustration with the
scheduling of the Advanced Placement (AP) Euro course in 2022-2023 only during 5th period.

Parent Alejandra Berumen - Expressed concern about rumors and speculation regarding the alleged firing of coaches in different sports. Also has questions about athletics funds and fundraising, how the funds are used. Cited concerns about weight room and alleged safety hazard; non-working football field speakers, cheer banquet lack of funds for an end-of-year banquet, suggested having one banquet for all athletes with recognition for all athletes and coaches. Ms. Berumen asked that these items be addressed at the next board meeting.

Parent Gavin Wolfe - Asked if there is a candidate in line to take over as athletic director. Asked who handles athletics department budget, if each department/sport is given "x" dollar amount each year or if each department's budget is based on how much they fund raise each year and/or performance. Asked who is in charge of hiring and firing athletic coaches.

Parent Letty Zane on Behalf of entire FoECR PTO Board - Thanked ECRA Board for the significant time and effort they put into their volunteer service to the ECR School Board.

Regarding Board Committee updates - FoECR PTO hopes there will be a public update today from the Ad Hoc Capital Improvement committee during today's meeting.

Also expressed hope that the ECR administrative team and the Ad Hoc Capital Improvement committee consider completing a few recommended campus safety improvements per the recommendation of our Campus School Police Officer Miranda, including the following:

These recommendations include:

· Obtaining / creating architectural drawings and site plans for the entire campus for use by emergency personnel who are not familiar with our extensive campus.
· Labeling the rooftops of our buildings for emergency aircraft.
· Clearly labeling all the buildings outdoors by Building number or letter.
· Clearly labeling all hallways, classrooms and office doors with room #s.
· A more recent recommendation from Officer Miranda is to install a dedicated and direct phone line that is monitored continuously by ECR safety personnel during all school hours so that teachers and staff can easily reach campus security in case of an emergency.

FoECR PTO notes that prior to the campus closing due to the COVID pandemic in March 2020 ECR administration was working on completing these safety items, and they ask administration and the Committee to get started on seeing the projects through to completion on behalf of ECR stakeholders.

Lastly, FoECR PTO recognized Teacher Appreciation Week next week, stating, "Our valued ECR teachers deserve to be recognized for their dedication and professionalism during these turbulent times in our education system."

ECR Athletic Booster Club Founding Board Members *(501(c)3 status pending as of time of email received) -*

Dr. Lowry prefaced his reading of the emailed comments from the ECR Athletic Booster Club Founding Board Members by noting that "this group is not affiliated with ECR or Friends of ECR at this time."

ECR-ABC wished to introduce the formation of the ECR Athletic Booster Club *(501(c)3 status pending)*. Noted that the current state of ECR Athletics is in disarray. Cited a recent survey wherein over **100 Parents**, students, and coaches indicated that they wanted to be a part of an Athletic Booster Club. Cited a recent "**Solidarity Rally"** solidified the interest. Stakeholders expressed some of the following concerns:

- *"there is a lack of support from school administration"*
- *"Mr. Hussey did not attend one Basketball game, not even Senior Night; yet he is a constant supporter of Soccer and even made a speech at one of their games"*
- *"we need cohesion across the programs"*
- *"parents are willing to help but are constantly told NO"*
- *"my student came to ELCO for sports and now we are ready to leave"*
- *"the weight room is a safety hazard"*
- *"kids are intimidated and afraid of retaliation when their parents ask questions"*
- *"there is a lack of communication when it comes to athletics. Water Polo showed up to a meet with no opponent present"*
- *"there has been a significant EXODUS of athletes leaving ECR to attend other local schools"*

Stated the **purpose** of the ECR Athletic Booster Club (ECR-ABC) is to foster Community, Collaboration, Equity, and Advocacy for All Student Athletes enrolled at El Camino Real Charter High School. Noted that the organization is open for membership by all Stakeholders including: student athletes, parents, staff, alumni and community members. Stated that the organization does not discriminate nor offer preferential treatment to any person/team no matter race, religion, ethnicity, gender, sexual orientation, political affiliation, or class.

The ECR-ABC stated its intention to partner with school administration to raise funds that support all athletic programs, improve facilities, and attract qualified and caring athletic staff. The Planning Committee members include parents, community members, student-athletes and coaches from a variety of athletic programs. Our first general meeting will take place in late May and all are welcome to participate.

ECR-ABC made the following three requests:
1) We would like a copy of the current Student Body Athletic Budget for 2021-22 Year as well as copy of the Athletic Trust Account Balances.
2) We would like a space and opportunity to meet with Athletic Coaches (or their designee) to hear their vision, program needs and financial goals for the 2022-23 school year.
3) We would like to meet with the Administrator in charge of Athletics as well as Athletic Director (interim) to discuss the mission and vision of ECR-ABC so that we can work as PARTNERS to move the department forward.

Verbal Comment(s) from Attendee(s):

Parent Michael Aronis - Asked what the school is going to do about the anxiety that has arisen in our students that has been around prior to COVID, but has been exacerbated by it. He also wanted to know what ECR was going to do about the drug problem on campus and cited concerns about the ease with which students are able to buy or use drugs in the bathrooms "all day long" and that kids are getting access to drugs via SnapChat app, etc.

UTLA Report (Read aloud by ECRA Board President Brad Wright, after being notified by Mr. Carlos Monroy, UTLA Co-Chair, that neither Ms. Kyna Collins, UTLA Chair, nor Mr. Monroy would be able to join the virtual meeting) -

- With the semester winding down, educators are extremely busy with final grades and making sure that students are adequately prepared for upcoming finals, it is disheartening to hear reports from several members that Mr. Brad Wright has been interrupting the instructional time to talk / visit / sit with educators while they are in the middle of instruction. This is unacceptable and unprofessional. As UTLA reps, we ask all stakeholders and volunteers like Mr. Wright, that if they wish to speak to or connect with an educator, to make an appointment with them like everybody else OUTSIDE of their assigned instructional time and duties. Our educators are teaching and frankly do not have the time for anything else during the instructional time. We look forward to hearing that this will be remedied immediately.
- We want to express our appreciation and support for our Classified Staff union members represented by AFSCME as they are in the middle of negotiations with administration and this board. We implore the board to ensure that, unlike with UTLA, this process is not dragged out over a long period of time. Our classified staff are essential in the day to day operations of the school and are a factor in the success of this academic institution.
- Finally, we look forward to finally meeting in person for these public board meetings. Thank you for your time and please do right by the classified union.

E.

AB 361 Vote on Virtual Board Meetings

Gregg Solkovits made a motion to return the Regular Board Meetings to an "in-person" format effective with the May 2022 Regular Board Meeting.
Steven Kofahl seconded the motion.
PRIOR TO THE VOTE:
Ms. Lopez-Vargas, Mr. Solkovits, Ms. Malconian, and Mr. Wright all commented in favor of returning to the in-person format effective with the next Regular Board Meeting.

Mr. Solkovits noted that if Teachers, Staff, and Students are in-person at school, then he believes that Board can be in-person, too.

The Board discussed and clarified that this motion pertains only to REGULAR Board Meetings, and that Committees may decide for themselves how they would like to proceed with their future meetings.
The board **VOTED** to approve the motion.

Roll Call	
Gregg Solkovits	Aye
Linda Ibach	No
Alexandra Ramirez	Aye
Steven Kofahl	Aye
Danielle Malconian	Aye
Daniela Lopez-Vargas	Aye
Brad Wright	Aye

F. AFSCME Update

No AFSCME update was provided.

G. UTLA Update

UTLA Update was read aloud during Public Comments by ECRA Board President Brad Wright as a result of UTLA Chair K. Collins and Co-Chair C. Monroy not being available for today's virtual Board Meeting.

H. Executive Director Update

Mr. Hussey provided his Executive Director Update, with some of the highlights, as follow:

* ECR had completed the regular Statewide/CAASPP testing, with make-up testing to continue next week; he thanked Ms. Clark, Ms. Harris, parents, teachers for their work and support. He reminded stakeholders of the importance of students arriving on time to test.

* AP testing begins next week; refer to testing calendar.

* Congratulations to Boys Lacrosse for their CIF City Championship (Back-to-Back championships)

* Tennis team is in the quarterfinals/playoffs

* Welcomed new Boys Basketball Coach, Shawn Kalani, to the ECR athletics program. Getting processed as soon as possible.

* CSD annual oversight visits continued a couple of weeks and CSD Financial will issue a report will be provided on or about June 30th.

* Annual UCLA Blood Drive here at ECR tomorrow. Students and staff do a tremendous job.

* Mrs. Larew wrote and had funded three (3) special education grants to secure funding for Behavior intervention and a placement at a Non-Public School (NPS) support of our students with identified disabilities. Over $37K was secured.

* To address parent's concerns expressed via public comment about anxiety, ECR has Psychiatric Social Workers (PSWs), school counselors, and two school psychologists, peer counseling opportunities to support any students or staff members who may be dealing with anxiety or other needs.

I. Chief Business Officer Update

Mr. Wood provided his CBO Update, with highlights as follow:

RE: ASB Balances/TRUST Account Balances:

* Mr. Wood previewed ASB balances/TRUST Account balances, noting the Business Office tracks these balances. We have over $500K in various trust accounts. We will provide this as part of our report to our Finance & Investment Committee (53 trust accounts).

* ASB also has a student store that sells water, snacks, supplies, clothing, that raises money to support student activities and programs. We have over $52K in net fund balance that can be spent.

* We're going to building these funds to support what ASB trusts cannot support.

* Mr. Solkovits asked if ASB Trusts accounts are fully funding their respective Athletics Teams, to which Mr. Wood replied, "No, they are not fully funding." Essentially, the ASB Trust accounts are supplemental in nature.

* Mr. Solkovits noted that he was paid by the district, then basic supplies for bats and balls, etc., when he was a softball coach, and asked if ECR has something similar. Mr. Wood noted that we have room for improvement due to pandemic. School's general fund pays for uniforms for repeated use by students, for example, uniforms without names on backs of jerseys, etc. Trust fund accounts, based on fundraising, may provide supplemental funding for the purchase of additional items beyond the main requirements for participation (words to this effect).

* Mrs. Malconian noted that the Finance and Investment Committee is working diligently with CBO to ensure transparency and accountability regarding athletics funds and oversight, or words to this effect.

* Mr. Wood noted that he would like to see policy and procedures and feedback to improve ASB funding oversight, including ASB student leadership, to delineate general fund and ASB funds and purpose.

RE: Cafeteria Financial Summary:

* Mr. Wood noted that approximately 35% of our student population is eligible for Free and/or Reduced Price Lunch and Breakfast meals.

* We have a current profit of approximately $134K since going to universal free meals for all students. This profit is considered "restricted" funding and is available only for use within the Cafeteria. We are looking to work with our food service provider, whoever that ends up being, to make several major improvements and upgrades to equipment and efficiencies in the cafeteria over the next year or two. We are projected to have upwards of $170K in profit.

* We currently have an active RFP (Request for Proposal) process such that we are required to receive bids from food services providers, the pool of which is comprised of three bidding companies, and from which pool we will select our food services partner for the next five years. We recently conducted a taste-testing opportunity with over twenty students, staff, and one board member, Mrs. Malconian. RFP proposals are due to the Finance/Business Office tomorrow and we received one RFP proposal today. We will evaluate the RFP proposals, score them with a rubric, and share the results with the ECRA Board at the May Regular Board Meeting.

RE: CARES Funding by Resources:

* Mr. Wood reviewed the CARES Categories/Spending deadlines. Funds whose deadlines have not yet expired and/or that have a current balance include the following: GEER, GEER II, ESSER II (CARES 2021), ESSER III, IPI Allocation, and ELO Allocation. We have over $10M in supplemental funding. As we're spending funds, we

will prioritize the funds that have the earliest due dates, as long as the spending meets the needs of the school and the funding restriction/guidelines.

J. Committee Updates

Capitalization Projects (Ad Hoc): Mrs. Malconian noted that the committee is meeting monthly. We will provide an update on proposed changes that are in the works. There is not too much to report at this time as we are still waiting for finalization.

Executive Director Evaluation: N/A at this time.

Finance and Investment (Standing): Mrs. Malconian noted that Mr. Wood will be presenting the information that was covered during the recent F & I Committee and that we will be discussing returning to in-person meetings.

Technology: N/A

Travel: N/A

K. Board Chair Report

Mr. Wright thanked staff, students, our unions, stakeholders for the work they are doing. Welcomed Boys Basketball Coach Shawn Kalani.

Ms. Ramirez wanted to acknowledge our administrative directors. I'd like to congratulate Mrs. Larew on the writing of the successful grants (to support SWDs) and Ms. Clark, who took on our school's testing and has done a great job. Congratulations to them both.

II. Consent

A. Approve Minutes of March 24, 2022, Regular Board Meeting

Gregg Solkovits made a motion to approve the minutes from Regular Board Meeting on 03-24-22.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Danielle Malconian	Aye
Gregg Solkovits	Aye
Alexandra Ramirez	Aye
Daniela Lopez-Vargas	Abstain
Steven Kofahl	Aye
Linda Ibach	Aye
Brad Wright	Aye

B. Approve Minutes of April 18, 2022, Special Board Meeting

Gregg Solkovits made a motion to approve the minutes from Special Board Meeting on 04-18-22.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Danielle Malconian	Aye
Brad Wright	Aye
Steven Kofahl	Aye
Gregg Solkovits	Aye
Linda Ibach	Aye
Alexandra Ramirez	Aye
Daniela Lopez-Vargas	Aye

C. Review and Vote on March 2022 Check Registers

Danielle Malconian made a motion to Approve the March 2022 Check Registers.
Alexandra Ramirez seconded the motion.
PRIOR TO THE VOTE:

Mr. Wood discussed and reviewed the check registers, as discussed during the Finance and Investment Account. Topics from the Geb. Fund Account included:

1. HC Premiums
2. OPEB

Mr. Kofahl asked about the "Confidential" listing for $25K from the General Account to know what that is for, to which Mr. Wood noted that because the matter is a legal matter, we just list that payee as "Confidential" on the report.

Re: AP Vendor Month/YTD report:

Mr. Wood explained how to read this report (monthly payment, if any, with a YTD running total).

Re: ASB Check Register and slight amendment:

* Between F & I Committee and here, we have added a TRUST Account Column to identify from which TRUST account a check is drawn.
The board **VOTED** to approve the motion.

Roll Call	
Steven Kofahl	Aye
Gregg Solkovits	Aye
Linda Ibach	Aye
Danielle Malconian	Aye

Roll Call

Alexandra Ramirez	Aye
Daniela Lopez-Vargas	Aye
Brad Wright	Aye

D. Review and Vote on March 2022 Credit Card Charges

Danielle Malconian made a motion to Approve the March 2022 Credit Card Charges.
Steven Kofahl seconded the motion.
PRIOR TO VOTE:

Mr. Wood reviewed the credit card statements and charges/attachments, as had been discussed during the recent Finance & Investment Committee.

Mr. Solkovits asked about the charge for three nights at the Renaissance in Long Beach and asked what that was for as well as whether or not ECR has a policy in place to determine conference-attendees' eligibility for mileage reimbursement.

Mr. Wood replied that the charge is related to the CA Charter Schools Association Annual Conference, and that the financial policies and procedures do provide guidance on hotel stays and that many of the conference meetings began as early as 7:30 a.m.
Accordingly, the charges that appear were for Ms. Endres, Mr. Wood, and Mr. Hussey.

Mr. Solkovits asked whether or not a standing policy exists to determine whether or not a person who lives 50 miles or 75 miles away is able to stay at a hotel, to which Mr. Wood replied, "not to my knowledge."

Mr. Solkovits replied that he'd like to ensure that such policy is discussed at the next board meeting.
The board **VOTED** to approve the motion.

Roll Call

Linda Ibach	Aye
Alexandra Ramirez	Aye
Steven Kofahl	Aye
Daniela Lopez-Vargas	Aye
Brad Wright	Aye
Danielle Malconian	Aye
Gregg Solkovits	Abstain

III. Investment

A. March 2022 Investment Update

Mr. Wood provided an overview of the March 2022 Investment Update, which he had provided in greater detail during the recent Finance & Investment Committee meeting. Highlights included the following:

OPEB Trust Investment Account:

* OPEB Trust finished the month at $22,519,497
* Beginning Balance on 7/1/21 was $21,250,357
* YTD Contributions $1,980,000
* Due to market conditions, the account has lost a total of $710,860 for a 3.3% Loss
* Overall, the OPEB account has experienced a 6% gain due to contributions.
* OPEB has three (3) investment managers: Polen Capital Mgt.; Fiduciary Mgt.; and Beacon Pointe

General Investment Account:

* Gen. Inv. Acct. finished the month at $7,272,534
* Gen. Inv. Acct. has same three investment managers: Polen Capital Mgt; Fidicuiary Mgt.; and Beacon Pointe
* Two Annuities:
1. Midland - 3 yr. 8/23 Fixed @ 2.40%
2. Athene - 3 yr. 9/23 Fixed @ 1.95%

Month-end Combined $29,792.031.

Beacon Pointe provided what Mr. Wood calls an executive summary and overview of general market conditions.

Mr. Breller will be providing more detailed updates at next month's meeting on the investments we have and discuss whether or not they are performing within policy guidelines.

Mr. Solkovits asked Mr. Wood if the losses incurred in March 2022 only or if the losses occurred each month in January, February, and March, to which Mr. Wood replied that the losses occurred in each month.

Mr. Solkovits asked how far in advance the packet can be ready and Dr. Lowry replied that it depends on when he receives the final packet-ready documents that comprise the packet.

Mr. Wood noted that the attachments can be viewed from the Finance & Investment Committee board packet that precedes the Regular Board Meetings.

IV. Financial

A. March 2022 Financial Update

Mr. Wood, CBO, provided the March 2022 Financial Update, which was provided during the previous week's Finance & Investment Committee meeting, with highlights as follow:

Balance Sheet Slide:
* Cash increased due to 20-21 One-Time Funds, PPP Loan, and 20-21 Deferral Payments
* State overpaid with Deferrals and will reduce cash for 21-22 LCFF ($2M)
* LT Debt decreased due to FMV adjustment to OPEB Accounts as well as PPP being forgiven
* Restricted Net Position:
  - Lottery - @233,711
  - ELO - $733,967
  - ELO PP - $239,972

* Unrestricted Net Position - Investigating allocation of New Assets into a Designated Fund for Deferred Maintenance (Capital Improvements)

Total Assets have grown by 21%

Cash Analysis Slide:
* Recommend having 90 days of Cash on Hand; ECR is at projected 200
* Correction noted to US Bank OPEB MMA #0852 amount: Should be $270,360.10 and not $400,659,24
* PPP Account #1309 was closed and transferred into Gen. Account #1761 on 3/1/2022.

Profit & Loss (Summary) Slide:
* Auditors removed the PPP Loan from Federal Revenue and placed it in last year's budget, so that his why the federal revenue is $3M less from 1st to 2nd interim. We update our budgets as we move forward. FMV reflect a big loss of $1.6M.

Profit & Loss (YTD) Slide:
* LCFF Revenues down 2.61%
* FMV Adjustment down 147%
* In-person instruction and sport activities will incur additional expenses with the re-opening of school
* Additional CARES Related expenses for 21-22 will also increase expenses.
* Employee Benefits decrease due to STRS Refund.
* Mr. Wood noted a huge increase in local revenues compared to this time last year; also noted that Special education revenues had been listed on the State Revenues line in 2020-2021 while Special Education revenues are listed in Local Revenues in 2021-2022.

Mr. Solkovits asked about the STRS refund, to which Mr. Wood noted that STRS refunds rates were deducted at the higher rate and the amount is around $100K.

Budget Comparison (YTD) Slide:
* Lottery Amounts went from $150 - Unrestricted / $49 - Restricted to $163 - Unrestricted / $65 - Restricted (more revenue)
* SEF Tax Rate went down from 1.23% to 0.50% (Savings)
* SPED Rates are projected to increase from the $689 - State /$267 - Federal (more revenue)
* Will adjust salaries and benefits due to Salary Negotiations for 2nd Interim
* Lower Enrollment/ADA from 21-22 Adopted Budget (approx. 94 ADA/$1M less)
*PPP Money was classified to 20-21 Revenue instead of 21-22 Revenue
* Mr. Wood noted that we are within an expected range for our expenditures, with the exception of our Books and Supplies which we want to have expended as soon as possible to get these materials into the hands of our students. 75% is a general benchmark at this time per year. Books purchases should reflect spending at the beginning of the year.

Department Budget (4000s) Slide:
* Approved Textbooks & Core Curricula Materials Budget 89.89% spent.
* Instructional Materials and Supplies budget 99.11% expended.
* We track department spending on textbooks, materials, and supplies. We are in our 2022-2023 budget calendar process and we will take a deeper dive into this process with our stakeholders.

Other Matters Slide:
* 2021-2022 CSD Financial Review underway (Part II). Additional Review to take place April 26 & 27.
* Investment Advisor will provide a complete quarterly report update at the May Finance Committee Meeting and Board Meeting.

Remaining Slides:
* Mr. Wood noted that these slides/pages provide details on where ICON came up with all of the financial report numbers/amounts. This provides the details.

Mr. Solkovits asked Mr. Wood if the Department budgets are put together in collaboration with the department members, to which Mr. Wood replied "'no' for the current year," but "'yes' beginning with the 2022-2023 academic year and "through their department chairs."

B. Average Daily Attendance (ADA) Update

Mr. Wood, CBO, provided the ADA update, with highlights as follow:

* This is an important month as it is month number eight (8), which is used as the basis for the beginning budget for next school year 2022-2023.

This is the P2 report and we submitted it today.

* Our Month 8 ADA is $3,264.58

V. School Business

A. Discussion and Vote on Buy Out of Leased Student Laptops

Danielle Malconian made a motion to Approve the motion to buy out of the Leased Student Laptops.
Gregg Solkovits seconded the motion.
PRIOR TO THE VOTE:

Mr. Delgado noted that this information was presented to the Finance and Investment Committee during the previous week.

Mr. Delgado provided an overview/summary of the issue, which would result in a cost-savings $4,902.21 on interest expense and a projected $58K+ savings if early buyout is exercised.

We've also qualified through the 1:1 Initiative a $440K annual amount of ECF funding (current year and next year) so we will have an additional $880K on hand to subsidize the cost of the 1:1 initiative ($1M cost over a three-year period).

Funding source will not encumber the general fund budget as ECRCHS will be using categorical funding (ESSER, CARES, etc., to cover the amount).

This will also allow ECRCHS to offer a student "buyback" option, which would allow students to purchase their devices for a marginal cost.

Mr. Delgado said that he would look into any financial restrictions that may apply to ECR's application/use of funds.

Mrs. Malconian affirmed that the Finance & Investment Committee had already voted to recommend to the full Board that they approve the Buy Out option.

Mr. Wood noted that he supports the buy out option. We will own everything and it will eliminate potential and unpredictable FMV occurrences.

Motion seconded by Both Mr. Solkovits and Ms. Ramirez.
The board **VOTED** to approve the motion.

Roll Call	
Linda Ibach	Aye
Daniela Lopez-Vargas	Aye
Steven Kofahl	Aye
Gregg Solkovits	Aye
Brad Wright	Aye
Danielle Malconian	Aye
Alexandra Ramirez	Aye

B. Discussion on 2020-2021 Tax Return (Form 990)

Mr. Wood, CBO, provided an overview of the 2020-2021 Tax Return (Form 990), with highlights as follows:

* p. 6 of return - Mr. Wood reviewed Question 11a., the requirement that the organization provides a complete copy of the Form 990 to all members of its governing body before filing the form. Mr. Wood noted that we have done that.

* p. 7 of return - Mr. Wood reviewed highly compensated employees (current officers, directors, and trustees).

* p. 8 of return - Mr. Wood reviewed the five highest paid independent contractors who have done or do business with ECR during the calendar year ending with or within the organization's tax year. Contractors include: Teqlease, Inc., Piece of Mind Care Services, Chartwells Dining Services, Kelly Services, Inc., and Shi Intl. Corp.

Filing date is May 15th, 2022. Dean Bennett is listed as a teacher, which I need to correct to "Administrative Director."

Mr. Solkovits asked if this is an extension or a request for an extension, to which Mr. Wood replied that it an an extension through May 15th.

Mr. Solkovits asked why would we need an extension because taxes are due April 15th, to which Mr. Wood replied that with organizations with fiscal years ending in June with an extension, the due date is May 15th. He noted that we had extenuating circumstances regarding the filing of financial reports and as long as don't owe money, it is not uncommon for extensions to be filed and granted.

Mr. Wood invited board and other stakeholders to provide comment and any possible corrections ahead of the filing deadline of May 15th.

Mr. Solkovits noted that the board only has two weeks to review this document prior to the filing date.

Ms. Ramirez noted that it is customary for tax CPAs to perform the tax work after audited financials are done. Then they segue into their tax reports. Mr. Wood noted that the auditors completed their financial audit at the end of January 2022.

Mr. Solkovits noted that he believes that the end of January 2022 to the end of April seems to have been sufficient time for the preparation of the filing.

C. 2022-2023 Budget Updates

Mr. Wood provided the 2022-2023 Budget Updates, with highlights as follow:

* Mr. Wood noted that we had discussed this process earlier in the meeting and noted again, that as part of our 2022-2023 Budget process, we will be discussing with the F & I meeting and then presenting at the May Regular Board meeting the department budgets. This process will include an audit trail and transparency.

Mr. Solkovits commended Mr. Wood on this process, noting his previous experience as a teacher.

Mr. Solkovits asked if the finance Committee is going to make the determination for each department's budget and so as to keep departments from fighting with each other, to which Mr. Hussey replied that they have in place what amounts to a tiered textbook purchasing plan so that departments know when they are going to need to look at purchasing new textbooks.

Mrs. Malconian noted that she was fine with what Mr. Hussey had stated and asked Mr. Wood if the Finance & Investment Committee would see the budgets/numbers at the next meeting, to which Mr. Wood replied in the affirmative.

Mr. Wood noted that any edits and/or asks, there will be transparency in the process with regard to department budget preparation. Wishes versus wants are two different things.

Mrs. Malconian noted that this item is perhaps the most important item on the budget given the fact that it reflects teachers helping our students and accordingly, we will do everything that we can to get the teachers what they are asking for.

Mr. Wright agreed with Mrs. Malconian's comment.

Mr. Wood agreed, noting that textbooks and/or online subscriptions are critically important priorities for our students.

D. Discussion on Cafeteria Financial Summary and RFP Process Updates

This item had been discussed by Mr. Wood during his CBO report.
Mr. Wright announced that the Board was going to go into Closed Session at 6:18 p.m.

VI. Closed Session

A. Public Employee Discipline/Dismissal/Release

Item(s) discussed.

B. Conference with Legal Counsel - Anticipated Litigation

Item(s) discussed.

C. Conference with Legal Counsel - Existing Litigation

Item(s) discussed.

D. Conference with Labor Negotiators

Item(s) discussed.

E. Public Employee Performance Evaluation - Title: Executive Director

Item(s) discussed.
Mr. Wright announced the Board's return to Open Session at 7:12 p.m.

VII. Reconvene to Open Session

A. Report on Actions Taken in Closed Session, If Any

Mr. Wright reported that there were no actions taken during Closed Session.

VIII. Closing Items

A. Adjourn Meeting

Steven Kofahl made a motion to Adjourn the meeting.
Alexandra Ramirez seconded the motion.
Voice Vote passed unanimously.

Mr. Wright reminded members and attendees that the next regular Board meeting in May will be in person at the Shoup Campus.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:12 PM.

Respectfully Submitted,
Kurt Lowry

Coversheet

Review and Vote on April 2022 Check Registers

Section:	II. Consent
Item:	B. Review and Vote on April 2022 Check Registers
Purpose:	Vote
Submitted by:	
Related Material:	May 21-22 April 22 Check Register-General Acct.pdf May 21-22 April 22 Check Register-AP Acct.pdf May 21-22 April 22 YTD AP Acct.pdf May 21-22 April 22 Check Register-ASB Acct.pdf

Check Register
Account: 1761 General

El Camino Real HS

Apr 2022

Grand Total: $726,392.55

Name	Check Number	VOID	Date	Memo	Amount	Period	
PenServ Plan Services	ACH220405-01		4/4/2022	403(B) Funding 03/16-03/31/22	$ 36,050.00	Apr 2022	
U.S. Bank National Association	ACH220407-01		4/7/2022	22-March 6539 Credit Card Charges	34,848.25	Apr 2022	
Texas Life Insurance Company	ACH220418-01		4/18/2022	SM0F6Z20220213001 Supplemental Life Insurance 4/18/2022	257.75	Apr 2022	
PenServ Plan Services	ACH220418-02		4/18/2022	403(B) Funding 04/01-04/15/2022	780.00	Apr 2022	
EDD (Employment Development Dept.)	ACH220418-03		4/18/2022	SEF 1st Quarter 2022	30,086.13	Apr 2022	
U.S. Bank National Association (OPEB)	ACH220419-01		4/19/2022	04/22 OPEB Funding	220,000.00	Apr 2022	
Self Insured Schools of California	ACH220421-01		4/21/2022	22-Apr Employee Benefits INV# 99118	346,578.62	Apr 2022	**
Purchase Power (Pitney Bowes)	ACH220428-01		4/28/2022	Postage Meter and Supplies for 2021-2022	209.36	Apr 2022	
CharterSafe	ACH220429-01		4/29/2022	INV#38029 April Workers Comp & Insurance	56,363.00	Apr 2022	
Solupay Merchant			4/4/2022	0888 Merchant Processing Fees	610.11	Apr 2022	
Solupay Merchant			4/4/2022	0888 PCI Compliance Fees	2.95	Apr 2022	
Solupay Merchant			4/4/2022	1886 Merchant Processing Fees	143.30	Apr 2022	
Solupay Merchant			4/4/2022	1886 PCI Compliance Fees	2.95	Apr 2022	
City National Bank			4/19/2022	ACCT ANALYSIS CHG ANALYSIS ACTIVITY FOR 03/22/	460.13	Apr 2022	

**** Retiree benefits amount:** $ 29,993.52

Check Register
Account: 1796 AP
El Camino Real HS

Apr 2022

Grand Total: $1,049,783.28

Name	Check Number	VOID	Date	Memo	Amount	Period
Follett School Solutions, Inc	16467		4/4/2022	INV 1459014 Library system renewal for 2021-22	$ 922.02	Apr 2022
S3 Hospitality LLC (Hilton Garden INN Irvine)	16468		4/4/2022	INV 39595 Championship Hotel Fees 4/22-4/23/22	826.44	Apr 2022
Ralph Peck	16469		4/4/2022	4/1/22 Baseball vs Taft HS Base	85.00	Apr 2022
Mike Wagner	16470		4/4/2022	4/4/22 Baseball game official	85.00	Apr 2022
Jason Huyck	16471		4/4/2022	4/4/22 Baseball game official	89.00	Apr 2022
Ralph Peck	16472		4/4/2022	4/4/22 Official Softball Game	81.00	Apr 2022
Kirk A West	16473		4/4/2022	4/4/22 Baseball game official	79.00	Apr 2022
Hussey, David L	16474		4/4/2022	CCSA Conference Mileage/Parking/Meal reimbursement	191.55	Apr 2022
Wood, Gregory	16475		4/4/2022	CCSA Conference Mileage/Meal reimbursement	120.81	Apr 2022
Yantzer brothers heating and air inc	16476		4/5/2022	I-1266-1, I-1129-1, I-843-2 B&G services	9,019.78	Apr 2022
Battery Power Inc	16477		4/5/2022	QT44872 B&G Supplies	350.39	Apr 2022
Matthew Cohn	16478		4/5/2022	4/5/22 Baseball vs Palisades HS Referee	78.00	Apr 2022
Bob Powers	16479		4/5/2022	4/5/22 Baseball vs Palisades HS Umpire	78.00	Apr 2022
Brooks Transportation Inc.	16480	VOID	4/5/2022	INV 17004 Athletics Transportation	0.00	Apr 2022
Judy McLean	16481		4/6/2022	INV 3146 Payroll Services 02/22	3,450.00	Apr 2022
Gruen, Anita	16482		4/6/2022	CUE conference	763.28	Apr 2022
Consoletti, Michael	16483		4/6/2022	NJROT STEM Competition and materials	1,461.77	Apr 2022
Karmann Hillman	16484		4/6/2022	04/06/22 Volleyball Officials	69.00	Apr 2022
Samuel Crutcher	16485		4/6/2022	04/06/22 Volleyball Officials	79.00	Apr 2022
American Registry for Internet Numbers, Ltd.	16486		4/6/2022	INV SI411905 Initial Fee for Autonomous System Number	550.00	Apr 2022
Extra Mile Timing / Corr-Robinett, Scott	16487	VOID	4/7/2022	inv 351 timing services for 4-8-22 track meet	0.00	Apr 2022
WGY Solutions LLC	16488		4/7/2022	03/22 Network Consulting Services	2,400.00	Apr 2022
Extra Mile Timing / Corr-Robinett, Scott	16489		4/7/2022	inv 351 timing services for 4-8-22 track meet	650.00	Apr 2022
Jeffrey Ordway	16490		4/7/2022	4/7/22 Softball vs Chatsworth HS Plate	84.00	Apr 2022
John Rayburn	16491		4/7/2022	4/7/22 Baseball vs Chatsworth HS Plate	86.00	Apr 2022
WM Corporate services, INC	16492		4/8/2022	04/22 Waste Management Services on Shoup INV 0457869-4801-3	399.78	Apr 2022
Arcadia Unified School District	16493		4/8/2022	inv 5940 2022 Arcadia Invitational Track Meet entry fee	80.00	Apr 2022
Antony Villalobos	16494		4/8/2022	4/8/22 Track & Field vs Cleveland HS Starter	144.00	Apr 2022
KING, CAMILLE	16495		4/8/2022	62nd Mt SAC Relays	90.10	Apr 2022
Aeries Software	16496		4/12/2022	INV conf-21762 AERIESCON VIRTUAL SUMMIT SPRING 2022	199.00	Apr 2022
Robert Jiron	16497		4/12/2022	04/02/22 Baseball Officials	89.00	Apr 2022
Craig Frazier	16498		4/12/2022	04/02/22 Baseball Officials	85.00	Apr 2022
LES Audio Visual, LLC	16499		4/12/2022	INV 0001012 Batteries for audio equipment for spring musical	256.37	Apr 2022
Mutual of Omaha	16500		4/13/2022	INV 001337354450 Voluntary Disability Insurance 03/22	1,350.18	Apr 2022
William Sollima	16501		4/18/2022	4/18/22 Boys Volleyball vs Taft HS Umpire	69.00	Apr 2022
Jim Russell	16502		4/18/2022	4/18/22 Boys Volleyball vs Taft HS Referee	79.00	Apr 2022
Infobase Holdings, Inc.	16503		4/18/2022	INV413025 Cares- Subscription renewal for online databases for library resources for staff and students	$ 10,599.35	Apr 2022
SoCalGas	16504		4/18/2022	2/25/22-3/28/22 Gas Charges for Shoup Acct 163 513 3769 2	22.84	Apr 2022
Ray Allen Holt	16505	VOID	4/19/2022	04/19/22 Officials for Softball	0.00	Apr 2022
Bob Arias	16506		4/19/2022	4/19/22 Baseball Officials	86.00	Apr 2022
Savage, Adam	16507		4/19/2022	04/19/22 Boys Lacrosse Officials	78.00	Apr 2022
Jose Casas	16508		4/19/2022	04/19/22 Officials for Lacrosse	78.00	Apr 2022
Dan Kenney	16509	VOID	4/19/2022	04/19/22 Officials for Lacrosse	0.00	Apr 2022
Scott Harrold	16510		4/19/2022	4/19/22 Boys lacrosse Officials	78.00	Apr 2022
Law Offices of Young, Minney & Corr, LLP	16511		4/19/2022	INV 76054 Legal Services Through 3/31/22	22,517.84	Apr 2022

Check Register
Account: 1796 AP
El Camino Real HS

Apr 2022 **Grand Total: $1,049,783.28**

Name	Check Number	VOID	Date	Memo	Amount	Period
Kiamanesh, Holly	16512		4/20/2022	HBS lab- Diffusion	12.85	Apr 2022
Yaney, Martin	16513		4/20/2022	purchased rugs to cover holes in classroom floor	126.91	Apr 2022
Manuel Mejia	16514		4/20/2022	000513 Shoup Plumbing services	985.00	Apr 2022
LA Party Rents, Inc.	16515	VOID	4/20/2022	6'X30" Banquet Tables for AP Testing	0.00	Apr 2022
Westlake High School	16516		4/20/2022	5/7/22 Jazz Festival Fees	655.00	Apr 2022
Ariella Ruiz	16517		4/20/2022	3/22/22 Girls Lacrosse Official - Game changed but was not cancelled	78.00	Apr 2022
Zevy Malmeth	16518		4/21/2022	2022 Musical 9-5 Band leader	2,040.00	Apr 2022
Jose Casas	16519		4/21/2022	Lacrosse official for 3/22/22	78.00	Apr 2022
Jessica Campbell	16520		4/21/2022	INV 6 Weekly Yoga Class 2021-2022	600.00	Apr 2022
Jim Mulligan	16521		4/22/2022	04/22/22 Varsity softball vs Cleveland Umpire	79.00	Apr 2022
Rajan Dosaj	16522		4/22/2022	4/22/22 Boys Volleyball vs Birmingham Official	129.00	Apr 2022
Colleen Garner	16523		4/22/2022	4/22/22 Boys volleyball official vs Birmingham	134.00	Apr 2022
Robert Jiron	16524		4/22/2022	4/22/22 Varsity baseball vs Birmingham Umpire	85.00	Apr 2022
Extra Mile Timing / Corr-Robinett, Scott	16525		4/22/2022	4/22/2022 Home Track Meet Field Service	650.00	Apr 2022
Extra Mile Timing / Corr-Robinett, Scott	16526		4/22/2022	4/22/22 Starter for Track meet on	144.00	Apr 2022
Brian Combs	16527		4/22/2022	4/22/22 Umpire for baseball game on	89.00	Apr 2022
Moore, John	16528		4/22/2022	04/22/22 Softball plate umpire game vs Cleveland	81.00	Apr 2022
Six Flags Magic Mountain	16529		4/22/2022	05/04/22 Purchase tickets for our senior field trip	2,829.99	Apr 2022
Rios, Angel	16530		4/22/2022	Mileage to LACOE (Covid-19 testing Kits pick-up)	55.80	Apr 2022
Scott Harrold	16531		4/25/2022	4/25/22 boys lacrosse semifinals vs Birminham Referee	78.00	Apr 2022
Jeff Bieler	16532		4/25/2022	4/25/22 boys lacrosse referee vs Birmingham	78.00	Apr 2022
Ariella Ruiz	16533		4/25/2022	4/25/22 girls lacrosse semifinal vs NV Military Institute Referee	78.00	Apr 2022
Steve D'Ambrosio	16534		4/25/2022	4/25/22 girls lacrosse semifinal vs NV Military Institute Ref	78.00	Apr 2022
School Outfitters LLC	16535		4/26/2022	INV13692716 English Classroom Furniture Replenishment for B214	2,403.22	Apr 2022
Craig Frazier	16536		4/26/2022	4/26/22 Baseball vs Granada Base Umpire	85.00	Apr 2022
Greg Yamin	16537		4/26/2022	4/26/22 Baseball vs Granada Plate umpire	89.00	Apr 2022
Abdon Rosales	16538		4/27/2022	Gardening service for Shoup 03-22	1,150.00	Apr 2022
Philip Martin	16539		4/28/2022	4/15/22 Payroll Direct Deposit Return	10.41	Apr 2022
West Ranch High School Band Boosters	16540		4/27/2022	05/21/2 Jazz Event	700.00	Apr 2022
Infinity Communications & Consulting, Inc	16541		4/28/2022	INV13599 E-Rate 2022-2023 RFP Management Services and E-Rate Application Management Services	3,500.00	Apr 2022
Michael Clarke	16542		4/28/2022	04/28/22 JV Softball Umpire 4/28/22 vs Birmingham	84.00	Apr 2022
Beven Grossman	16543		4/28/2022	04/28/22 JV baseball umpire vs Granada	86.00	Apr 2022
TEQLEASE, INC.	16544		4/29/2022	inv 407050-BO0322, 407062-BO0322, 407075-BO0322 Chromebooks Lease number: 407075 Buyout	517,020.22	Apr 2022
LA Party Rents, Inc.	16545		4/29/2022	0000112456 6'X30" Banquet Tables for AP Testing	2,009.86	Apr 2022
AT&T (CALNET)	32785		4/1/2022	03/22 INV# 000017941809 BAN#9391080076 Phone Line	25.17	Apr 2022
AT&T (CALNET)	32786		4/1/2022	03/22 INV# 000017941807 BAN#9391080027 Phone Line	25.17	Apr 2022
AT&T (CALNET)	32787		4/1/2022	03/22 INV#000017941805 BAN#9391080024 Phone Line	25.17	Apr 2022
AT&T (CALNET)	32788		4/1/2022	03/22 INV#000017941806 BAN#9391080026 Phone Line	28.36	Apr 2022
The Print Spot	32789		4/1/2022	INV 4609 Replenishment of Peel and Seal Student Document Envelopes	2,198.20	Apr 2022
Child and Family Guidance Center	32790		4/1/2022	02/22 Special Ed Services Northpoint	3,351.06	Apr 2022
AP fbo EdLogical Group Corp	32791		4/6/2022	03/22 Special Ed Services 91390307	7,887.68	Apr 2022
Administrative Services CO-OP Dba Yellow Cab	32792		4/6/2022	INV 13452 02/22	2,822.40	Apr 2022
Smart Choice Investments (Teodora Healthcare)	32793		4/6/2022	INV 5972 Nursing Services 03/14-03/18/22	1,587.50	Apr 2022
Satoshi Kirisawa	32794		4/6/2022	INV 03092022 ECR SHOW 9-5 DRUMS PLAYER	680.00	Apr 2022

Check Register
Account: 1796 AP
El Camino Real HS

Apr 2022

Grand Total: $1,049,783.28

Name	Check Number	VOID	Date	Memo	Amount	Period
MRC Smart Technology Solutions(SoCal Office)	32795		4/6/2022	11/21 inv# IN2571253 Copies for Print Service (Contract CN22642-01)	376.13	Apr 2022
MRC Smart Technology Solutions(SoCal Office)	32796		4/6/2022	03/22 360 App Fee (Contract CN15953-01)	521.12	Apr 2022
MRC Smart Technology Solutions(SoCal Office)	32797		4/6/2022	10/21 inv IN2571228 Copies for Print Service (Contract CN22642-01)	376.13	Apr 2022
MRC Smart Technology Solutions(SoCal Office)	32798		4/6/2022	46 BW and Color Copies for Managed Print Service for Desktop Printers (C	255.70	Apr 2022
California Consotium for Independent Study	32799		4/6/2022	INV 22-018 Fall Charter Webinar	398.00	Apr 2022
Brooks Transportation Inc.	32800		4/6/2022	INV 17136 Athletics Transportation	2,495.00	Apr 2022
The Home Depot	32801		4/6/2022	INV Washer & Dryer for cooking class	46.71	Apr 2022
Brooks Transportation Inc.	32802		4/6/2022	inv 17258 buses for band/orchestra festival at Rancho Campana HS	937.35	Apr 2022
STS education	32803		4/8/2022	INV 0001692 OPS For Promethean Panel -EOF spares	910.53	Apr 2022
Classroom Products, LLC	32804	VOID	4/8/2022	INV 20210202-6 ClassPolicy Annual Renewal	0.00	Apr 2022
EEC Acquisition LLC (Smart Care Equipment Solutions)	32805		4/8/2022	INV 10280510 Addtl repair work on Hotbox in Cafeteria	771.66	Apr 2022
Camino Real Charter HS Charles Schwab & Co, Inc. 256:	32806		4/8/2022	03/15/22 403(B) Plan 2563-4428 Charles Schwab	150.00	Apr 2022
The Print Spot	32807		4/8/2022	inv 4936 Business Cards for New Counselors	123.55	Apr 2022
The Print Spot	32808		4/8/2022	inv 4945 Letter head and Word document for letterhead	357.33	Apr 2022
Camino Real Charter HS Charles Schwab & Co, Inc. 256:	32809		4/8/2022	03/31/22 403(B) Plan 2563-4428 Charles Schwab	7,375.00	Apr 2022
BSN Sports LLC	32810		4/9/2022	INV 916273090 Boys Lacrosse Budget	2,078.60	Apr 2022
Brooks Transportation Inc.	32811		4/9/2022	inv 17265 Transportation Week of 3/21/22	4,050.00	Apr 2022
AP fbo EdLogical Group Corp	32812		4/9/2022	02/22 Edlogical Services INV 91360306	16,225.41	Apr 2022
Gimkit, Inc	32813		4/9/2022	INV 9144C07-0001 Annual License for Gimkit 2022-2023 School Year	1,000.00	Apr 2022
ıase II Systems (Public Agency Retirement Services - PAF	32814		4/9/2022	INV 50186 PARS ARS Fees Plan A5 - ARS11A 1/22	350.54	Apr 2022
AFSCME District Council 36	32815		4/13/2022	03/22 Union Dues	2,281.29	Apr 2022
The Home Depot	32816		4/13/2022	9670 Instructional Supplies 2630880	443.84	Apr 2022
AT&T 6340	32817		4/13/2022	22-Mar 818 888-6340 249	202.83	Apr 2022
U.S Bank PARS Account #6746022400	32818		4/13/2022	#6746022400 PARS Contributions for 3/22	3,805.02	Apr 2022
AT&T 9132	32819		4/13/2022	2/10-3/9/2022 Inv#3929318603 Acct# 831-000-9132 154 5G Line	3,887.16	Apr 2022
LADWP	32820		4/19/2022	03/22 6968788886 Shoup Utilities	4,003.11	Apr 2022
City-Wide Fire Protection, Inc	32821		4/19/2022	INV 99539 Fire Equipment	165.00	Apr 2022
Infinity Communications & Consulting, Inc	32822		4/18/2022	INV 13301 ECF Application Management Services Fee	18,549.40	Apr 2022
MRC Smart Technology Solutions(SoCal Office)	32823		4/19/2022	02/22 inv IN2575936 Copies for Print Service (Contract CN22642-01)	376.13	Apr 2022
Nasco Education LLC	32824		4/19/2022	inv 247978 Nasco Kitchen Equipment Order	11.17	Apr 2022
Coutin School LLC	32825		4/19/2022	02/22 Special Ed Services Coutin	3,631.55	Apr 2022
UTLA	32826		4/18/2022	03/22 Union Dues Certificated	15,400.03	Apr 2022
Smart Choice Investments (Teodora Healthcare)	32827		4/19/2022	INV Nursing Services 03/22	750.00	Apr 2022
MRC Smart Technology Solutions(SoCal Office)	32828		4/19/2022	12/21 IN2575889 Copies for Print Service (Contract CN22642-01)	522.32	Apr 2022
MRC Smart Technology Solutions(SoCal Office)	32829		4/19/2022	03/22 inv IN2575939 Copies for Print Service (Contract CN22642-01)	376.13	Apr 2022
Gopher	32830		4/20/2022	PE Equipment	2,395.59	Apr 2022
Gopher	32831		4/21/2022	IN69536 Athletic Equipment	0.10	Apr 2022
Brooks Transportation Inc.	32832		4/21/2022	inv 17205 Athletic buses for the week of 3/14/22	7,374.00	Apr 2022
Brooks Transportation Inc.	32833		4/22/2022	bus for choir festival on 4/5 to Rancho Cucamonga	575.00	Apr 2022
Brooks Transportation Inc.	32834		4/22/2022	INV 17251 Buses for band/orchestra festival at West Ranch HS	930.00	Apr 2022
Brooks Transportation Inc.	32835		4/22/2022	INV 17376 Drumline competition at Toyota Arena on 4/16/22	1,150.00	Apr 2022
Brooks Transportation Inc.	32836		4/22/2022	INV 17296 Ms. Robbins trip to La Brea Tar Pits 4/20/22	650.00	Apr 2022
Brooks Transportation Inc.	32837		4/22/2022	INV 17297 ROTC field trip to Santa Ana HS on 4/16/22	725.00	Apr 2022
Brooks Transportation Inc.	32838		4/22/2022	INV 17318 Athletic buses for the week of 3/28/22	2,775.00	Apr 2022
AT&T 9132	32839		4/23/2022	03/22 Inv# 7197158601 Acct# 831-000-9132 154 5G Line	3,887.16	Apr 2022

Check Register
Account: 1796 AP
El Camino Real HS

Apr 2022 **Grand Total:** **$1,049,783.28**

Name	Check Number	VOID	Date	Memo	Amount	Period
AT&T 6340	32840		4/23/2022	22-April 818 888-6340 249	202.67	Apr 2022
Decker Inc.	32841		4/23/2022	INV 420221A Items for traffic control and safety	1,959.71	Apr 2022
AT&T 8815	32842		4/23/2022	22-April 818 884-8815 516	231.45	Apr 2022
AT&T 9221	32843		4/23/2022	22-April 818 887-9221 130	403.47	Apr 2022
Herff Jones Company	32844		4/23/2022	INV 1114343 Diploma & Diploma Covers	39.97	Apr 2022
AT&T 0810	32845		4/23/2022	22-April 818 716-0810 246	202.70	Apr 2022
LACOE, Los Angeles County Office of Education	32846		4/23/2022	INV 22*1032 Vision Services Triannual Billing 21-22	3,430.00	Apr 2022
The Shredders	32847		4/23/2022	CINV-017943 Shredding 03/22	116.00	Apr 2022
Department of Justice (State of CA)	32848		4/23/2022	03/22 INV 574080 Fingerprint Apps	256.00	Apr 2022
Wendi Green	32849		4/26/2022	Charger Refund -Reissue of Stale CK#32194	25.00	Apr 2022
National Speech & Debate Association	32850		4/26/2022	1/15/22-1/17/22 Entry Fees - Varsity Public Forum Lexington Winter Invitational (reissue of ck#16160)	100.00	Apr 2022
Craig Frazier	32851	VOID	4/26/2022	4/26/22 Baseball vs Granada Base Umpire	0.00	Apr 2022
Canon Solutions America, Inc	32852		4/27/2022	04/22 Copier Maintenance Contract 2425852	81.12	Apr 2022
The Print Spot	32853		4/28/2022	INV 5007 Gregg Solkovits Board Member Business Cards	102.60	Apr 2022
School Health Supply	32854		4/28/2022	INV 4031359-00 Paper creped econ exam 21 in 12/cs replacement	160.45	Apr 2022
Geovent LLC	32855		4/28/2022	INV 0001273 Stage for the ECR Step Competition	3,990.00	Apr 2022
Interquest Detection Canines	32856		4/28/2022	INV ECRCHS-0322 Canine Inspection	350.00	Apr 2022
Decker Inc.	32857		4/28/2022	inv 420460A Signs, order #-3000154063	188.99	Apr 2022
AT&T 3635	32858		4/28/2022	22-April 818 347-3635 849	202.67	Apr 2022
Judy McLean	32859		4/28/2022	03/22 Payroll Services	2,887.50	Apr 2022
AT&T 4152	32860		4/28/2022	22-April 818 348-4152 036	202.67	Apr 2022
4imprint, Inc.	32861		4/28/2022	INV 9802688 Pens for Schools tours	338.28	Apr 2022
PTM Document Systems, Inc.	32862		4/28/2022	INV 0082411 Report card paper	1,440.68	Apr 2022
The Memory Project	32863		4/29/2022	INV 220715 Coordination of Art work	450.00	Apr 2022
Jason B Frawley	32864		4/30/2022	INV 101 Labor for benches	1,000.00	Apr 2022
GOODSUITE (Copier Headquarters, Inc)	32865		4/30/2022	INV149792 Tech Equipment	933.56	Apr 2022
AT&T 9132	32866		4/30/2022	04/22 Inv# 6799249602 Acct# 831-000-9132 154 5G Line	3,809.41	Apr 2022
Catherine Shanks	32867		4/30/2022	9/21/21 Mealtime Refund - Reissue	25.00	Apr 2022
Savvas Learning Company LLC	32868		4/30/2022	INV 7027843027 For Business Tech	3,192.67	Apr 2022
Net Results Tennis LLC	32869		4/30/2022	32922 Equipment for tennis team practice	778.89	Apr 2022
Gardena Valley News	32870		4/29/2022	INV 30930 Kings Courier Journalism Supplies Replenishment	1,196.74	Apr 2022
Home Depot U.S.A., Inc. (The Home Depot Pro)	32871		4/30/2022	INV 677124505 Washer & Dryer for cooking class	529.98	Apr 2022
LES Audio Visual, LLC	32872		4/29/2022	INV 0001014 Audio visual equipment for spring musical	757.50	Apr 2022
Henry Schein	32873		4/29/2022	INV 14175043 Athletics Trainers Supply- Partial Items	13.56	Apr 2022
Brooks Transportation Inc.	32874		4/29/2022	INV 17328 Bus for drumline competition on 4/10/22	1,300.00	Apr 2022
The Print Spot	32875		4/29/2022	INV 5011 Student Registration Forms	1,958.88	Apr 2022
Scoot Education Inc	32876		4/29/2022	12851 Substitutes for 1/18-1-21/22	11,434.00	Apr 2022
Harveson, Jonathan	SPACH673		4/1/2022	Drama Supplies	24.75	Apr 2022
LogMein USA, Inc.	SPACH674		4/1/2022	IN60001362050 LastPass Annual license	864.00	Apr 2022
Vista Paint Corporation	SPACH675		4/4/2022	2022-422467-00 B&G supplies	186.84	Apr 2022
J Thayer Company	SPACH676		4/6/2022	INV 1572030-0 Security staff supplies	2,463.75	Apr 2022
Eric A Johnson-Greer	SPACH677		4/6/2022	INV 00004 Tutorial Services to students	960.00	Apr 2022
Fulgent Genetics	SPACH678		4/7/2022	02/22 COVID Tests	110.00	Apr 2022
Smart & Final	SPACH679		4/9/2022	Acct# 512005 Foods Class Charges 3/28/2022	698.01	Apr 2022
Self Insured Schools of California	SPACH680		4/11/2022	CBR 2022-03-31 El Camino FSA	4,451.47	Apr 2022

Check Register
Account: 1796 AP
El Camino Real HS

Apr 2022 **Grand Total:** **$1,049,783.28**

Name	Check Number	VOID	Date	Memo	Amount	Period
Harrow Sports, Inc. (Next Level Resource Partners, LLC)	SPACH681		4/13/2022	578244 Jersey Replacements School New Mascot	3,035.52	Apr 2022
Staples Business Advantage	SPACH682		4/15/2022	INV 3499851781 Supplies	395.44	Apr 2022
Instructure, Inc	SPACH683		4/18/2022	INV378816 MasteryConnect Pilot	5,494.00	Apr 2022
Kelly Services, Inc.	SPACH684		4/18/2022	565932 Substitutes for 1/21/22-1-28	14,481.32	Apr 2022
Scoot Education Inc	SPACH685		4/18/2022	Substitute Costs Inv 12851 for 1/18-1/25/22	11,434.00	Apr 2022
Piece of Mind Care Services	SPACH686		4/19/2022	INV 00000115 Continuation School Services	4,820.20	Apr 2022
Inspire Communication, Inc	SPACH687		4/19/2022	INV EC2022331 Speech-Language Services 03/22	24,692.50	Apr 2022
Piece of Mind Care Services	SPACH688		4/20/2022	INV 00000114 Students Support Services 03/22	142,211.10	Apr 2022
Gamez, Nicole	SPACH689		4/21/2022	Southern California Journalism Education Association	35.00	Apr 2022
Imagists Inc	SPACH690		4/22/2022	EC040122 Marketing and Branding for new school mascot/identity Payment 1 of 3	20,500.00	Apr 2022
Golden Star Technology, Inc	SPACH691		4/22/2022	INV73575 Additional Stylus to be sold for the student store	886.80	Apr 2022
Kelly Services, Inc.	SPACH692		4/22/2022	578931 Substitutes for 2/22/22-2/25	7,528.83	Apr 2022
Amazon	SPACH693		4/23/2022	inv 1MPY-TG6T-FKDD Replenishment of supplies for payroll, accounting, copy room and student store	853.96	Apr 2022
Amazon	SPACH694		4/23/2022	1PNL-HTYJ-HCYH Lanyards	27.15	Apr 2022
Nettime Solutions LLC	SPACH695		4/23/2022	03/22 INV 126005 Stratustime Monthly Subscription	50.00	Apr 2022
Amazon	SPACH696		4/23/2022	INV 1MKM-9JXJ-HF67 Instructional supplies for Karen Evens.	18.29	Apr 2022
Amazon	SPACH697		4/23/2022	INV 1XY6-4LKQ-PXGK Toshiba Microwave	382.15	Apr 2022
Jive Communications, Inc. (LogMeIn Communications)	SPACH698		4/25/2022	INV7101071569 Monthly recurring for Jive	2,712.60	Apr 2022
Scoot Education Inc	SPACH699		4/25/2022	11992 Substitutes for 12/13-12/17	3,400.00	Apr 2022
Mixtus Inc dba Mustang Marketing	SPACH700		4/25/2022	INV 10247-0 Marketing services 4/22	2,000.00	Apr 2022
Gamez, Nicole	SPACH701		4/26/2022	LA Mission College Field Trip	28.89	Apr 2022
Gamez, Nicole	SPACH702		4/26/2022	99 Ranch (Ingredients for Asian Cuisine Unit)	93.07	Apr 2022
Amazon	SPACH703		4/27/2022	inv 1R1H-RFYJ-LMPJ General Items for Alt Curriculum and IEP Conf. Room	398.87	Apr 2022
Amazon	SPACH704		4/27/2022	inv 1MPY-TG6T-CXVX Office supplies Deans Office	258.72	Apr 2022
Amazon	SPACH705		4/27/2022	inv 1XY6-4LKQ-LLPK Office Supplies	442.32	Apr 2022
Amazon	SPACH706		4/27/2022	1R1H-RFYJ-KNDD Door name plate for Ms. Luna in CO#2	11.37	Apr 2022
American Fidelity Assurance Company	SPACH707		4/27/2022	04/22 INV# D439008 Supplemental Employee Benefits	4,147.93	Apr 2022
Amazon	SPACH708		4/27/2022	inv 1WCF-4FNR-LW1R Classroom Supplies	213.10	Apr 2022
Smart & Final	SPACH709		4/28/2022	Acct# 512005 Foods Class Charges 4/19/2022	687.36	Apr 2022
Amazon Web Services	SPACH710		4/29/2022	inv 1MPY-TG6T-KRPW Visitor Passes	142.20	Apr 2022
SHI International Corp	SPACH711		4/29/2022	INV B14952855 Additional Printers for Classroom and Business Office	1,483.18	Apr 2022
Amazon Web Services	SPACH712		4/29/2022	inv 1XY6-4LKQ-NXWL Bencivengo/Harr Classroom Supplies/Alt Curriculum	40.50	Apr 2022
Amazon	SPACH713		4/29/2022	inv 16MP-PHGL-LCDY Instructional Student Supplies	328.35	Apr 2022
Eric A Johnson-Greer	SPACH714		4/29/2022	INV 00011 Tutoring Service 4/15/2022	2,280.00	Apr 2022
Amazon	SPACH715		4/29/2022	inv 1PNL-HTYJ-HW4M Name Plates	59.83	Apr 2022
Amazon	SPACH716		4/29/2022	inv 1LLW-HV9X-GP3Y Office Supplies	147.76	Apr 2022
Amazon	SPACH717		4/29/2022	INV 1WCF-4FNR-H49H Covid-19 testing labels	372.25	Apr 2022
Scoot Education Inc	SPACH718		4/30/2022	13167 Substitutes for 1/24-1-28/22	12,207.00	Apr 2022
Amazon	SPACH719		4/30/2022	inv 1PNL-HTYJ-HW4M Laminating Sheets for Special Services	32.72	Apr 2022
Spectrum Enterprise 4201	SPACH720		4/30/2022	04/22 Inv 08684201040122 Acct#086084201 Enterprise Fiber line	899.00	Apr 2022

El Camino Real HS

AP VENDOR MONTH/ YTD

Vendor	Apr-22	YTD Total
4imprint, Inc.	338.28	338.28
Abdon Rosales	1,150.00	12,750.00
Administrative Services CO-OP Dba Yellow Cab	2,822.40	18,814.80
Aeries Software	199.00	16,539.15
AFSCME District Council 36	2,281.29	20,120.43
Amazon	3,546.84	69,703.48
Amazon Web Services	182.70	23,580.03
American Fidelity Assurance Company	4,147.93	42,387.12
American Registry for Internet Numbers, Ltd.	550.00	550.00
Antony Villalobos	144.00	144.00
AP fbo EdLogical Group Corp	24,113.09	157,870.46
Arcadia Unified School District	80.00	80.00
Ariella Ruiz	156.00	234.00
AT&T (CALNET)	103.87	1,241.01
AT&T 0810	202.70	1,731.50
AT&T 3635	202.67	1,731.31
AT&T 4152	202.67	1,731.31
AT&T 6340	405.50	1,912.26
AT&T 8815	231.45	2,293.88
AT&T 9132	11,583.73	39,905.27
AT&T 9221	403.47	3,805.78
Battery Power Inc	350.39	700.78
Beven Grossman	86.00	167.00
Bob Arias	86.00	86.00
Bob Powers	78.00	167.00
Brian Combs	89.00	89.00
Brooks Transportation Inc.	22,961.35	119,744.05
BSN Sports LLC	2,078.60	55,544.87
California Consotium for Independent Study	398.00	398.00
Canon Solutions America, Inc	81.12	4,216.83
Catherine Shanks	25.00	25.00
Child and Family Guidance Center	3,351.06	29,910.60
City-Wide Fire Protection, Inc	165.00	2,356.90
Colleen Garner	134.00	224.00
Consoletti, Michael	1,461.77	2,948.56
Coutin School LLC	3,631.55	63,461.18
Craig Frazier	170.00	170.00
Decker Inc.	2,148.70	14,063.41
Department of Justice (State of CA)	256.00	1,903.00
Solutions)	771.66	2,831.20
Eric A Johnson-Greer	3,240.00	3,240.00
Extra Mile Timing / Corr-Robinett, Scott	1,444.00	2,373.40
Follett School Solutions, Inc	922.02	922.02

El Camino Real HS

AP VENDOR MONTH/ YTD

Vendor	Apr-22	YTD Total
Fulgent Genetics	110.00	25,665.00
Gamez, Nicole	156.96	985.81
Gardena Valley News	1,196.74	4,170.48
Geovent LLC	3,990.00	3,990.00
Gimkit, Inc	1,000.00	1,000.00
Golden Star Technology, Inc	886.80	37,495.32
GOODSUITE (Copier Headquarters, Inc)	933.56	933.56
Gopher	2,395.69	8,721.76
Greg Yamin	89.00	174.00
Gruen, Anita	763.28	859.75
Harrow Sports, Inc. (Next Level Resource Partners, LLC)	3,035.52	3,035.52
Harveson, Jonathan	24.75	192.83
Henry Schein	13.56	4,003.68
Herff Jones Company	39.97	39.97
Home Depot U.S.A., Inc. (The Home Depot Pro)	529.98	3,543.42
Hussey, David L	191.55	279.91
Imagists Inc	20,500.00	20,500.00
Infinity Communications & Consulting, Inc	22,049.40	26,449.40
Infobase Holdings, Inc.	10,599.35	10,599.35
Inspire Communication, Inc	24,692.50	150,811.25
Instructure, Inc	5,494.00	31,990.00
Interquest Detection Canines	350.00	1,750.00
J Thayer Company	2,463.75	13,118.87
Jason B Frawley	1,000.00	1,000.00
Jason Huyck	89.00	89.00
Jeff Bieler	78.00	156.00
Jeffrey Ordway	84.00	84.00
Jessica Campbell	600.00	2,500.00
Jim Mulligan	79.00	225.00
Jim Russell	79.00	361.00
Jive Communications, Inc. (LogMeIn Communications)	2,712.60	26,494.85
John Rayburn	86.00	86.00
Jose Casas	156.00	234.00
Judy McLean	6,337.50	26,375.00
Karmann Hillman	69.00	242.00
Kelly Services, Inc.	22,010.15	366,189.13
Kiamanesh, Holly	12.85	274.46
KING, CAMILLE	90.10	1,034.86
Kirk A West	79.00	543.00
LA Party Rents, Inc.	2,009.86	2,009.86
LACOE, Los Angeles County Office of Education	3,430.00	8,735.00
LADWP	4,003.11	49,278.28

El Camino Real HS

AP VENDOR MONTH/ YTD

Vendor	Apr-22	YTD Total
Law Offices of Young, Minney & Corr, LLP	22,517.84	150,737.64
LES Audio Visual, LLC	1,013.87	5,263.87
LogMein USA, Inc.	864.00	3,252.00
Manuel Mejia	985.00	985.00
Matthew Cohn	78.00	156.00
Michael Clarke	84.00	170.00
Mike Wagner	85.00	171.00
Mixtus Inc dba Mustang Marketing	2,000.00	49,259.70
Moore, John	81.00	162.00
MRC Smart Technology Solutions(SoCal Office)	2,803.66	19,971.26
Mutual of Omaha	1,350.18	13,741.88
Nasco Education LLC	11.17	8,934.34
National Speech & Debate Association	100.00	1,277.00
Net Results Tennis LLC	778.89	778.89
Nettime Solutions LLC	50.00	600.00
Phase II Systems (Public Agency Retirement Services - PARS)	350.54	3,180.22
Philip Martin	10.41	10.41
Piece of Mind Care Services	147,031.30	922,732.29
PTM Document Systems, Inc.	1,440.68	2,824.90
Rajan Dosaj	129.00	387.00
Ralph Peck	166.00	412.00
Rios, Angel	55.80	212.70
Robert Jiron	174.00	174.00
RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	7,525.00	57,615.90
S3 Hospitality LLC (Hilton Garden INN Irvine)	826.44	826.44
Samuel Crutcher	79.00	213.00
Satoshi Kirisawa	680.00	680.00
Savage, Adam	78.00	231.00
Savvas Learning Company LLC	3,192.67	5,661.68
School Health Supply	160.45	160.45
School Outfitters LLC	2,403.22	7,229.41
Scoot Education Inc	38,475.00	69,318.00
Scott Harrold	156.00	156.00
Self Insured Schools of California	4,451.47	49,956.83
SHI International Corp	1,483.18	477,491.83
Six Flags Magic Mountain	2,829.99	2,829.99
Smart & Final	1,385.37	10,443.32
Smart Choice Investments (Teodora Healthcare)	2,337.50	23,022.50
SoCalGas	22.84	219.87
Spectrum Enterprise 4201	899.00	8,990.00
Staples Business Advantage	395.44	6,970.49
Steve D'Ambrosio	78.00	156.00

El Camino Real HS

AP VENDOR MONTH/ YTD

Vendor	Apr-22	YTD Total
STS education	910.53	910.53
TEQLEASE, INC.	517,020.22	952,647.74
The Home Depot	490.55	4,093.86
The Memory Project	450.00	450.00
The Print Spot	4,740.56	24,664.51
The Shredders	116.00	1,068.00
U.S Bank PARS Account #6746022400	3,805.02	11,992.42
UTLA	15,400.03	127,560.54
Vista Paint Corporation	186.84	2,589.56
Wendi Green	25.00	25.00
West Ranch High School Band Boosters	700.00	700.00
Westlake High School	655.00	655.00
WGY Solutions LLC	2,400.00	24,000.00
William Sollima	69.00	69.00
WM Corporate services, INC	399.78	5,037.02
Wood, Gregory	120.81	120.81
Yaney, Martin	126.91	126.91
Yantzer brothers heating and air inc	9,019.78	64,514.81
Zevy Malmeth	2,040.00	2,040.00

Check Register
Account: 1826 ASB
El Camino Real HS

Apr **2022**

Grand Total: $ 25,072.89

Name	Check Number	VOID	Date	Memo	Trust Account	Amount	Period
S3 Hospitality LLC (Hilton Garden INN Irvine)	1849		4/4/2022	INV 39595 Championship Hotel Fee 4/22-4/23/22	TRUST - Drill Team	$ 1,190.08	**Apr 2022**
Amazon	1850		4/4/2022	inv 1KYJ-QWCF-QRRN Softball Program Pregame Music	TRUST - Softball	120.40	**Apr 2022**
Love to Snack, LLC	1851		4/5/2022	INV 30763 Dippin Dots Reorder for ASB sales	ASB General	282.88	**Apr 2022**
Brooks Transportation Inc.	1852	VOID	4/5/2022	INV 16960 AVID trip to Magic Mountain 3/18/22	VOID	0.00	**Apr 2022**
Brooks Transportation Inc.	1853	VOID	4/5/2022	INV 17004 Athletics Transportation	VOID	0.00	**Apr 2022**
Floral Passion LLC	1854	VOID	4/7/2022	inv 1689 Student Awards 2020 4 flower arrangements for senior awards	VOID	0.00	**Apr 2022**
Genesis Deering Inc.	1855	VOID	4/7/2022	inv 388B Merchandise to sell at games	VOID	0.00	**Apr 2022**
Genesis Deering Inc.	1856		4/7/2022	inv 388B Merchandise to sell at games	TRUST - Football	5,601.00	**Apr 2022**
Sabolic, Jason	1857		4/8/2022	Senior Night Balloons	TRUST - Football	295.61	**Apr 2022**
Pipil Inc	1858	VOID	4/8/2022	INV 1601 La Familia Club shirts	VOID	0.00	**Apr 2022**
Grant A. Horn	1859		4/12/2022	03/22 INV 2 Marching Band Instruction	TRUST - Band	800.00	**Apr 2022**
George A Jackson III	1860		4/12/2022	2022 March instruction	TRUST - Band	700.00	**Apr 2022**
Michael Jeff	1861		4/12/2022	2022 March instruction	TRUST - Band	500.00	**Apr 2022**
Harrow Sports, Inc. (Next Level Resource Partners, LLC)	1862		4/12/2022	578360 Jersey Replacements Baseball Trust	TRUST - Baseball	1,165.59	**Apr 2022**
Turf Team, Inc.	1863		4/13/2022	INV 004291 Lineturf artificial turf lines	TRUST - Softball	5,655.00	**Apr 2022**
Pipil Inc	1864		4/19/2022	INV 1601 La Familia Club shirts	TRUST - La Familia	287.44	**Apr 2022**
Brooks Transportation Inc.	1865	VOID	4/19/2022	INV 16960 AVID trip to Magic Mountain 3/18/22	VOID	0.00	**Apr 2022**
Sabolic, Jason	1866		4/20/2022	2021 Team Banquet	TRUST - Football	2,382.40	**Apr 2022**
Corbett, Beth	1867		4/20/2022	Cheer Food	TRUST - Cheerleaders	82.08	**Apr 2022**
World Unispec	1868	VOID	4/20/2022	inv 00001232 Caps for Student Store Sale	VOID	0.00	**Apr 2022**
Rio Grande Restaurant	1869		4/21/2022	4/22/2022 Boys Soccer Team Banquet Meal Deposit	TRUST - Boys Soccer	1,165.00	**Apr 2022**
World Unispec	1870		4/21/2022	inv 00001232 Caps for Student Store Sale	ASB General	1,256.25	**Apr 2022**
Darryl W Tanikawa	1871		4/21/2022	INV 03092022 9-5 PLAY	ASB Drama	170.00	**Apr 2022**
Corinne Brennan	1872		4/22/2022	2022 Musical 9-5	TRUST - Drama	1,880.00	**Apr 2022**
McIntire Ferguson	1873		4/22/2022	03092022 Guitar Player for 9-5 Play	ASB Drama	680.00	**Apr 2022**
Brooks Transportation Inc.	1874		4/22/2022	inv 17114 bus for choir event on 4/3/22 at Torres East HS	TRUST - Choir	425.00	**Apr 2022**
Christine Berberian	1875		4/27/2022	210721 Office Depot Supplies - Medical Club Trust	TRUST - Medical Club	31.54	**Apr 2022**
Deny Sportswear	1876		4/29/2022	INV 1611 Banquet Awards	TRUST - Boys Soccer	292.64	**Apr 2022**
Solupay Merchant			4/5/2022	4194 Merchant Processing Fees	ASB General	54.99	**Apr 2022**
Solupay Merchant			4/5/2022	4210 Merchant Processing Fees	ASB General	54.99	**Apr 2022**

Coversheet

Review and Vote on April 2022 Credit Card Charges

Section:	II. Consent
Item:	C. Review and Vote on April 2022 Credit Card Charges
Purpose:	Vote
Submitted by:	
Related Material:	May 21 '22 April 25th Credit Card Statement.pdf May 21 '22 April 25th Credit Card Detail.pdf

P.O. BOX 6343
FARGO ND 58125-6343

ACCOUNT NUMBER	4866 9145 5552 6539
STATEMENT DATE	04-25-2022
AMOUNT DUE	$20,404.02
NEW BALANCE	$20,404.02

PAYMENT DUE ON RECEIPT

000001564 01 SP 106481493240535 S
EL CAMINO REAL CHS
ATTN DAVID HUSSEY
5440 VALLEY CIRCLE BLVD
WOODLAND HILLS CA 91367-5949

AMOUNT ENCLOSED
$
Please make check payable to"U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

486691455552653 9 002040402 002040402

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

EL CAMINO REAL CHS 4866 9145 5552 6539	Previous Balance	+ Purchases And Other Charges	+ Cash Advances	+ Cash Advance Fees	+ Late Payment Charges	- Credits	- Payments	= New Balance
Company Total	$34,848.25	$20,630.60	$0.00	$.00	$0.00	$226.58	$34,848.25	$20,404.02

CORPORATE ACCOUNT ACTIVITY

EL CAMINO REAL CHS
4866-9145-5552-6539

TOTAL CORPORATE ACTIVITY
$34,848.25CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-06	04-06	74798262096209600005275	PAYMENT-THANK YOU Q	34,848.25 PY

NEW ACTIVITY

GREGORY WOOD
4866-9133-3444-7280

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
$226.58	$5,839.22	$0.00	$5,612.64

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-28	03-25	24391212084286399902644	UCLA EXTENSION CASHIER 303-794-0534 CA	995.00
03-28	03-25	24692162085100954439441	SOUTHWES 5261499114020 800-435-9792 TX RAYZOR/MEGAN 05-05-22 BUR WN B SMF WN B BUR	372.96

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

4866-9145-5552-6539

STATEMENT DATE	DISPUTED AMOUNT
04/25/22	.00

SEND BILLING INQUIRIES TO:

U.S. Bank National Association

C/O U.S. Bancorp Purchasing Card Program
P.O. Box 6335
Fargo, ND 58125-6335

AMOUNT DUE

20,404.02

ACCOUNT SUMMARY

PREVIOUS BALANCE	34,848.25
PURCHASES & OTHER CHARGES	20,630.60
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	226.58
PAYMENTS	34,848.25
ACCOUNT BALANCE	**20,404.02**



Company Name: EL CAMINO REAL CHS
Corporate Account Number: 4866 9145 5552 6539
Statement Date: 04-25-2022

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-28	03-25	24692162085100954439458	SOUTHWES 5261499114019 800-435-9792 TX DE LA TORRE/AARON 05-05-22 BUR WN B SMF WN B BUR	372.96
03-29	03-28	24692162087100637405353	SQ *JOURNALISM EDUCATION GOSQ.COM KS	100.00
04-06	04-05	24692162095100840497742	COSTCO DELIVERY 653 800-788-9968 CA	1,920.54
04-07	04-05	24137462096500993193731	OFFICE DEPOT #661 800-463-3768 CA	117.02
04-08	04-06	24137462097500837546507	OFFICE DEPOT #5125 800-463-3768 CA	128.02
04-11	04-08	74692162098100413248813	COSTCO DELIVERY 653 800-788-9968 CA	226.58 CR
04-11	04-08	24011342099000001614655	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	163.39
04-11	04-08	24692162098100413248784	COSTCO DELIVERY 653 800-788-9968 CA	188.83
04-12	04-11	24436542102013254389427	SOCIETYFORHUMANRESOURCE 800-2837476 VA	229.00
04-15	04-14	24492162104000029535794	FLORALPASSIONEVENTS HTTPSMERCHANT CA	766.50
04-18	04-14	24137462105500981039192	UK DEBATE LEXINGTON KY	225.00
04-20	04-19	24692162109100203927446	SQ *CHSSA GOSQ.COM CA	260.00

DAVID HUSSEY	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
4866-9137-0062-2540	$0.00	$14,791.38	$0.00	$14,791.38

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-29	03-28	24692162088100730063330	SQ *FUN CPR TRAINING PALMDALE CA	3,264.00
03-29	03-28	74208472087000014160362	YOUCANBOOK.ME BEDFORD	98.00
04-01	03-31	24430992090828339694393	APPLE.COM/BILL 800-275-2273 CA	299.99
04-05	04-05	24692162095100449320055	AGUAVIDA PREMIUM WATER 747-444-9637 CA	189.85
04-06	04-05	24943002095083314698018	CORNER BAKERY 0207 972-619-4150 CA	71.00
04-06	04-05	24943002095083356717668	CORNER BAKERY 0207 972-619-4150 CA	113.93
04-08	04-07	24943002097083722422611	CORNER BAKERY 0207 972-619-4150 CA	539.55
04-11	04-08	24692162098100503374201	SQ *ARRAY EPROMO GOSQ.COM CA	4,632.50
04-11	04-09	24692162099100716006730	AMZN MKTP US*1H4EP5XF2 AMZN.COM/BILL WA	73.08
04-12	04-11	24692162101100873033960	AMZN MKTP US*1H7K59KC2 AMZN.COM/BILL WA	227.16
04-12	04-11	24692162101100903422480	AMAZON.COM*1H9S54KR2 AMZN.COM/BILL WA	19.46
04-13	04-11	24137462102500774633758	OFFICE DEPOT #661 800-463-3768 CA	63.47
04-13	04-12	24204292102000190173835	MAILCHIMP 000-0000000 GA	205.00
04-13	04-12	24692162102100882301860	AMZN MKTP US*1A6DY7JG0 AMZN.COM/BILL WA	45.58
04-13	04-13	24692162103100090624755	AMZN MKTP US*1A34D6WG1 AMZN.COM/BILL WA	23.96
04-14	04-13	24692162103100683372424	AMAZON.COM*1A7PA30U0 AMZN.COM/BILL WA	43.79
04-15	04-14	24431062104083312567126	AMAZON.COM*1A96W4P40 AMZN AMZN.COM/BILL WA	21.83
04-15	04-14	24692162104100075507156	AMZN MKTP US*1A8U31PN0 AMZN.COM/BILL WA	187.28
04-15	04-14	24692162104100104795921	AMZN MKTP US*1O45W5Z21 AMZN.COM/BILL WA	401.86
04-15	04-14	24692162104100283779803	AMZN MKTP US*1O8W34NQ1 AMZN.COM/BILL WA	515.10
04-15	04-14	24692162104100981122827	AMZN MKTP US*1O9N29LL1 AMZN.COM/BILL WA	146.23
04-18	04-17	24431062107083322338820	AMAZON.COM*1A2P42MS2 AMZN AMZN.COM/BILL WA	227.72
04-18	04-15	24692162105100182206626	AMZN MKTP US*1A9M040G2 AMZN.COM/BILL WA	13.13
04-18	04-15	24692162105100803139982	AMZN MKTP US*1O21B8TE1 AMZN.COM/BILL WA	10.62
04-18	04-15	24692162105100939963206	AMZN MKTP US*1A5FT8MG0 AMZN.COM/BILL WA	424.84
04-18	04-16	24692162106100614080994	AMZN MKTP US*1O2QR51B1 AMZN.COM/BILL WA	76.64
04-19	04-19	24692162109100711017466	AGUAVIDA PREMIUM WATER 747-444-9637 CA	189.85
04-20	04-19	24692162109100039622278	AMZN MKTP US*1O2EK3KY1 AMZN.COM/BILL WA	319.62
04-20	04-19	24692162109100373066330	AMZN MKTP US*1A1U74YT0 AMZN.COM/BILL WA	91.89
04-21	04-20	24755422111731116743088	RAECO RENTS LLC GURNEE IL	653.61
04-22	04-21	24692162111100001211643	AMZN MKTP US*1Q83Q3ZA1 AMZN.COM/BILL WA	64.74
04-25	04-22	24692162112100559100692	AMZN MKTP US*1O8DT9AZ0 AMZN.COM/BILL WA	47.69
04-25	04-22	24692162112100560522231	AMZN MKTP US*1Q55J3JC1 AMZN.COM/BILL WA	23.34
04-25	04-22	24692162112100684218948	AMZN MKTP US*1O57J7J12 AMZN.COM/BILL WA	174.11
04-25	04-22	24692162112100706142902	AMZN MKTP US*1O5C32EA0 AMZN.COM/BILL WA	130.80
04-25	04-23	24692162113100373380446	AMZN MKTP US*1O5GZ1P90 AMZN.COM/BILL WA	52.44
04-25	04-24	24692162114100194388486	AMZN MKTP US*1O6YE7XR2 AMZN.COM/BILL WA	742.72
04-25	04-25	24692162115100701374309	AMAZON.COM*1O3GX6BZ0 AMZN.COM/BILL WA	365.00

Company Name: EL CAMINO REAL CHS
Corporate Account Number: 4866 9145 5552 6539
Statement Date: 04-25-2022

Department: 00000 Total:	$20,404.02
Division: 00000 Total:	$20,404.02

ECRCHS
CREDIT CARD RECONCILIATION FORM
FOR THE PERIOD OF: 03/26/2022-04/25/2022 - CAL Card xx6538

DATE	VENDOR	CARDHOLDER	REQUESTED BY	AMOUNT	RESOURCE	DESCRIPTION
3/28/2022	UCLA EXTENSION CASHIER	WOOD	S.JAQUEZ	$ 995.00	PROFESSIONAL DEVELOPMENT	PROFESSIONAL DEVELOPMENT COURSE
3/28/2022	SOUTHWES 5261499114020	WOOD	M.RAYZOR	$ 372.96	GENERAL ACADEMIC	HISTORY CONFERENCE STAFF AIRFARE
3/28/2022	SOUTHWES 5261499114019	WOOD	A. DELATORRE	$ 372.96	GENERAL ACADEMIC	HISTORY CONFERENCE STAFF AIRFARE
3/29/2022	SQ *JOURNALISM EDUCATION	WOOD	A.CARTER	$ 100.00	GENERAL SCHOLASTICS	JOURNALISM STUDENT ACADEMIC COMPETITION FEES
4/6/2022	COSTCO DELIVERY 653	WOOD	N.GAMEZ	$ 1,920.54	GENERAL ACADEMIC	CLASSROOM SUPPLIES
4/7/2022	OFFICE DEPOT #661	WOOD	DO.BENNETT	$ 117.02	GENERAL OPERATIONS	TESTING MATERIALS
4/8/2022	OFFICE DEPOT #5125	WOOD	DO.BENNETT	$ 128.02	GENERAL OPERATIONS	TESTING MATERIALS
4/11/2022	COSTCO DELIVERY 653	WOOD	N.GAMEZ	$ (226.58)	GENERAL ACADEMIC	REFUND CLASSROOM SUPPLIES -COSTCO UNABLE TO FILL ORDER
4/11/2022	ZOOM.US 888-799-9666	WOOD	C.HARRIS	$ 163.39	ESSER III RISE	RISE PARENT ORGANIZATION COMMUNICATION SUBSCRIPTION
4/11/2022	COSTCO DELIVERY 653	WOOD	N.GAMEZ	$ 188.83	GENERAL ACADEMIC	CLASSROOM SUPPLIES
4/12/2022	SOCIETYFORHUMANRESOURCE	WOOD	M.DOMINGUEZ	$ 229.00	GENERAL OPERATIONS	HR PROFESSIONAL DEVELOPMENT SUBSCRIPTION
4/15/2022	FLORALPASSIONEVENTS	WOOD	S.YI	$ 766.50	GENERAL OPERATIONS	STUDENT AWARDS SUPPLIES
4/18/2022	UK DEBATE	WOOD	V.ROTH	$ 225.00	GENERAL SCHOLASTICS	STUDENT DEBATE ENTRY FEES
4/20/2022	SQ *CHSSA	WOOD	V.ROTH	$ 260.00	GENERAL SCHOLASTICS	STUDENT CONGRESSIONAL DEBATE STATE CHAMPIONSHIP ENTRY FEES
			SUB-TOTAL	$ 5,612.64		

DATE	VENDOR	CARDHOLDER	REQUESTED BY	AMOUNT	RESOURCE	DESCRIPTION
3/29/2022	SQ *FUN CPR TRAINING	HUSSEY	M. SAKAGUCHI	$ 3,264.00	ASB	STUDENT MEDICAL CLUB CPR CERTIFICATION TRAINING FEES
3/29/2022	YOUCANBOOK.ME	HUSSEY	S.JAQUEZ	$ 98.00	GENERAL ACADEMICS	CLASSROOM SUPPLIES
4/1/2022	APPLE.COM/BILL	HUSSEY	S.KINGERY	$ 299.99	SPECIAL EDUCATION	SUBSCRIPTION TOOL SFTWR
4/5/2022	AGUAVIDA PREMIUM WATER	HUSSEY	A.DELOSSANTOS	$ 189.85	GENERAL OPERATIONS	OFFICE WATER SUPPLY
4/6/2022	CORNER BAKERY 0207	HUSSEY	M.CLARK	$ 113.93	GENERAL OPERATIONS	PD MEALS
4/6/2022	CORNER BAKERY 0207	HUSSEY	M.CLARK	$ 71.00	GENERAL ACADEMICS	PD MEALS
4/8/2022	CORNER BAKERY 0207	HUSSEY	M.CLARK	$ 539.55	GENERAL OPERATIONS	PD MEALS
4/11/2022	SQ *ARRAY EPROMO	HUSSEY	M.CLARK	$ 4,632.50	ENGLISH-TEXTBOOKS	STUDENT BOOKS
4/11/2022	AMZN MKTP US*1H4EP5XF2	HUSSEY	M.DOMINGUEZ	$ 73.08	GENERAL OPERATIONS	OFFICE SUPPLIES
4/12/2022	AMZN MKTP US*1H7K59KC2	HUSSEY	M.DOMINGUEZ	$ 227.16	GENERAL OPERATIONS	OFFICE SUPPLIES
4/12/2022	AMAZON.COM*1H9S54KR2	HUSSEY	M.DOMINGUEZ	$ 19.46	GENERAL OPERATIONS	OFFICE SUPPLIES
4/13/2022	OFFICE DEPOT #661	HUSSEY	DO.BENNETT	$ 63.47	GENERAL OPERATIONS	TESTING SUPPLIES
4/12/2022	MAILCHIMP	HUSSEY	R.GUINTO	$ 205.00	GENERAL OPERATIONS	SUBSCRIPTION TOOL SFTWR
4/12/2022	AMZN MKTP US*1A6DY7JG0	HUSSEY	A.RIOS	$ 45.58	GENERAL OPERATIONS	OFFICE SUPPLIES
4/13/2022	AMZN MKTP US*1A34D6WG1	HUSSEY	A.RIOS	$ 23.96	GENERAL OPERATION	OFFICE SUPPLIES
4/14/2022	AMAZON.COM*1A7PA30U0	HUSSEY	M.DOMINGUEZ	$ 43.79	GENERAL TECHNOLOGY	OFFICE SUPPLIES
4/15/2022	AMAZON.COM*1A96W4P40 AMZN	HUSSEY	J.ADAMS	$ 21.83	GENERAL TECHNOLOGY	COMPUTER REPAIR SUPPLIES
4/15/2022	AMZN MKTP US*1A8U31PN0	HUSSEY	A.RIOS	$ 187.28	GENERAL ACADEMIC	OFFICE SUPPLIES
4/15/2022	AMZN MKTP US*1O45W5Z21	HUSSEY	J.ADAMS	$ 401.86	GENERAL TECHNOLOGY	COMPUTER REPAIR SUPPLIES
4/15/2022	AMZN MKTP US*1O8W34NQ1	HUSSEY	K.LEE	$ 515.10	NUTRITION PROGRAM	CAFETERIA SUPPLIES
4/15/2022	AMZN MKTP US*1O9N29LL1	HUSSEY	J.ADAMS	$ 146.23	GENERAL TECHNOLOGY	COMPUTER REPAIR SUPPLIES

ECRCHS

CREDIT CARD RECONCILIATION FORM

FOR THE PERIOD OF: 03/26/2022-04/25/2022 - CAL Card xx6538

DATE	VENDOR	CARDHOLDER	REQUESTED BY	AMOUNT	RESOURCE	DESCRIPTION
4/18/2022	AMAZON.COM*1A2P42MS2 AMZN	HUSSEY	S.YI	$ 227.72	GENERAL OPERATIONS	OFFICE SUPPLIES
4/18/2022	AMZN MKTP US*1A9M040G2	HUSSEY	J.ADAMS	$ 13.13	GENERAL TECHNOLOGY	COMPUTER REPAIR SUPPLIES
4/18/2022	AMZN MKTP US*1O21B8TE1	HUSSEY	J.ADAMS	$ 10.62	GENERAL TECHNOLOGY	COMPUTER REPAIR SUPPLIES
4/18/2022	AMZN MKTP US*1A5FT8MG0	HUSSEY	J.ADAMS	$ 424.84	GENERAL TECHNOLOGY	COMPUTER REPAIR SUPPLIES
4/18/2022	AMZN MKTP US*1O2QR51B1	HUSSEY	J.ADAMS	$ 76.64	GENERAL TECHNOLOGY	COMPUTER REPAIR SUPPLIES
4/19/2022	AGUAVIDA PREMIUM WATER	HUSSEY	A.DELOSSANTOS	$ 189.85	GENERAL OPERATIONS	OFFICE WATER SUPPLY
4/20/2022	AMZN MKTP US*1O2EK3KY1	HUSSEY	S.BERO	$ 319.62	GENERAL OPERATION	OFFICE SUPPLIES
4/20/2022	AMZN MKTP US*1A1U74YT0	HUSSEY	S.BERO	$ 91.89	GENERAL OPERATIONS	OFFICE SUPPLIES
4/21/2022	RAECO RENTS LLC	HUSSEY	P.VALENTINE	$ 653.61	GENERAL OPERATIONS	HEALTH OFFICE SUPPLIES
4/22/2022	AMZN MKTP US*1Q83Q3ZA1	HUSSEY	K.GOOZE	$ 64.74	GENERAL ACADEMIC	CLASSROOM SUPPLIES
4/25/2022	AMZN MKTP US*1O8DT9AZ0	HUSSEY	L.PRATT	$ 47.69	GENERAL ACADEMICS	OFFICE SUPPLIES
4/25/2022	AMZN MKTP US*1Q55J3JC1	HUSSEY	A.DELOSSANTOS	$ 23.34	GENERAL OPERATIONS	OFFICE SUPPLIES
4/25/2022	AMZN MKTP US*1O57J7J12	HUSSEY	L.PRATT	$ 174.11	GENERAL ACADEMICS	OFFICE SUPPLIES
4/25/2022	AMZN MKTP US*1O5C32EA0	HUSSEY	M.HARBOURT	$ 130.80	GENERAL OPERATIONS	HUMANITAS GRADUATION CHORDS
4/25/2022	AMZN MKTP US*1O5GZ1P90	HUSSEY	A.DELOSSANTOS	$ 52.44	GENERAL OPERATIONS	OFFICE SUPPLIES
4/25/2022	AMZN MKTP US*1O6YE7XR2	HUSSEY	K.GOOZE	$ 742.72	GENERAL ACADEMIC	CLASSROOM SUPPLIES
4/25/2022	AMAZON.COM*1O3GX6BZ0	HUSSEY	K.GOOZE	$ 365.00	GENERAL ACADEMIC	CLASSROOM SUPPLIES
			SUB-TOTAL	**$ 14,791.38**		
			TOTAL CHARGES-ECRCHS	**$ 20,404.02**		

Coversheet

April 2022 Investment Update

Section: III. Investment
Item: A. April 2022 Investment Update
Purpose: Discuss
Submitted by:
Related Material:
May '22 Agenda Item IIIA, Investment Review_at 04.30.22.pdf
May '22 Agenda Item IIIA,-Beacon Pointe Q1 Investment Review_Update.pdf

EL CAMINO REAL CHS
INVESTMENTS REVIEW
FISCAL YEAR 2021-2022

2021-2022

			Year End							Contributions			
				Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22		Executive Summary-OPEB		
			Jun-21								$ 21,250,357	Beginning Balance at 07/01/21	
											$ 2,200,000	YTD Contributions	
		Contributions		$ 220,000	$ 220,000	$ 220,000	$ 220,000	$ 220,000	$ 220,000		$ (2,144,765)	Gains/Losses	-10.1% Invest. Change
El Camino Real CHS	OPEB Trust		$ 21,250,357	$ 22,581,901	$ 23,414,747	$ 22,650,328	$ 22,243,810	$ 22,519,497	$ 21,305,592		$ 21,305,592	Current Ending	0.3% Total Change
Investment Managers:										Month	YTD		
Polen Capital Mgt				$ 2,130,330	$ 2,196,693	$ 2,217,237	$ 2,061,541	$ 2,184,233	$ 1,919,403	-12.1%	-12.8%		
Fiduciary Mgt				$ 2,126,258	$ 2,278,546	$ 2,298,642	$ 2,233,069	$ 2,341,905	$ 2,185,474	-6.7%	5.5%		
Beacon Pointe				$ 18,325,313	$ 18,939,507	$ 18,134,449	$ 17,949,200	$ 17,993,360	$ 17,200,716	-4.4%	-5.1%		
El Camino Real CHS	General		$ 6,786,072										
Investment Managers:										Month	YTD		
Polen Capital Mgt				$ 487,561	$ 502,434	$ 458,733	$ 426,695	$ 433,453	$ 380,882	-12.1%	-24.4%		
Fiduciary Mgt				$ 475,929	$ 509,788	$ 491,179	$ 477,497	$ 480,972	$ 449,138	-6.6%	-6.8%		
Beacon Pointe				$ 5,819,802	$ 5,871,118	$ 5,737,900	$ 5,655,275	$ 5,582,229	$ 5,384,169	-3.5%	-8.5%		
	US Bank Holdings			$ 6,783,292	$ 6,883,340	$ 6,687,812	$ 6,559,467	$ 6,496,654	$ 6,214,189				
Annuity	3 Yr. (8/23)Fixed @ 2.40%	Midland	$ 382,505	$ 386,353	$ 386,353	$ 387,232	$ 388,644	$ 389,352	$ 390,238	0.2%	1.6%		
	3 Yr. (9/23)Fixed @ 1.95%	Athene	$ 380,858	$ 384,056	$ 384,056	$ 384,748	$ 385,807	$ 386,528	$ 387,116	0.2%	1.3%		
		Combined	$ 7,549,435	$ 7,553,700	$ 7,653,749	$ 7,459,792	$ 7,333,918	$ 7,272,534	$ 6,991,544	-1.7%	-4.8%		
	Month End -Combined		$ 28,799,792	$ 30,135,601	$ 31,068,496	$ 30,110,120	$ 29,577,728	$ 29,792,031	$ 28,297,135				

BEACON POINTE
INSTITUTIONAL INVESTMENT ADVISORS

El Camino Real Charter High School

AS OF MARCH 31, 2022

Beacon Pointe Advisors
24 Corporate Plaza Drive, Suite 150
Newport Beach, CA 92660
Phone: (949) 718-1600

Market Performance 1Q22

U.S. Equities

- The S&P 500 posted a negative quarter for the first time since 1Q20. Bonds should provide expected ballast with stocks negative, but for only the second quarter in 35 years we had bonds underperform stocks in a risk-off environment (in 1Q18, stocks were negative, and bonds underperformed). *This is extremely rare.*
- The S&P 500 posted a -4.6% return in 1Q22; however, one-year performance remains above 15%.
- Only Energy and Utilities reported positive returns for the quarter (39.1% and 4.8%, respectively). The remaining nine sectors all posted negative returns.
- Large-Cap outpaced Mid-Cap and Small-Cap, and Growth lagged Value for the first time in three quarters. The long-term return divergence in Growth vs. Value continues.

Non-U.S. Equities

- Unhedged Non-U.S. Developed equities posted negative returns (-5.9%) during the quarter but remain positive for one year (1.2%).
- Emerging Market equities posted a -7.0% for the quarter and significantly underperformed for the one year (-11.4%).
- The conflict between Russia and Ukraine may continue to put pressure on global equities as the geopolitical uncertainty surrounding global energy and agriculture supply weighs on risk-taking.

U.S. Fixed Income

- Core U.S. bonds were down (-5.9%) in 1Q22, the worst quarter for the U.S. bond market in 40 years (3Q80). One-year bond market returns remain in rare negative territory (-4.2%).
- Yields at the long end of the curve rose materially; U.S. Treasury 10-year notes ended the quarter up +83bps to 2.34%. At the short end, U.S. Treasury 2-year notes rose even more, ending up 160bps to 2.33% as the market priced in six Fed rate hikes in 2022. The yield curve (2x10 year) flattened by 77 bps and inverted briefly.
- Credit spreads widened substantially; U.S. High Yield was +42bps wider to +325bps, while U.S. Investment Grade widened +24bps to 116bps.
- U.S. Muni bonds were down -4.4% on the quarter and -3.7% for one year ended March 31, 2022. U.S. High Yield was down -4.8% in 1Q22 and is down -0.7% for the one-year period.

Non-U.S. Fixed Income

- Global developed market bonds suffered significant losses during the quarter and ended down -6.2%, the second worst quarterly loss on record. From the index peak in January 2021, global bonds suffered the worst drawdown on record (-11%).
- There remains $2.7 trillion in negative yielding global sovereign debt, down -8.4 trillion in the quarter and well off the peak of over $18 billion in 2020.
- Emerging Markets Sovereign Debt posted an abysmal -9.2% return in 1Q22 and -7.5% for the year as spreads widened dramatically during the quarter, then recovering. Yields on EM debt ended the quarter at 5.62%, up +131bps.

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SOURCE: Beacon Pointe, Bloomberg LLC As of March 31, 2022

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Economic Performance 1Q22

U.S. Economy

- The U.S. economy grew at a rate of 6.9% annualized in 4Q21; the full year came in at 5.7%. As policy support wanes, growth is expected to slow considerably from the 2021 pace. Economists expect 1Q22 growth to slow to 1.0% qoq.
- In March, the Federal Reserve raised interest rates 25 basis points to 0.50%, the first increase since 2018. Fed leadership has communicated that they will aggressively increase rates - and decrease the size of their balance sheet - in order to tame inflation.
- The ISM Manufacturing PMI ended at 57.1 in March, down 1.7 points in the quarter, while the ISM Services PMI settled at 58.3, down 4 points during the quarter. Any value above 50 indicates expansion.

Employment

- The labor market remains dislocated with near-record job openings of 11.3M and a "quits rate" that averaged 2.9% in the quarter. The quits rate measures voluntary separations by employees for reasons other than retirement and indicates a strong labor market.
- Non-farm payrolls averaged a 562K per month increase in 1Q22 as the labor market continues to show signs of healing.
- The U.S. Unemployment Rate continued to decline throughout the quarter to 3.6% in March. Average hourly earnings were up 5.6% year-on-year, the most since May 2020.

U.S. Inflation

- Inflation has yet to show signs of easing. A tight labor market, continued disruptions of the global supply chain, a fresh outbreak of COVID in China, and a decrease in supply of energy and grain from Russia and Ukraine are all contributors.
- U.S. Consumer Price Index measured 8.0% on average in 1Q22 and ended the quarter at the highest level in 40 years. Core CPI (less food and energy) averaged 6.3% for the quarter.
- The U.S. Personal Consumption Expenditure Core Price Index (PCE Core), the Fed's preferred inflation measure, was 5.4% at the end of February. The Fed will aggressively tighten policy to maintain inflation expectations within their comfort zone.

Financial Conditions/Recession Probabilities

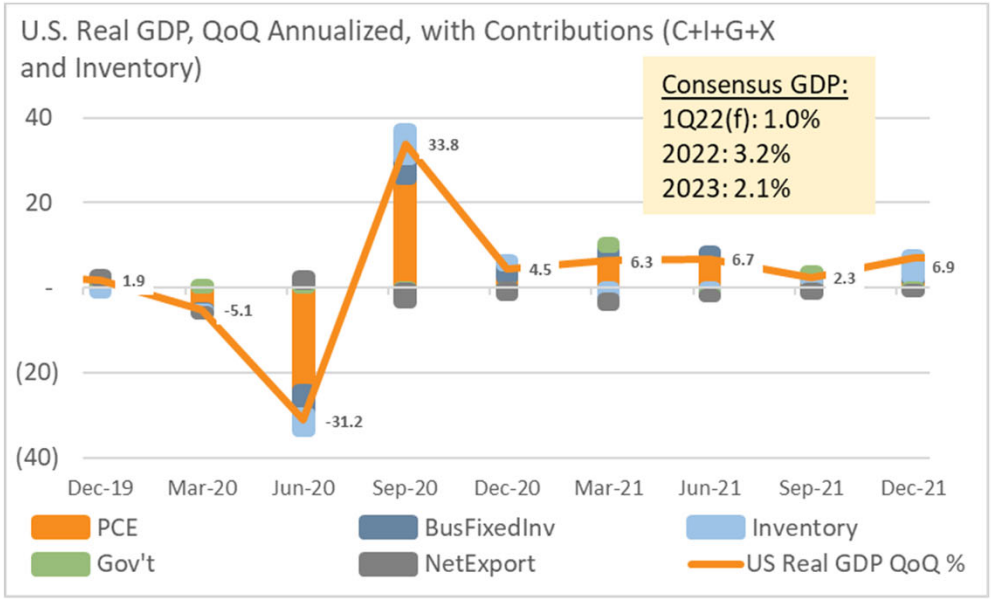
- As cases decrease, COVID-19 will fade in importance in terms of our cyclical outlook. Uncertainty remains and developments are subject to continued vaccine distribution and virus variant evolution.
- Near term recession probabilities in the U.S. have risen materially during the quarter with the potential for a Fed policy mistake.
- Financial conditions are less accommodative as the Federal Reserve attempts to curb inflation by raising interest rates and increasing borrowing costs for businesses and consumers. Tightening too much or too quickly could push the economy into a recession.
- The war between Ukraine and Russia is another unknown, which has put further stress on global markets.

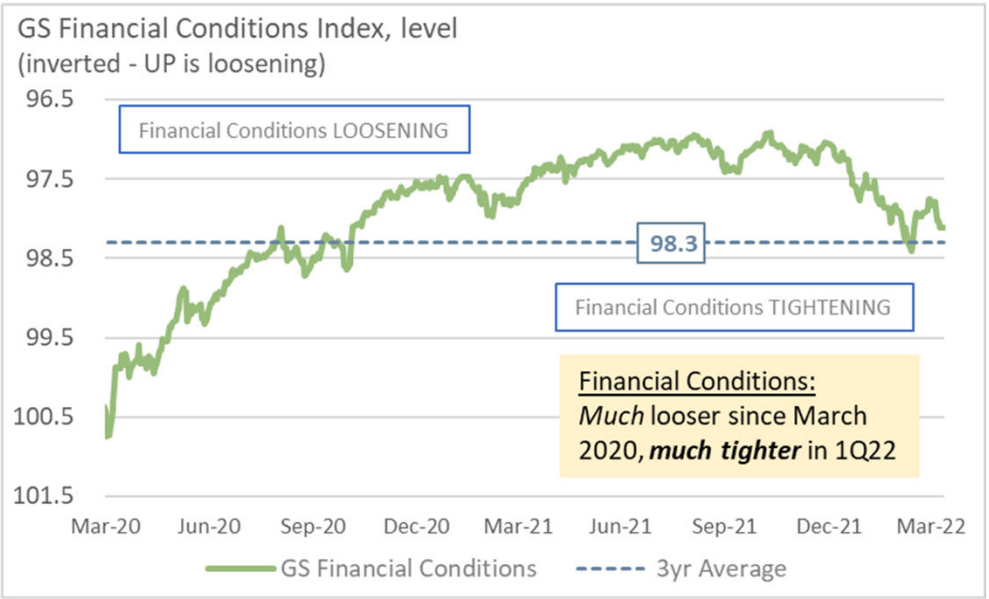
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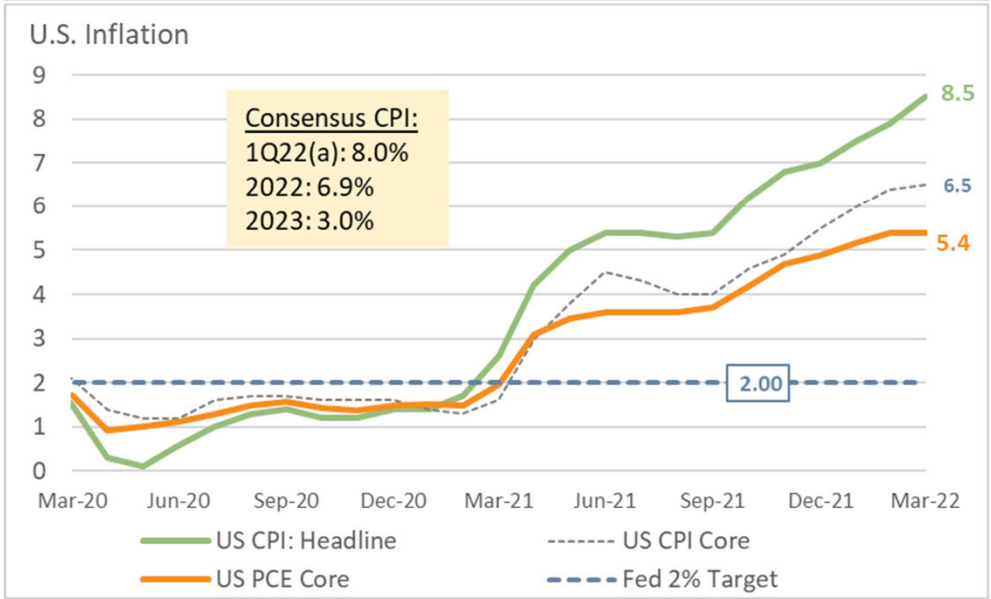
SOURCE: Beacon Pointe, Bloomberg LLC As of March 31, 2022

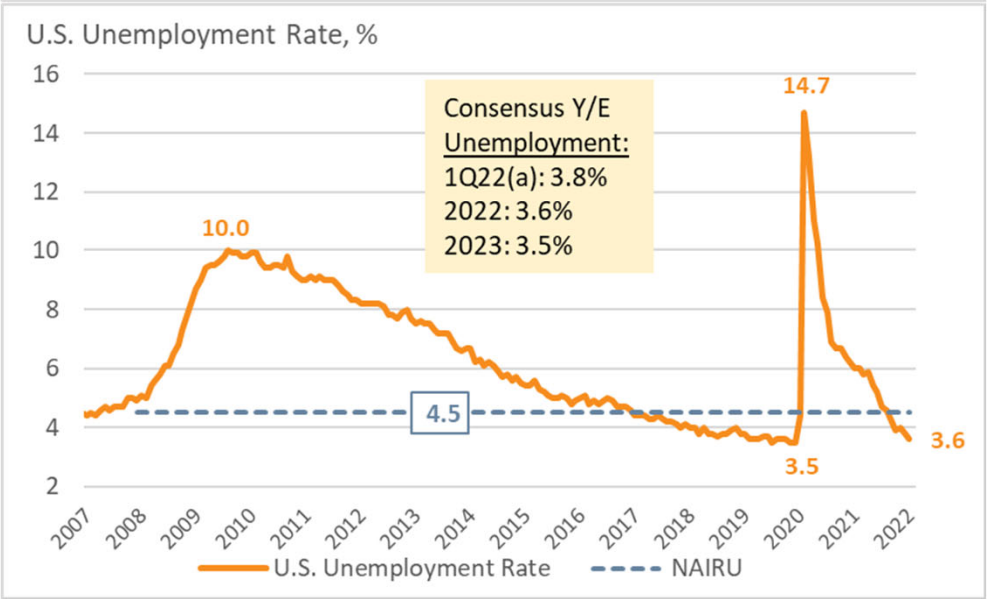
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U.S. Economic Review









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SOURCE: Beacon Pointe, Bloomberg LLC Data as of April 22, 2022

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Pointe of View

Secular Theme: *"Financial Repression"*

Cyclical Theme: *"Late Cycle Dynamics"*

We are in a period of "Financial Repression" [1] – historically low *NOMINAL* interest rates and higher inflation = negative *REAL* rates. Repression policies will take a back seat to inflation fighting – *temporarily.*

Economic recovery, supply chain disruptions and energy prices push interest rates higher, supporting a rotation out of U.S. Large Cap Growth stocks and into U.S. Large Cap Value.

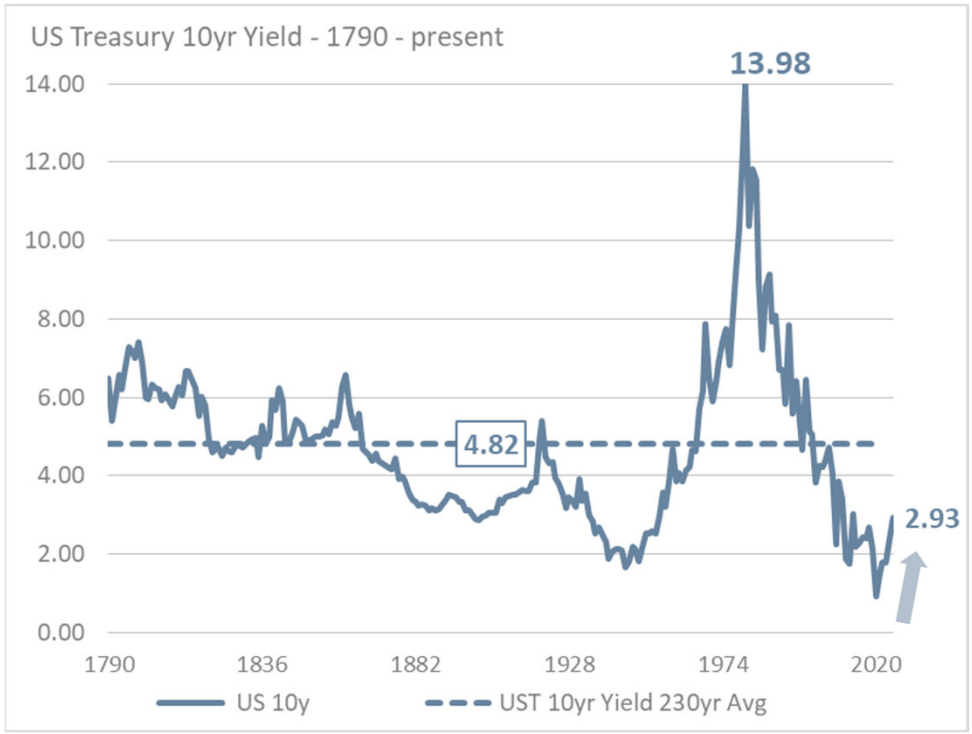
Inflation is uncomfortably high and inflation expectations are becoming less well-anchored. The Fed will be forced to aggressively tighten monetary policy.

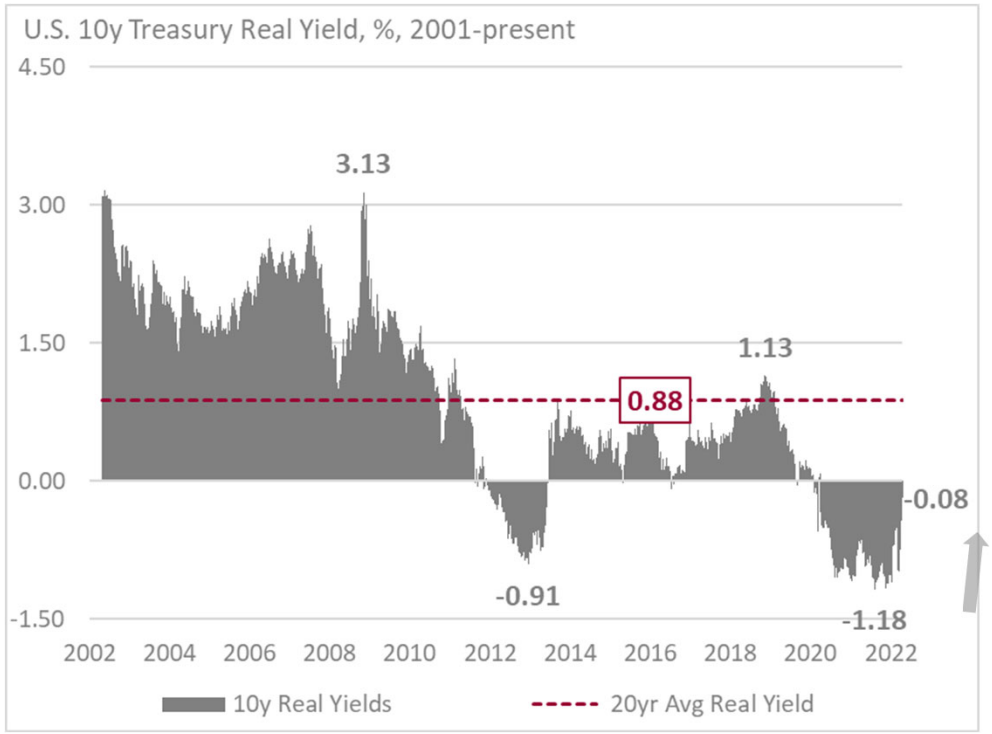
With fiscal and monetary policy in reverse, we expect a slowing economy and increased chance of recession. Risk assets will be challenged accordingly.

As of April 22, 2022; SOURCE: Beacon Pointe Advisors; [1] For more information on Financial Repression, see "Investing in the Age of Financial Repression," https://beaconpointe.com/investing-in-the-age-of-financial-repression/, July 2020

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Historically Low Interest Rates – Nominal and *Real*





- Interest rates have risen from the multi-century lows reached in August 2020 when the U.S. Treasury 10-year yield bottomed at 0.51%. Rates rose dramatically in the 1Q22 but remain at historically low and formerly *repressed* levels. Repression tactics will be on hold while the Fed fights inflation.

- We expect that nominal interest rates will remain at very low levels historically, and in conjunction with higher realized inflation, the result is negative *real* yields – the hallmark of a concerted government effort to pursue policies of financial repression. Real yields are much *less negative* today than 90 days ago thanks to the move higher in nominal yields – longer-term inflation expectations have remained stable but are in danger of becoming unmoored.

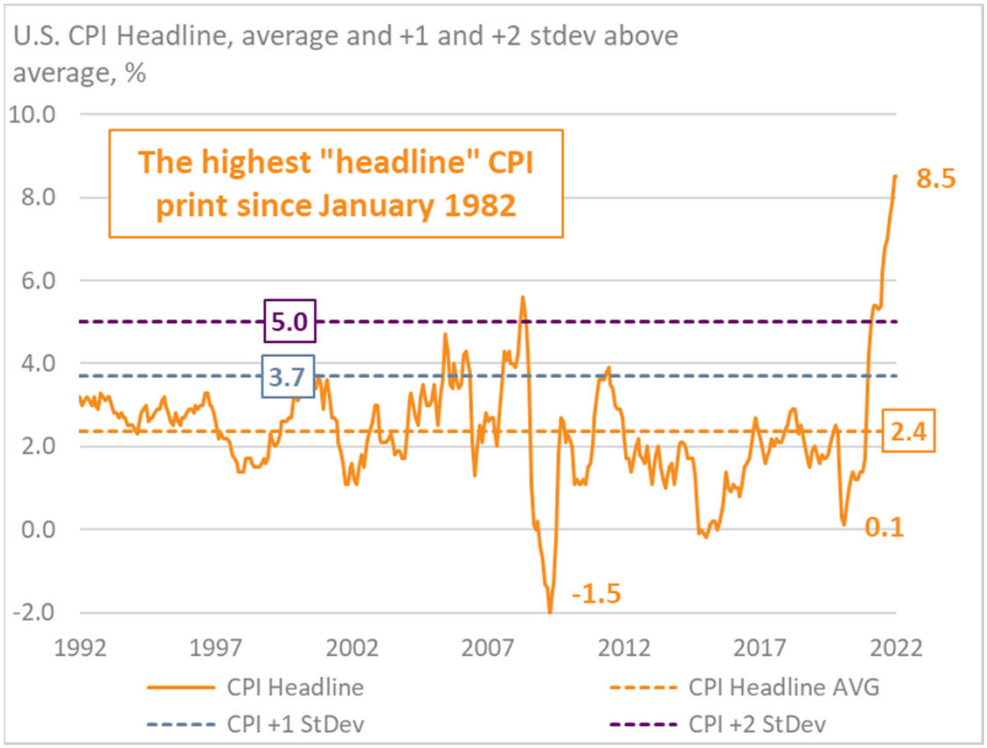
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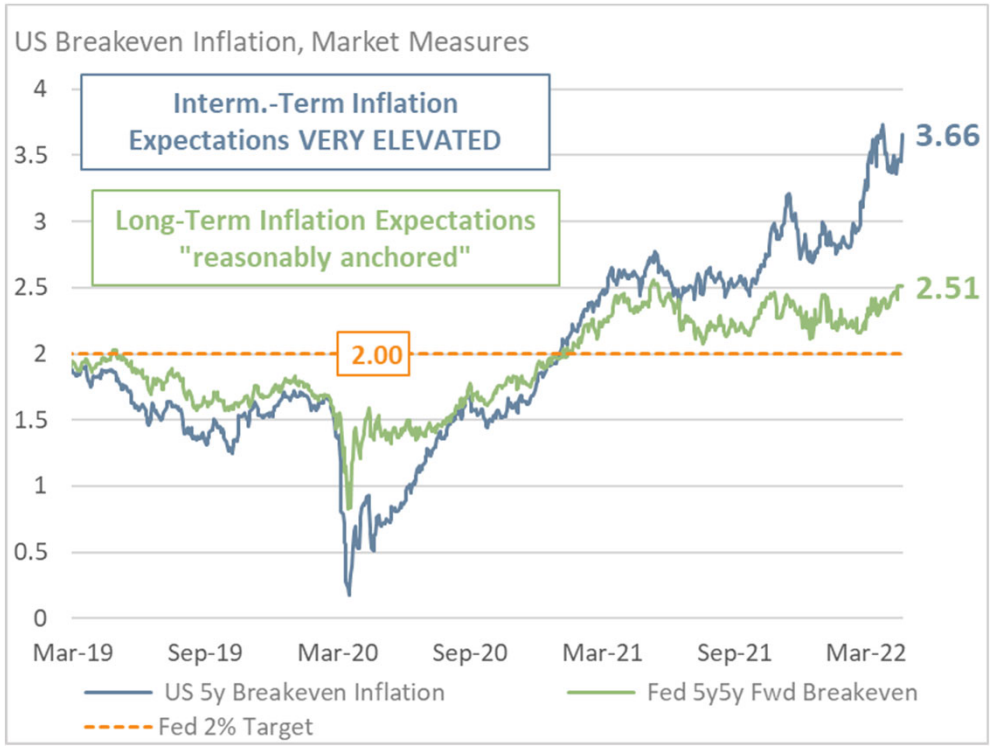
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SOURCE: Beacon Pointe, Bloomberg LLC As of April 22, 2022

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U.S. Inflation: Transitory or Persistent?





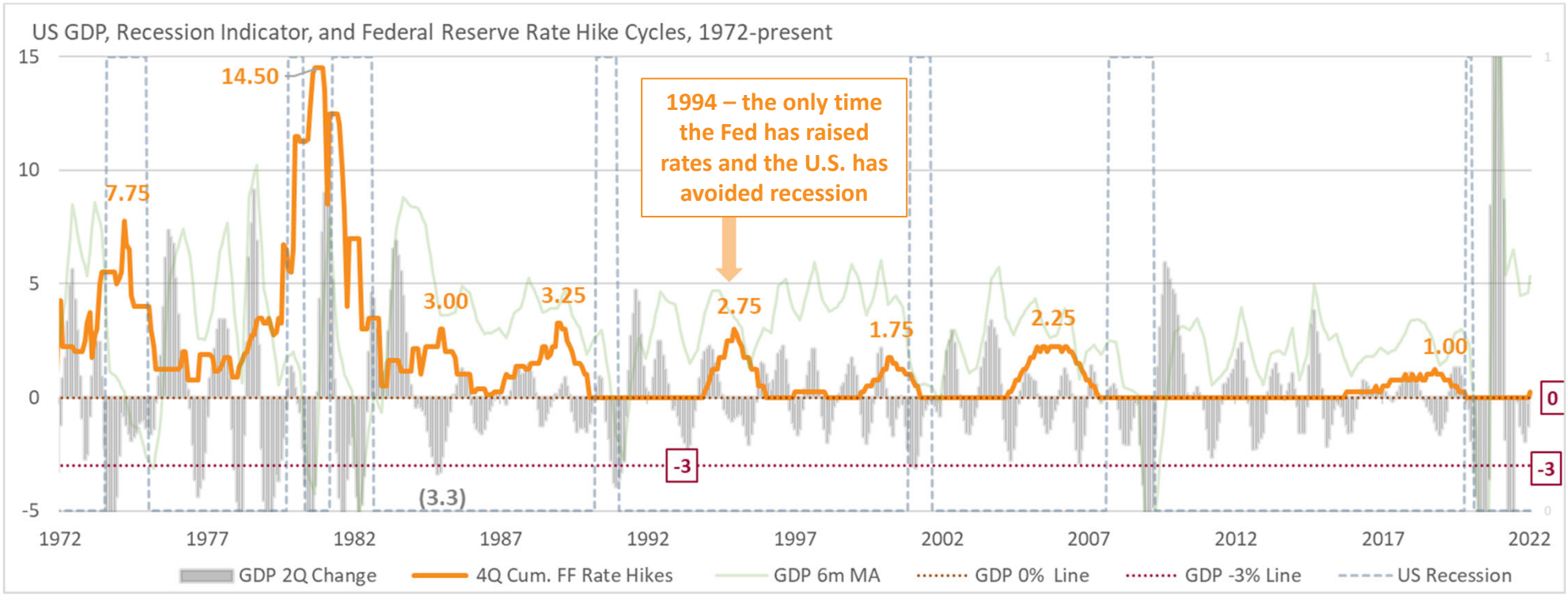
- Inflation is more than two standard deviations higher than the long-term average and has risen to the highest level since 1980 on a tight labor market, supply chain disruptions and rising commodity prices.
- Analysis of the Consumer Price Index (CPI) suggests that inflation is the result of both potentially transitory (supply chain) and more persistent (wages and rents) components. The Fed expects the transitory price pressures to resolve in time – hence, they will focus on the persistent components when deciding how fast and how high to raise interest rates.
- They will raise rates just enough to protect their hard-won inflation fighting credibility and to contain longer term inflation expectations. The risk of a Fed policy mistake that results in an economic slowdown is rising.

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Data as of April 22, 2022 SOURCE: Beacon Pointe, Bloomberg LLC, CDC

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Fed Rate Hikes Have Had the Intended Result - *lower GDP Growth*



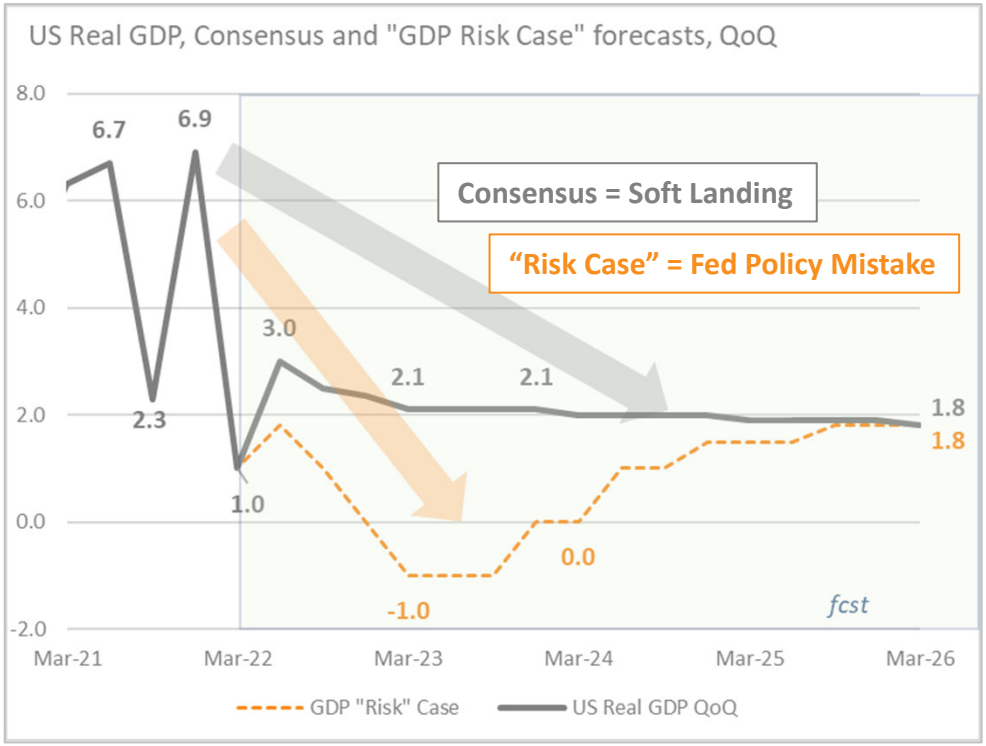
- "Late Cycle Dynamics" include peak economic activity and less accommodative monetary policy – these two features are correlated. The Fed will intentionally tighten financial conditions to slow activity, in order to relieve pressure on prices.
- The chart above shows U.S. GDP changes over two quarters and cumulative Fed rate hikes for the last eight cycles. When the Fed raises rates, GDP generally falls -3.0% or more over the next two quarters. Seven out of eight cycles since 1972 have ended in recession.
- The outlier is 1994 when recession was avoided, and the Fed engineered an elusive "soft landing."

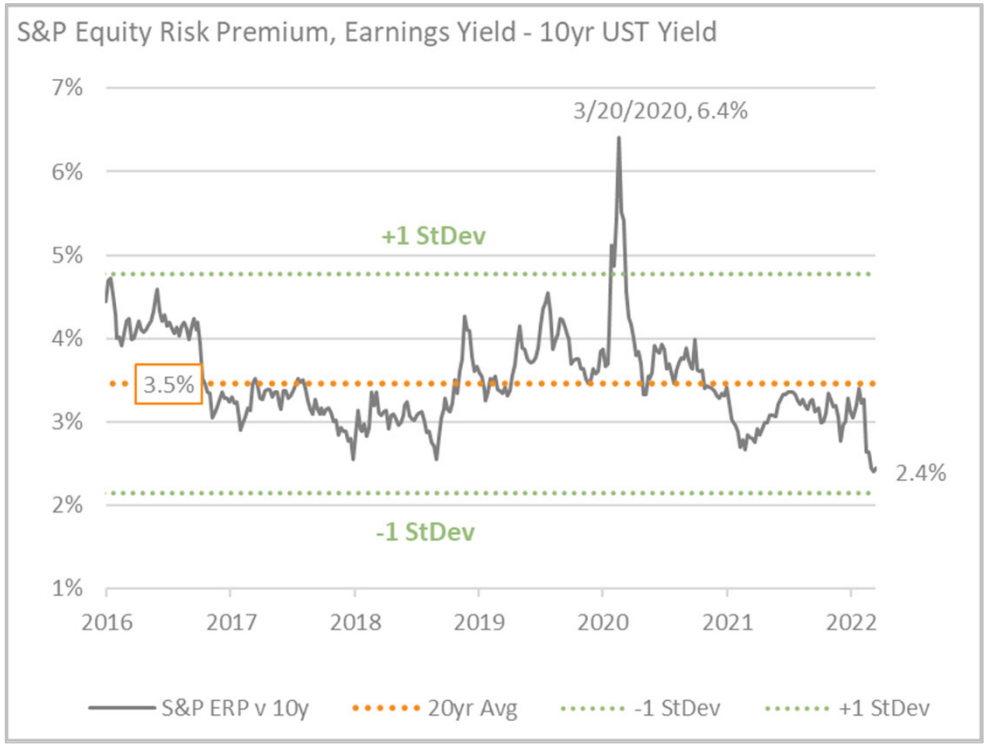
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As of April 22, 2022 Source: Bloomberg, Beacon Pointe

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ECONOMIC SLOWDOWN AHEAD + LOWER COMPENSATION FOR RISK TAKING





- "Late Cycle Dynamics" include peak economic activity, higher inflation, less accommodative monetary and fiscal policy, and less compensation for risk. The Bloomberg economist's outlook for GDP is lower but no recession – a rare "soft-landing."
- The Fed has awakened to the dangers of higher and more persistent inflation, and monetary policy will tighten accordingly. Fiscal policy will be greatly reduced in 2022 as compared to 2021 due in part to political gridlock.
- A spectacular recovery in asset prices since March 2020, less accommodative monetary policy, and slowing corporate profit growth are likely to challenge risk-taking in coming quarters as compensation for risk-taking has declined.

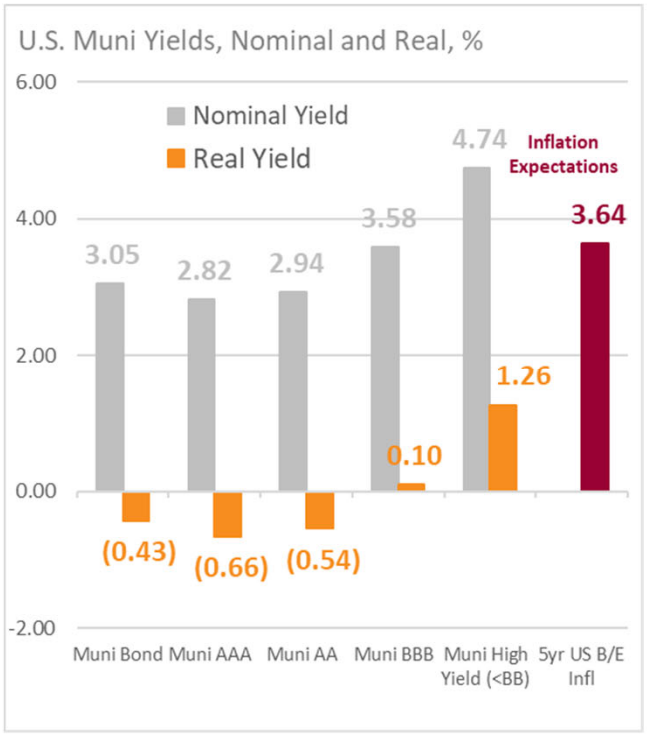
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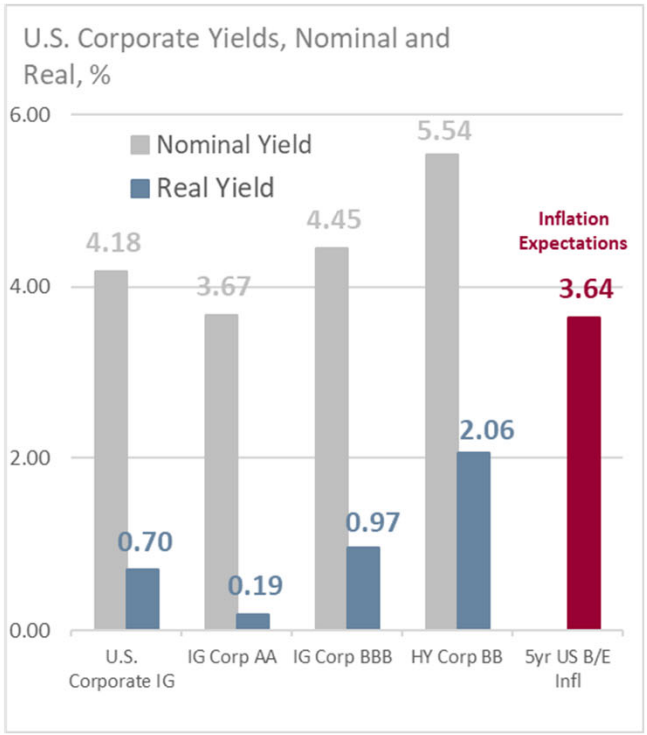
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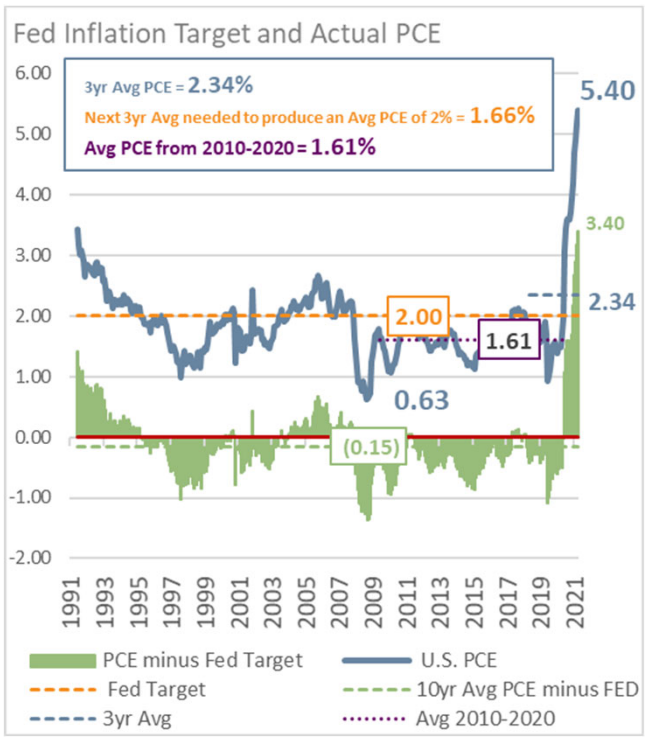
As of April 22, 2022 Source: Bloomberg, Beacon Pointe

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NEGATIVE *REAL* YIELDS ARE A CHALLENGE







- *Nominal* (observable) yields are historically low due to the Federal Reserve's Quantitative Easing (QE) policy. Realized inflation and inflation expectations have risen beyond the Fed's comfort zone. The result is negative *real* yields (Nominal Yields – Inflation).

- *Real* yields on higher-quality municipal and corporate bonds were deeply negative – now less so. There is positive real yield available in investment grade bonds for the first time since December 2020.

- Inflation has proven more persistent than the Fed would like - supply chain and energy prices have leaked into rents and wages. The new Fed framework - Average Inflation Targeting – will be tested in the current environment.

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Data as of April 22, 2022 SOURCE: Bloomberg

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Capital Markets Review



Market Performance Summary

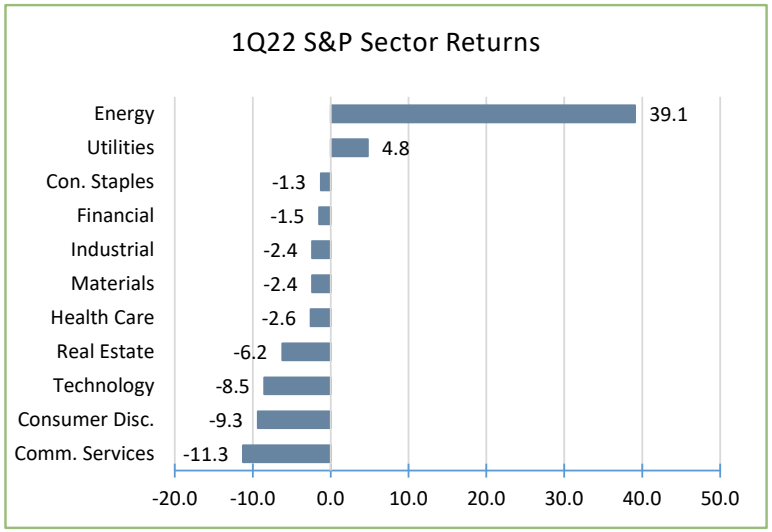
As of March 31, 2022

	Quarter Return	YTD Return	1 Year Return	3 Year Return	5 Year Return	7 Year Return	10 Year Return
Equity							
S&P 500	-4.6	-4.6	15.6	18.9	16.0	14.0	14.6
Russell 1000 Growth	-9.0	-9.0	15.0	23.6	20.9	17.3	17.0
Russell 1000	-5.2	-5.2	12.8	18.1	15.2	13.1	13.9
Russell 1000 Value	-0.7	-0.7	11.7	13.0	10.3	9.7	11.7
Russell Mid Cap	-5.7	-5.7	6.9	14.9	12.6	10.7	12.9
Russell 2000 Growth	-12.6	-12.6	-14.3	9.9	10.3	8.5	11.2
Russell 2000	-7.5	-7.5	-5.8	11.7	9.7	8.9	11.0
Russell 2000 Value	-2.4	-2.4	3.3	12.7	8.6	8.8	10.5
Russell 3000	-5.3	-5.3	11.9	18.2	15.4	13.4	14.3
MSCI ACWI Ex USA	-5.4	-5.4	-1.5	7.5	6.8	5.2	5.6
MSCI ACWI	-5.4	-5.4	7.3	13.8	11.6	9.7	10.0
MSCI EAFE	-5.9	-5.9	1.2	7.8	6.7	5.1	6.3
MSCI EM	-7.0	-7.0	-11.4	4.9	6.0	4.7	3.4
Fixed Income							
US Aggregate Bond	-5.9	-5.9	-4.2	1.7	2.1	1.9	2.2
US Govt/Credit Intermediate	-4.5	-4.5	-4.1	1.5	1.8	1.6	1.8
US Muni 1-10yr	-4.4	-4.4	-3.7	0.9	1.6	1.5	1.8
US Treasury Bill 3m	0.0	0.0	0.1	0.8	1.1	0.9	0.6
US High Yield	-4.8	-4.8	-0.7	4.6	4.7	5.0	5.7
Global High Yield	-5.7	-5.7	-3.8	2.6	3.3	4.3	4.9
Citi WGBI	-6.5	-6.5	-7.7	-0.1	1.3	1.2	0.3
EM Sovereign Debt USD	-9.2	-9.2	-7.5	0.7	1.9	3.1	3.6
Alternatives							
FTSE NAREIT Composite	-5.2	-5.2	22.3	11.1	10.3	8.8	10.2
S&P Global Natural Resources	16.8	16.8	30.8	15.4	12.5	9.7	5.5
Bloomberg Commodity	25.5	25.5	49.3	16.1	9.0	4.3	-0.7

U.S. Equity Sector Review

1Q22	Value	Core	Growth
Large	-0.7	-5.2	-9.0
Mid	-1.8	-5.7	-12.6
Small	-2.4	-7.5	-12.6

One Year	Value	Core	Growth
Large	11.7	12.8	15.0
Mid	11.5	6.9	-0.9
Small	3.3	-5.8	-14.3



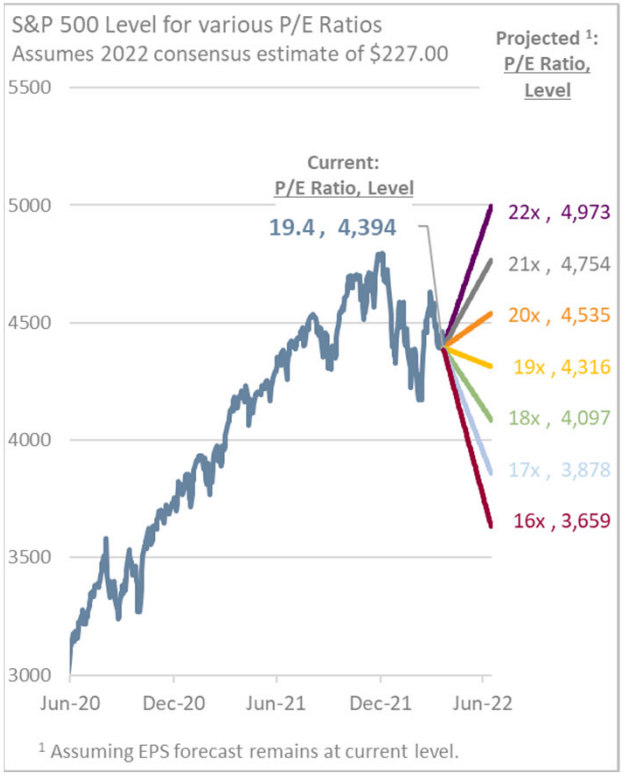


- Large Cap Value, despite returning -0.7% in the first quarter, significantly outperformed Large Cap Growth which returned -9.0%. Value also outperformed Growth in Mid Cap and Small Cap. Over the past twelve months, most segments of the market have posted positive returns. Only Small Cap Core (-5.8%) and Small Cap Growth (-14.3%) posted negative returns over that period.

- Only Energy (39.1%) and Utilities (4.8%) posted positive returns in the first quarter. All sectors other than Communication Services (-5.3%) posted positive returns over the prior twelve-month period.

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U.S. Equity Corporate Earnings – Some Additional Clarity…



Expected S&P 500 Level and Returns - Sensitivity Analysis

S&P 500 LEVELS			4QFwdEPS	227.00	Index:	4,394	P/E	19.4		
		P/E Ratio								
EPS growth	EPS	15	16	17	18	19	19.4	20	21	22
-8.8%	207	3,105	3,312	3,519	3,726	3,933	4,007	4,140	4,347	4,554
-6.6%	212	3,180	3,392	3,604	3,816	4,028	4,103	4,240	4,452	4,664
-4.4%	217	3,255	3,472	3,689	3,906	4,123	4,200	4,340	4,557	4,774
-2.2%	222	3,330	3,552	3,774	3,996	4,218	4,297	4,440	4,662	4,884
-	227.00	3,405	3,632	3,859	4,086	4,313	4,394	4,540	4,767	4,994
2.2%	232	3,480	3,712	3,944	4,176	4,408	4,490	4,640	4,872	5,104
4.4%	237	3,555	3,792	4,029	4,266	4,503	4,587	4,740	4,977	5,214
6.6%	242	3,630	3,872	4,114	4,356	4,598	4,684	4,840	5,082	5,324
8.8%	247	3,705	3,952	4,199	4,446	4,693	4,781	4,940	5,187	5,434

S&P 500 RETURNS		P/E Ratio								
EPS growth	EPS	15	16	17	18	19	19.4	20	21	22
-8.8%	207	-29%	-25%	-20%	-15%	-10%	-9%	-6%	-1%	4%
-6.6%	212	-28%	-23%	-18%	-13%	-8%	-7%	-3%	1%	6%
-4.4%	217	-26%	-21%	-16%	-11%	-6%	-4%	-1%	4%	9%
-2.2%	222	-24%	-19%	-14%	-9%	-4%	-2%	1%	6%	11%
-	227.00	-23%	-17%	-12%	-7%	-2%	0%	3%	8%	14%
2.2%	232	-21%	-16%	-10%	-5%	0%	2%	6%	11%	16%
4.4%	237	-19%	-14%	-8%	-3%	2%	4%	8%	13%	19%
6.6%	242	-17%	-12%	-6%	-1%	5%	7%	10%	16%	21%
8.8%	247	-16%	-10%	-4%	1%	7%	9%	12%	18%	24%

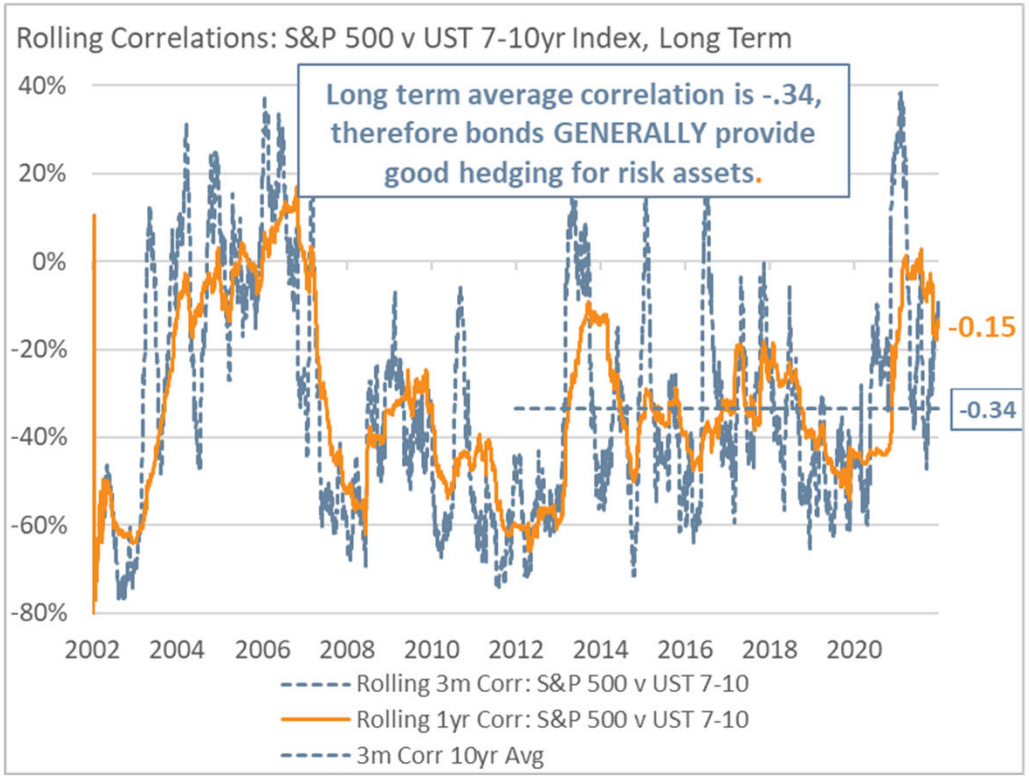
- S&P 500 earnings estimates for 2021 were raised by more than 30% from ~$160 at the beginning of the year to $208.
- Current 2022 full-year consensus earnings per share are ~$227, equating to a P/E ratio of 19.4x (with the S&P at 4,394 on April 21, 2022), a much higher level than the 10-year average of about ~16x.
- Two explanations for PE multiples remaining elevated : 1) the market is discounting strong earnings growth in the coming years (consensus: +8.9% yoy/$227 for 2022, +10.1%/$250 for 2023), and/or 2) monetary policy is encouraging a new, higher plateau in P/E ratios despite multiple rate hikes already price in for 2022/2023.
- The traditional approach of looking at P/E ratios as an absolute value approach fails to compare the relative options available to an investor at any point in time. ***Fed policy remains a key factor in equity valuations.***

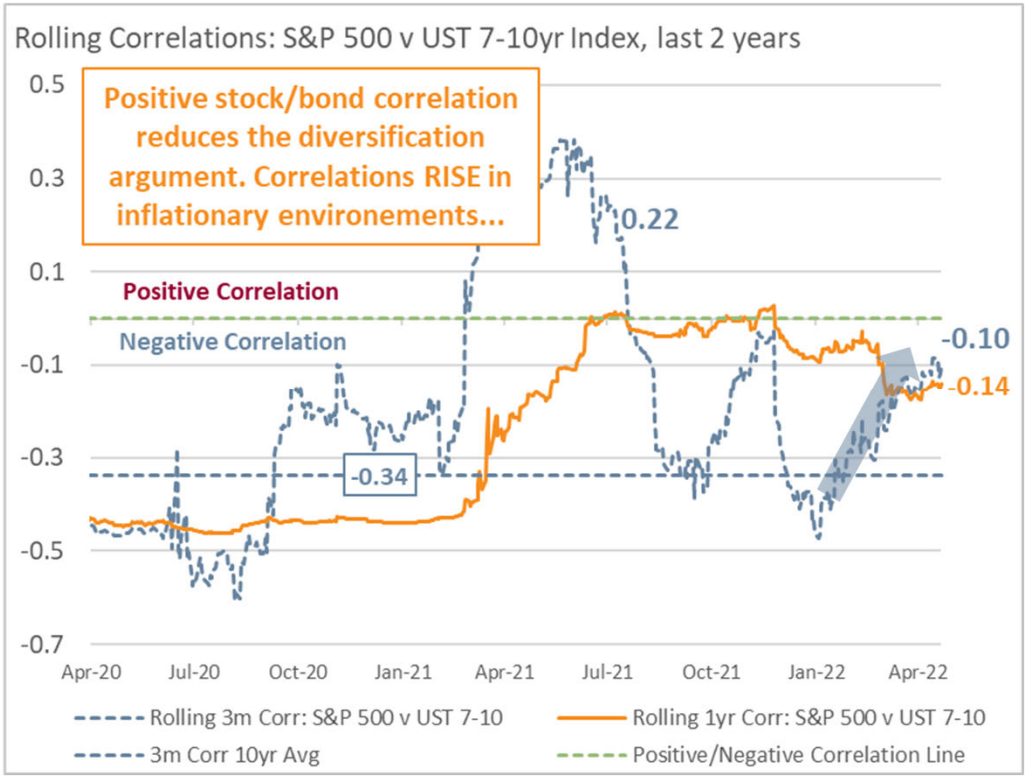
Disclosure: The commentary is not intended as a guarantee of profitable outcomes. Any forward-looking statements are based on certain expectations and assumptions that are susceptible to changes in circumstances. Past performance is no guarantee of future results.

Data as of April 21, 2022. Source: Beacon Pointe, Bloomberg LLC

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Equity / Bond Correlations RISING





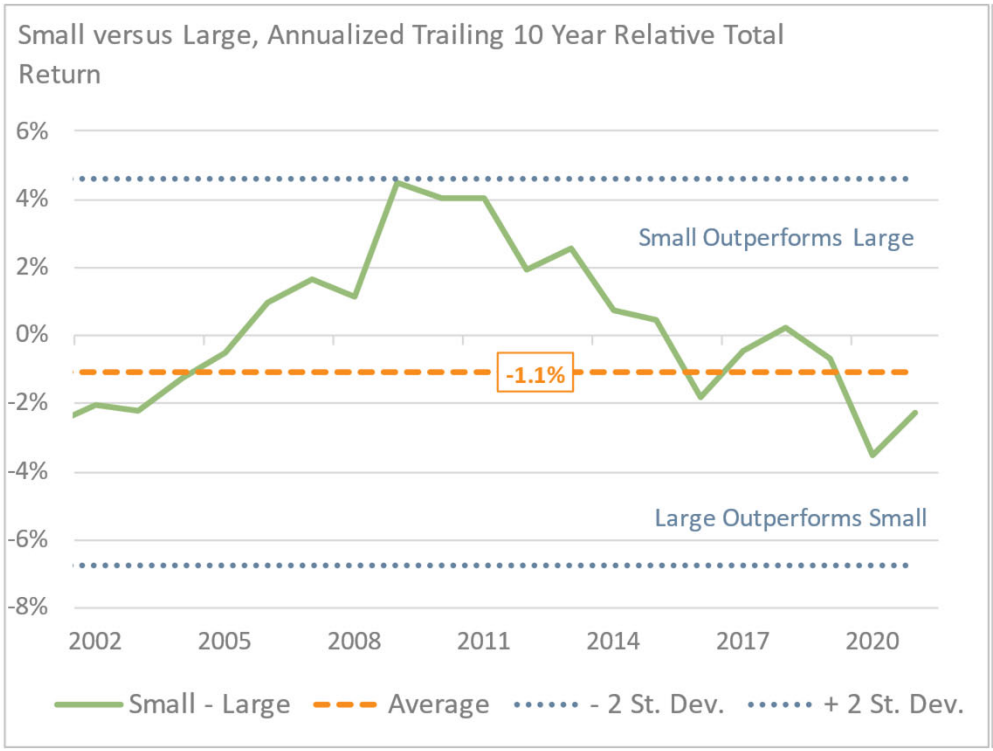
- Stock-Bond return correlations are increasing, reducing the ability of bond portfolios to hedge riskier assets.
- This is a common occurrence in periods of higher inflation.

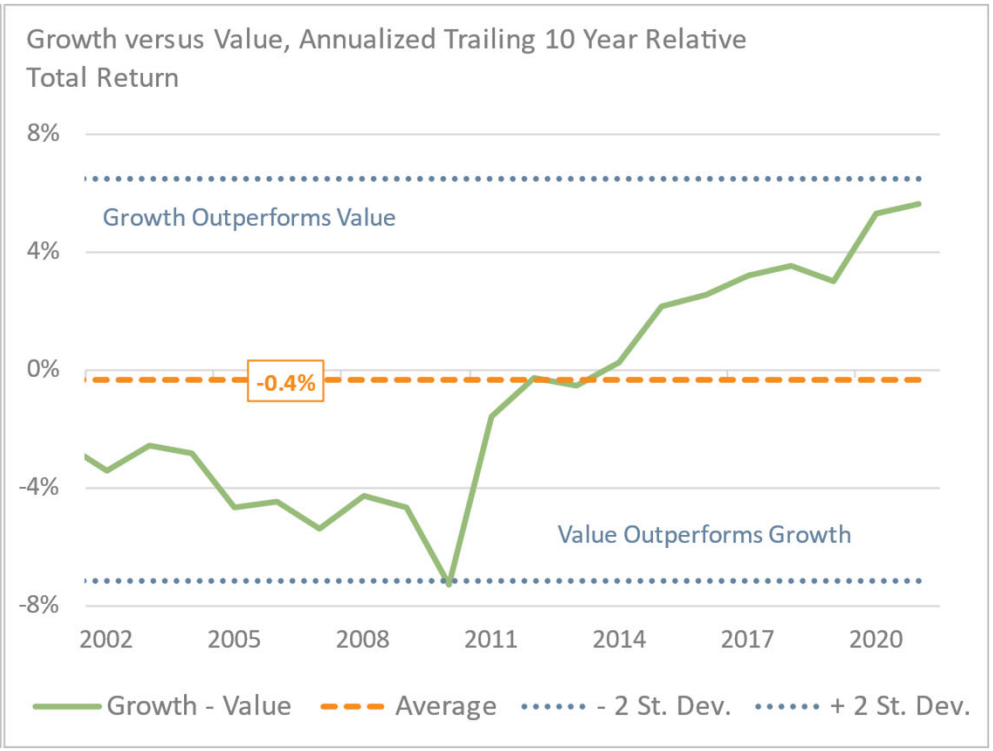
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Data as of April 21, 2022 Source: Beacon Pointe, Bloomberg LLC

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SIZE – SMALL PERFORMS WELL, GROWTH *STILL* OVERVALUED



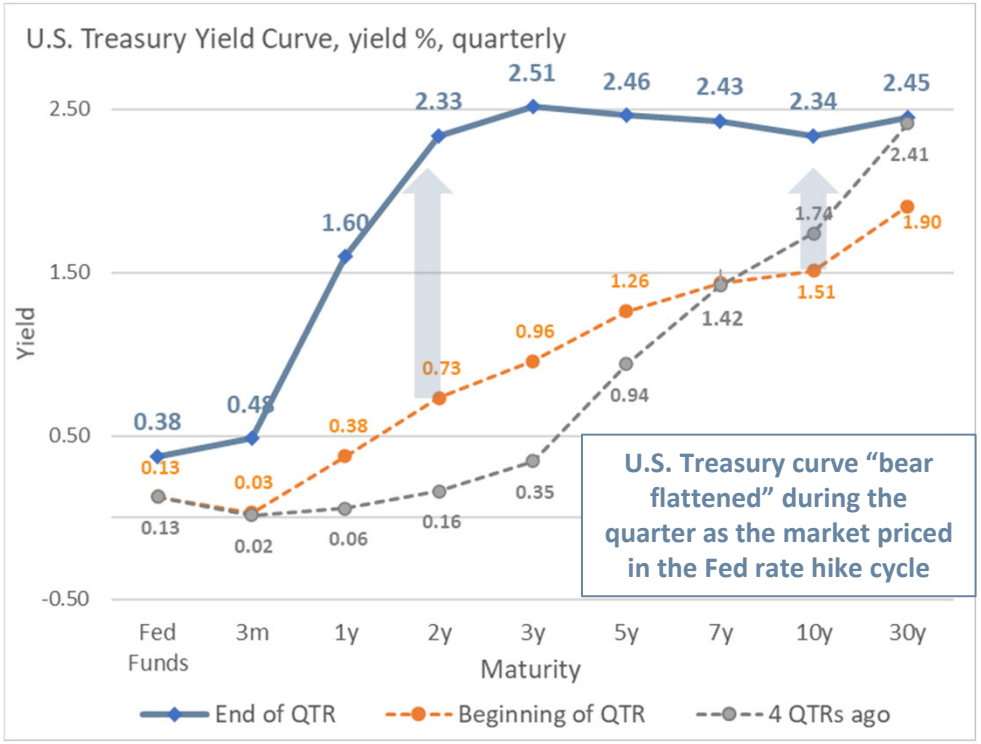


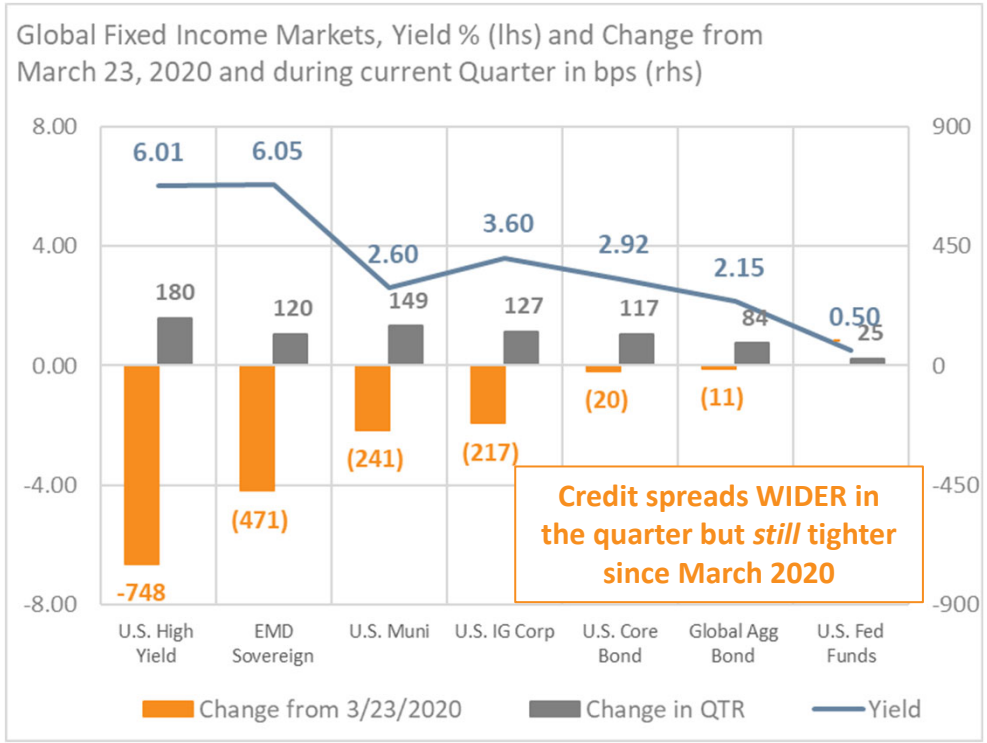
- The Russell 1000 Index has outperformed the Russell 2000 Index on average by 1.1% over the past 30 years of rolling 10-year periods. Small-Cap equities remain modestly undervalued relative to Large-Cap.
- Value outperformed Growth significantly in 1Q22. Value, however, remains *much* cheaper than Growth based on rolling 10-year relative performance.

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Data as of March 31, 2022 SOURCE: Morningstar Direct

Fixed Income Review – Curve Flattens, Spreads Tighten





- U.S. Treasury bond yields rose across the curve from 1-year out to 10-year maturities in a "bear flattening" as inflation fears grew. The curve inverted briefly at the end of the quarter, a sign of a possible economic slowdown to come.

- The Federal Reserve raised their target interest rate +25bps on March 16. The market – and Beacon Pointe – expect the Fed to raise rates aggressively in coming months in order to preserve their inflation-fighting credibility.

- Riskier global bond markets have rallied substantially from the low prices of two years ago. During 1Q22, the worst bond market in 40 years, yields rose dramatically and reversed some of the appreciation we have seen in the past seven quarters. The result of the sell-off is that some bonds have a *positive* inflation-adjusted yield for the first time since 4Q2020.

BEACON POINTE

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Data as of March 31, 2022 Source: Beacon Pointe, Bloomberg LLC

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Macro Themes

Current Investment Themes and Catalysts – April 2022

Secular Theme – "Financial Repression"

- **Financial Repression remains the long-term operating framework** as governments work to reduce the high debt levels accumulated during COVID mitigation efforts. However, over our cyclical horizon, we do expect that **repression policies will be put on "pause" in order to fight inflation** and will reappear once inflation expectations are affirmed near Fed comfort levels.
- Global **Monetary Policy has reversed course and central banks are expected to rapidly remove policy accommodation in response to inflationary pressures.** Most central banks will attempt some interest rate normalization should economic and pandemic developments allow.
- The containment of COVID-19 has moved from the front burner with other cyclical issues taking precedence and may be moving to a more endemic state. Should this persist, it would be a very welcome development.

Cyclical Outlook – "Late Cycle Dynamics"

- The economic recovery since 2Q20 is the result of an unprecedented monetary policy response, massive fiscal stimulus and positive virus and vaccine developments; however, the tremendous salutatory impact of **the dual policy pillars is reversing** with expected Federal Reserve rate hikes and substantial fiscal tightening in 2022. "Stagflation Lite" is possible as we progress towards the later stages of the business cycle.
- Dislocated supply chains and increasing demand caused a mismatch in goods markets in 2021. Coupled with loose monetary policy and a tight labor market, this produced a **surge in realized inflation that has materially breached the Fed's 2% target.** As we expected, price pressures have been more persistent than originally projected by the Fed and they **will be forced to respond by aggressively raising interest rates.**
- U.S. real interest rates have risen sharply with expectations for a less accommodative Fed. This increase in rates has restarted a rotation from Large Cap Growth stocks to Large Cap Value. An expected rotation to International stocks has not materialized.
- The unemployment rate has declined steadily to below 4.0% but is flattened by labor market participation that remains below pre-COVID levels. The willingness of workers to quit (the "quits rate") is near record level, putting upward pressure on wages. We expect this phenomena to reverse as savings rates decline, the pandemic retreats as a major factor in labor markets, and higher wages lure employees back to work.
- The **significant constraints to implementing a progressive policy agenda -** razor thin Democratic majorities in Congress and declining presidential approval ratings - have stymied the Biden legislative agenda. Midterm elections in November will loom large in the minds of Congressional members up for reelection when considering how to message various legislative priorities.

Risks – "Inflation and Recession Fears"

- The efforts to reflate the economy – especially monetary stimulus – coupled with economic reopening may cause a further unwelcome, **persistent rise in inflation** and bond yields that is not immediately met by Fed tightening, de-anchoring inflation expectations.
- The 2021 performance of the equity market was driven by earnings growth and is now dependent on elevated multiples – and continued low rates. If interest rates rise in a disorderly fashion, markets may price increasing recession probabilities - and a material re-rating of equity risk.
- Any material reversal of progress on containing the virus - a new, more virulent variant for example - will cause economic and equity market stress.
- The "Fed Put" is struck at a much lower level –any additional **shocks to the economy or financial markets will be met with risk aversion. At the same time, the Fed's ability to provide policy support to the equity market is constrained given extremely elevated inflation.**
- While the policy degrees of freedom are limited, concerns about the long-term ability of the U.S. to respond to shocks will not exert a material impact on markets until and if a credible reserve currency substitute emerges to challenge the U.S. dollar. We view this as a distant tail risk.

Periodic Table of Returns – March 2022

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	YTD	5 Year	10 Year
US Large Blend	28.94	43.30	15.19	5.67	31.74	37.28	1.87	36.39	38.49	28.71	25.55	20.88	17.04
US Large Value	18.22	38.82	13.69	1.38	21.31	30.21	0.01	31.49	34.63	28.27	0.04	15.99	14.64
US Large Growth	18.05	34.52	13.45	0.87	17.34	25.03	-1.51	28.48	19.96	27.60	-0.74	10.33	11.70
US Small Blend	17.51	33.48	13.05	0.55	11.96	22.17	-4.02	26.54	18.40	27.11	-2.40	10.29	11.21
US Small Value	17.32	32.53	5.97	0.05	11.77	21.83	-4.38	25.52	18.31	26.65	-2.70	9.74	11.04
US Small Growth	16.35	32.39	5.60	-0.27	11.32	15.41	-5.52	22.85	13.49	25.16	-3.85	9.00	10.54
International Equity	16.00	22.78	4.96	-0.81	11.19	14.65	-6.05	22.39	10.27	14.82	-4.60	8.57	8.26
Emerging Markets Equity	15.26	12.32	4.89	-0.98	7.08	13.66	-8.27	22.01	7.82	11.26	-5.55	8.05	7.06
US Fixed Income	14.59	8.96	4.22	-1.38	5.92	13.23	-9.31	19.41	7.51	10.20	-5.91	7.72	6.27
Cash	11.48	5.87	3.36	-3.83	5.37	7.84	-11.01	18.42	4.63	6.53	-5.93	6.72	3.93
Commodities	4.79	0.07	0.03	-4.41	2.65	7.77	-11.25	8.72	2.80	2.83	-6.97	5.98	3.36
Real Estate	4.21	-2.02	-2.19	-7.47	1.00	3.54	-12.86	8.39	0.67	0.05	-7.53	4.64	2.24
Hedge Funds	0.11	-2.60	-4.90	-14.92	0.52	1.70	-13.79	7.69	-3.12	(1.54)	-9.04	2.14	0.63
60%MSCI ACWI / 40% BloomBarc Agg	-1.06	-9.52	-17.01	-24.66	0.33	0.86	-14.57	2.28	-6.20	(2.54)	-12.63	1.13	-0.70

BEACON POINTE

Data as of March 31, 2022. Source Data: Morningstar, Inc. & Hedge Fund Research, Inc. (HFR). Indices used: S&P 500, Russell 1000 Value, Russell 1000 Growth, Russell 2000, Russell 2000 Value, Russell 2000 Growth, MSCI EAFE, MSCI EM, BC Agg, BofA 3 mon T-Bill, Bloomberg Comm Index, S&P Developed Property, HFRI FOF, MSCI ACWI. Past performance is no guarantee of future results.

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El Camino Real OPEB

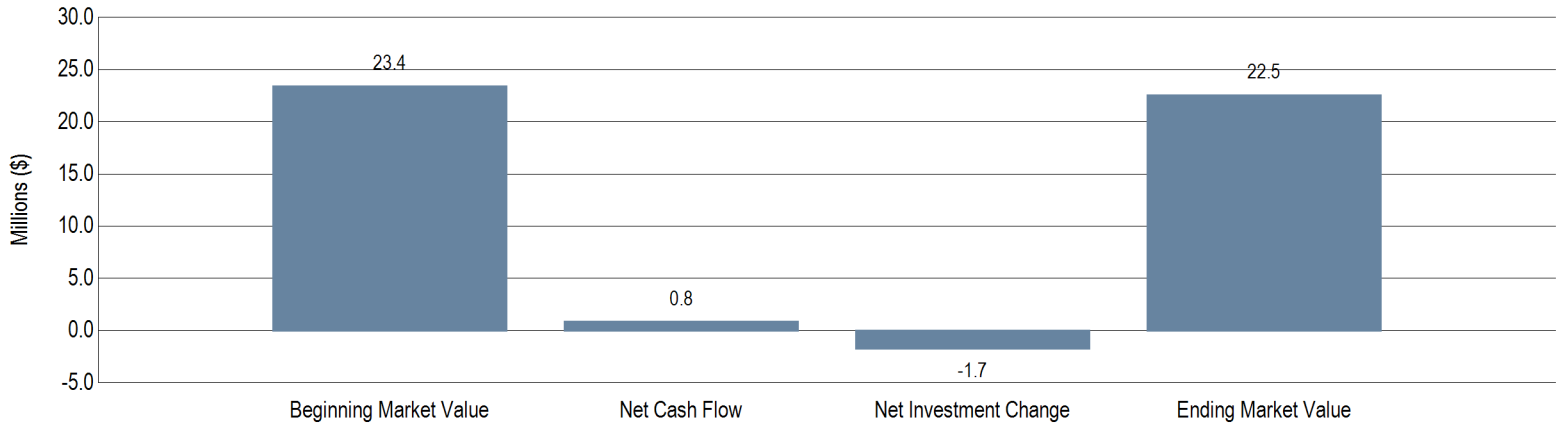
Total Composite

As of March 31, 2022

Summary Of Cash Flows

	First Quarter	Year-To-Date	One Year	Three Years	Five Years	Inception 9/1/21
Beginning Market Value	$23,412,518	$23,412,518	--	--	--	$22,389,294
Net Cash Flow	$818,165	$818,165	$1,673,106	$1,673,106	$1,673,106	$1,673,106
Net Investment Change	-$1,711,848	-$1,711,848	$20,845,729	$20,845,729	$20,845,729	-$1,543,565
Ending Market Value	$22,518,835	$22,518,835	$22,518,835	$22,518,835	$22,518,835	$22,518,835

Change in Market Value
From January 01, 2022 To March 31, 2022



El Camino Real OPEB

Total Composite

As of March 31, 2022

	Market Value ($)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
Total Composite	**22,518,835**	**100.0**	**-6.8**	**-6.8**	**--**	**--**	**--**	**--**	**--**	**--**	**-6.1**	**Sep-21**
Policy Index			*-5.6*	*-5.6*	*--*	*--*	*--*	*--*	*--*	*--*	*-4.5*	*Sep-21*
Total Equity	**12,516,440**	**55.6**	**-8.3**	**-8.3**	**--**	**--**	**--**	**--**	**--**	**--**	**-7.6**	**Sep-21**
MSCI ACWI			*-5.4*	*-5.4*	*7.3*	*13.8*	*11.6*	*9.7*	*10.0*	*9.0*	*-3.2*	*Sep-21*
Total Domestic Equity	**8,132,490**	**36.1**	**-7.8**	**-7.8**	**--**	**--**	**--**	**--**	**--**	**--**	**-4.6**	**Sep-21**
Russell 3000			*-5.3*	*-5.3*	*11.9*	*18.2*	*15.4*	*13.4*	*14.3*	*13.6*	*-1.1*	*Sep-21*
Total International Equity	**4,383,950**	**19.5**	**-9.4**	**-9.4**	**--**	**--**	**--**	**--**	**--**	**--**	**-12.4**	**Sep-21**
MSCI ACWI ex USA			*-5.4*	*-5.4*	*-1.5*	*7.5*	*6.8*	*5.2*	*5.6*	*4.3*	*-6.8*	*Sep-21*
Total Fixed	**7,077,551**	**31.4**	**-5.5**	**-5.5**	**--**	**--**	**--**	**--**	**--**	**--**	**-6.3**	**Sep-21**
Bloomberg US Aggregate TR			*-5.9*	*-5.9*	*-4.2*	*1.7*	*2.1*	*1.9*	*2.2*	*2.7*	*-6.7*	*Sep-21*
Total Alternatives	**2,866,693**	**12.7**	**-3.3**	**-3.3**	**--**	**--**	**--**	**--**	**--**	**--**	**0.6**	**Sep-21**
Custom Alts Index			*-3.3*	*-3.3*	*--*	*--*	*--*	*--*	*--*	*--*	*0.1*	*Sep-21*
Total Cash	**58,151**	**0.3**	**0.0**	**0.0**	**--**	**--**	**--**	**--**	**--**	**--**	**0.0**	**Sep-21**
ICE BofA 91 Days T-Bills TR			*0.0*	*0.0*	*0.1*	*0.8*	*1.1*	*0.9*	*0.6*	*0.6*	*0.1*	*Sep-21*

	Current Balance	Current Allocation	Policy	Policy Range	Difference	Within IPS Range?
US Equity	$8,132,490	36.1%	35.0%	20.0% - 50.0%	1.1%	Yes
International Equity	$4,383,950	19.5%	20.0%	10.0% - 30.0%	-0.5%	Yes
Fixed Income	$7,077,551	31.4%	30.0%	20.0% - 50.0%	1.4%	Yes
Alternatives	$2,866,693	12.7%	15.0%	0.0% - 25.0%	-2.3%	Yes
Cash	$58,151	0.3%	0.0%	0.0% - 10.0%	0.3%	Yes
Total	**$22,518,835**	**100.0%**	**100.0%**			

El Camino Real OPEB

Total Composite

As of March 31, 2022

	Market Value ($)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
Total Composite	**22,518,835**	**100.0**	**-6.8**	**-6.8**	**--**	**--**	**--**	**--**	**--**	**--**	**-6.1**	**Sep-21**
Policy Index			*-5.6*	*-5.6*	*--*	*--*	*--*	*--*	*--*	*--*	*-4.5*	*Sep-21*
Total Equity	**12,516,440**	**55.6**	**-8.3**	**-8.3**	**--**	**--**	**--**	**--**	**--**	**--**	**-7.6**	**Sep-21**
MSCI ACWI			*-5.4*	*-5.4*	*7.3*	*13.8*	*11.6*	*9.7*	*10.0*	*9.0*	*-3.2*	*Sep-21*
Total Domestic Equity	**8,132,490**	**36.1**	**-7.8**	**-7.8**	**--**	**--**	**--**	**--**	**--**	**--**	**-4.6**	**Sep-21**
Russell 3000			*-5.3*	*-5.3*	*11.9*	*18.2*	*15.4*	*13.4*	*14.3*	*13.6*	*-1.1*	*Sep-21*
Fiduciary Management: Large Cap Instl	2,341,905	10.4	-5.5	-5.5	--	--	--	--	--	--	-0.1	Sep-21
Russell 1000 Value			*-0.7*	*-0.7*	*11.7*	*13.0*	*10.3*	*9.7*	*11.7*	*11.1*	*3.3*	*Sep-21*
Polen Capital Focus Growth	2,184,233	9.7	-13.5	-13.5	--	--	--	--	--	--	-13.6	Sep-21
Russell 1000 Growth			*-9.0*	*-9.0*	*15.0*	*23.6*	*20.9*	*17.3*	*17.0*	*16.5*	*-4.1*	*Sep-21*
Vanguard S&P 500 ETF	2,286,341	10.2	-4.6	-4.6	15.5	18.9	16.0	14.0	14.6	14.0	1.1	Sep-21
S&P 500			*-4.6*	*-4.6*	*15.6*	*18.9*	*16.0*	*14.0*	*14.6*	*14.1*	*1.0*	*Sep-21*
Vanguard Mid-Cap ETF	979,663	4.4	-6.3	-6.3	8.8	15.7	13.0	10.4	12.9	12.0	-3.1	Sep-21
CRSP US Mid Cap TR USD			*-6.3*	*-6.3*	*8.9*	*15.7*	*13.0*	*10.9*	*13.0*	*12.1*	*-3.0*	*Sep-21*
Vanguard Russell 2000 ETF	340,348	1.5	-7.6	-7.6	-6.0	11.8	9.8	8.9	11.1	10.0	-8.3	Sep-21
CRSP US Small Cap TR USD			*-5.7*	*-5.7*	*0.7*	*13.1*	*11.3*	*9.8*	*12.2*	*11.2*	*-5.1*	*Sep-21*
Total International Equity	**4,383,950**	**19.5**	**-9.4**	**-9.4**	**--**	**--**	**--**	**--**	**--**	**--**	**-12.4**	**Sep-21**
MSCI ACWI ex USA			*-5.4*	*-5.4*	*-1.5*	*7.5*	*6.8*	*5.2*	*5.6*	*4.3*	*-6.8*	*Sep-21*
Artisan International Value Instl	1,787,609	7.9	-3.0	-3.0	4.6	11.7	8.6	7.1	9.2	8.4	-1.9	Sep-21
MSCI EAFE			*-5.9*	*-5.9*	*1.2*	*7.8*	*6.7*	*5.1*	*6.3*	*5.1*	*-6.2*	*Sep-21*
American Europacific F3	1,741,648	7.7	-12.2	-12.2	-9.3	8.4	8.0	6.1	7.1	5.8	-16.8	Sep-21
MSCI ACWI ex USA			*-5.4*	*-5.4*	*-1.5*	*7.5*	*6.8*	*5.2*	*5.6*	*4.3*	*-6.8*	*Sep-21*
Invesco Developing Mkts	854,693	3.8	-15.7	-15.7	-22.5	0.5	4.1	3.5	3.2	2.4	-21.4	Sep-21
MSCI Emerging Markets			*-7.0*	*-7.0*	*-11.4*	*4.9*	*6.0*	*4.7*	*3.4*	*2.2*	*-11.8*	*Sep-21*

El Camino Real OPEB

Total Composite

As of March 31, 2022

	Market Value ($)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
Total Fixed	**7,077,551**	**31.4**	**-5.5**	**-5.5**	**--**	**--**	**--**	**--**	**--**	**--**	**-6.3**	**Sep-21**
Bloomberg US Aggregate TR			*-5.9*	*-5.9*	*-4.2*	*1.7*	*2.1*	*1.9*	*2.2*	*2.7*	*-6.7*	*Sep-21*
Metropolitan West Total Return	3,151,907	14.0	-6.3	-6.3	-4.6	2.2	2.5	2.1	3.1	3.4	-7.1	Sep-21
Bloomberg US Aggregate TR			*-5.9*	*-5.9*	*-4.2*	*1.7*	*2.1*	*1.9*	*2.2*	*2.7*	*-6.7*	*Sep-21*
Dodge & Cox Income	3,039,072	13.5	-5.2	-5.2	-3.6	2.8	3.0	2.8	3.2	3.5	-6.2	Sep-21
Bloomberg US Aggregate TR			*-5.9*	*-5.9*	*-4.2*	*1.7*	*2.1*	*1.9*	*2.2*	*2.7*	*-6.7*	*Sep-21*
PIMCO Short Asset Investment	886,573	3.9	-0.6	-0.6	-0.7	0.8	1.3	1.3	--	--	--	Apr-22
Schwab US TIPS ETF	0	0.0	-3.1	-3.1	4.1	6.1	4.4	3.5	2.6	3.4	-3.1	Dec-21
Total Alternatives	**2,866,693**	**12.7**	**-3.3**	**-3.3**	**--**	**--**	**--**	**--**	**--**	**--**	**0.6**	**Sep-21**
Custom Alts Index			*-3.3*	*-3.3*	--	--	--	--	--	--	*0.1*	*Sep-21*
Swan Hedged Equity US ETF	1,850,683	8.2	-4.1	-4.1	--	--	--	--	--	--	-0.4	Sep-21
60% S&P 500 / 40% Barclays US Aggregate			*-5.1*	*-5.1*	*7.5*	*12.1*	*10.6*	*9.3*	*9.8*	*9.7*	*-2.0*	*Sep-21*
PGIM Global Real Estate Fund	1,016,010	4.5	-4.5	-4.5	15.7	7.9	8.9	6.0	7.7	7.4	0.0	Sep-21
FTSE EPRA/NAREIT Developed TR USD			*-3.8*	*-3.8*	*15.3*	*6.4*	*7.5*	*5.8*	*7.8*	*7.4*	*0.1*	*Sep-21*
SPDR S&P Global Infrastructure ETF (closed)	0	0.0	7.1	7.1	15.7	7.2	6.7	5.8	7.1	6.3	10.0	Sep-21
S&P Global Infrastructure			*7.5*	*7.5*	*16.7*	*8.0*	*7.7*	*6.7*	*7.8*	*7.2*	*10.9*	*Sep-21*
Total Cash	**58,151**	**0.3**	**0.0**	**0.0**	**--**	**--**	**--**	**--**	**--**	**--**	**0.0**	**Sep-21**
ICE BofA 91 Days T-Bills TR			*0.0*	*0.0*	*0.1*	*0.8*	*1.1*	*0.9*	*0.6*	*0.6*	*0.1*	*Sep-21*
FIRST AM US TREAS MM CL Z	58,151	0.3	0.0	0.0	--	--	--	--	--	--	0.0	Sep-21
ICE BofA 91 Days T-Bills TR			*0.0*	*0.0*	*0.1*	*0.8*	*1.1*	*0.9*	*0.6*	*0.6*	*0.1*	*Sep-21*

El Camino Real OPEB

Total Composite

As of March 31, 2022

Policy Benchmark History

As of March 31, 2022

Total Composite		
9/1/2021	Present	60% MSCI ACWI / 40% Bloomberg US Aggregate TR
Total Equity		

Allocation Benchmark History

As of March 31, 2022

Total Equity		
9/1/2021	Present	MSCI ACWI
Total Domestic Equity		
9/1/2021	Present	Russell 3000
Total International Equity		
9/1/2021	Present	MSCI ACWI ex USA

Custom Alts Benchmark History

As of March 31, 2022

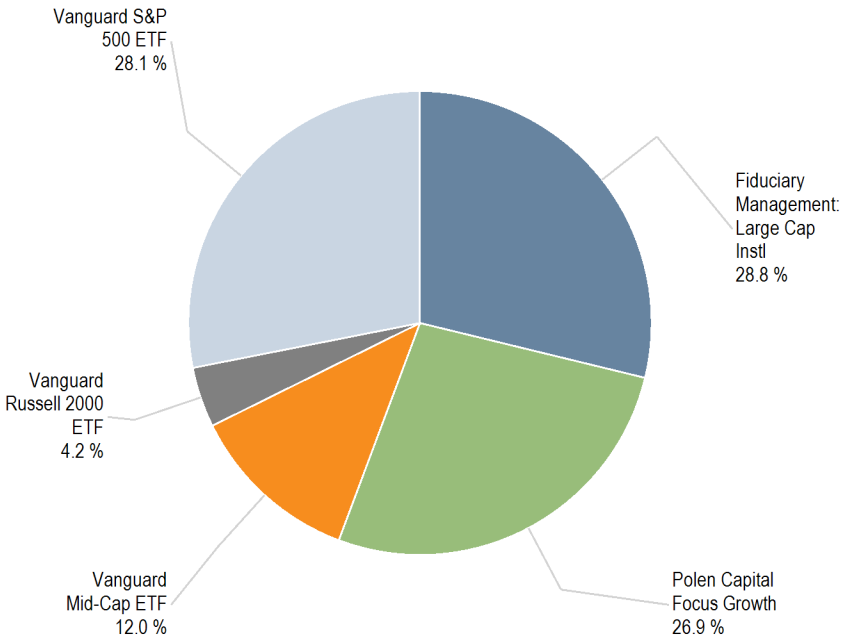
Total Alternatives		
9/1/2021	Present	32% FTSE EPRA/NAREIT Developed TR USD / 57% 60% S&P 500 / 40% Barclays US Aggregate / 11% S&P Global Infrastructure

El Camino Real OPEB

Total Domestic Equity

As of March 31, 2022

Current Allocation



Asset Allocation on March 31, 2022

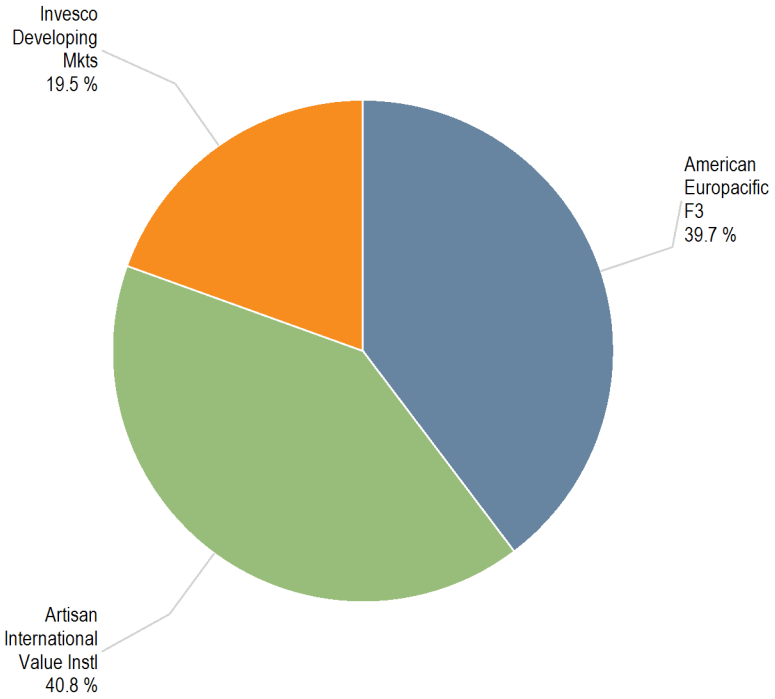
	Actual	Actual
Fiduciary Management: Large Cap Instl	$2,341,905	28.8%
Polen Capital Focus Growth	$2,184,233	26.9%
Vanguard Mid-Cap ETF	$979,663	12.0%
Vanguard Russell 2000 ETF	$340,348	4.2%
Vanguard S&P 500 ETF	$2,286,341	28.1%
Total	**$8,132,490**	**100.0%**

El Camino Real OPEB

Total International Equity

As of March 31, 2022

Current Allocation



Asset Allocation on March 31, 2022

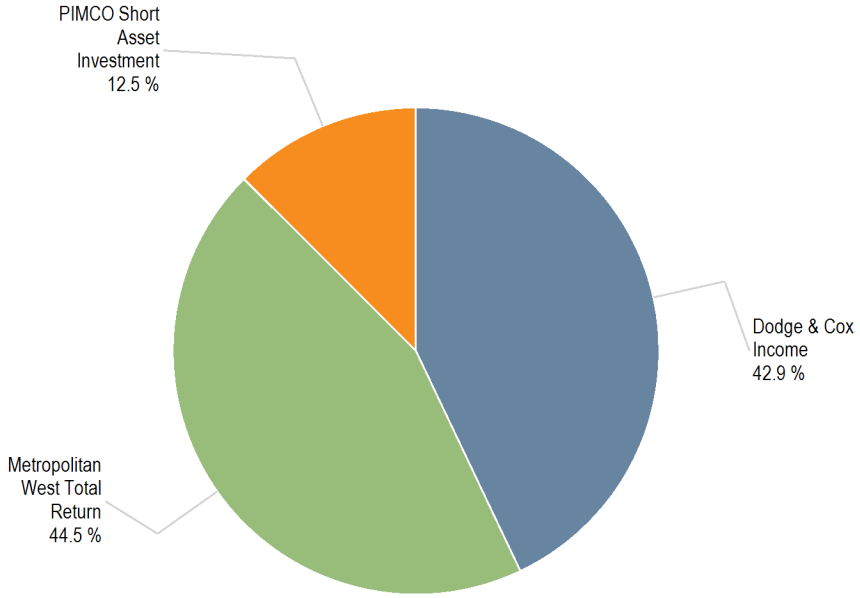
	Actual	Actual
American Europacific F3	$1,741,648	39.7%
Artisan International Value Instl	$1,787,609	40.8%
Invesco Developing Mkts	$854,693	19.5%
Total	**$4,383,950**	**100.0%**

El Camino Real OPEB

Total Fixed

As of March 31, 2022

Current Allocation



Asset Allocation on March 31, 2022

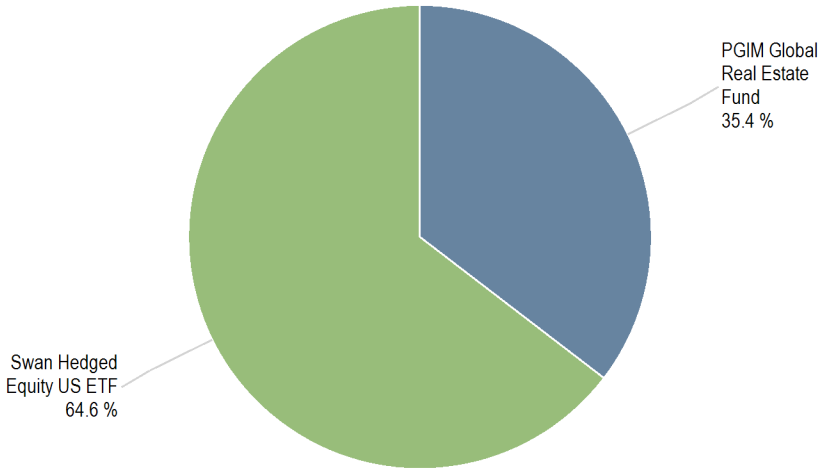
	Actual	Actual
Dodge & Cox Income	$3,039,072	42.9%
Metropolitan West Total Return	$3,151,907	44.5%
PIMCO Short Asset Investment	$886,573	12.5%
Total	**$7,077,551**	**100.0%**

El Camino Real OPEB

Total Alternatives

As of March 31, 2022

Current Allocation



Asset Allocation on March 31, 2022

	Actual	Actual
PGIM Global Real Estate Fund	$1,016,010	35.4%
Swan Hedged Equity US ETF	$1,850,683	64.6%
Total	**$2,866,693**	**100.0%**

El Camino Real GA

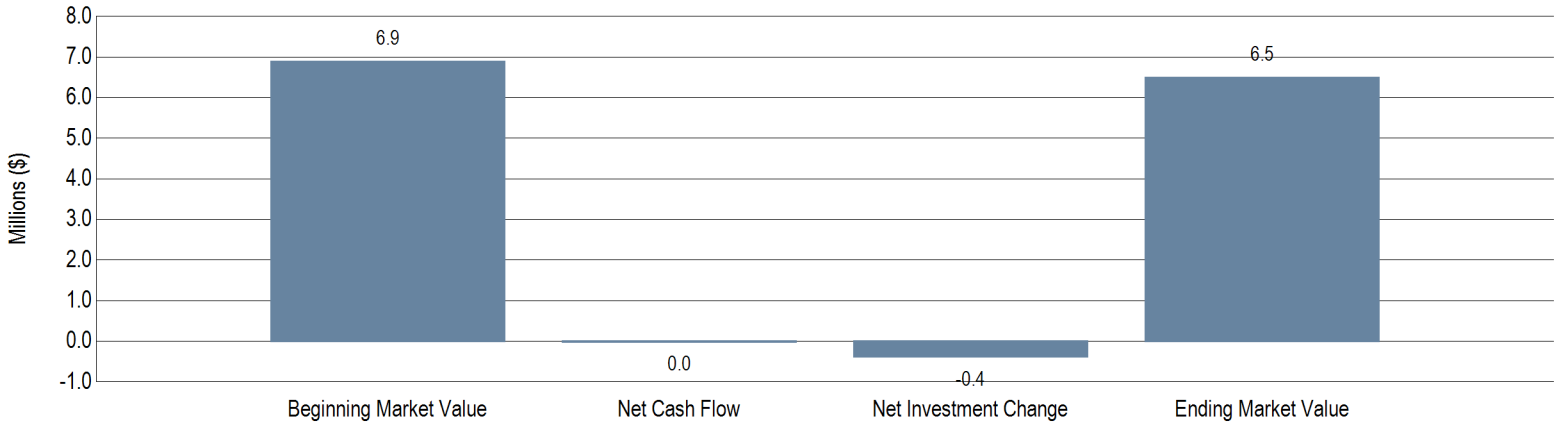
Total Composite

As of March 31, 2022

Summary Of Cash Flows

	First Quarter	Year-To-Date	One Year	Three Years	Five Years	Inception 8/1/21
Beginning Market Value	$6,881,075	$6,881,075	--	--	--	$6,815,498
Net Cash Flow	-$903	-$903	-$12,895	-$12,895	-$12,895	-$12,895
Net Investment Change	-$384,843	-$384,843	$6,508,225	$6,508,225	$6,508,225	-$307,273
Ending Market Value	$6,495,329	$6,495,329	$6,495,329	$6,495,329	$6,495,329	$6,495,329

Change in Market Value
From January 01, 2022 To March 31, 2022



El Camino Real GA

Total Composite

As of March 31, 2022

	Market Value ($)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
Total Composite	**6,495,329**	**100.0**	**-5.6**	**-5.6**	**--**	**--**	**--**	**--**	**--**	**--**	**-4.5**	**Aug-21**
Policy Index			*-5.7*	*-5.7*	*--*	*--*	*--*	*--*	*--*	*--*	*-5.0*	*Aug-21*
Total Equity	**1,851,355**	**28.5**	**-7.8**	**-7.8**	**--**	**--**	**--**	**--**	**--**	**--**	**-3.1**	**Aug-21**
MSCI ACWI			*-5.4*	*-5.4*	*7.3*	*13.8*	*11.6*	*9.7*	*10.0*	*9.0*	*-0.8*	*Aug-21*
Total Domestic Equity	**1,407,648**	**21.7**	**-7.9**	**-7.9**	**--**	**--**	**--**	**--**	**--**	**--**	**-1.8**	**Aug-21**
Russell 3000			*-5.3*	*-5.3*	*11.9*	*18.2*	*15.4*	*13.4*	*14.3*	*13.6*	*1.7*	*Aug-21*
Total International Equity	**443,707**	**6.8**	**-7.5**	**-7.5**	**--**	**--**	**--**	**--**	**--**	**--**	**-7.1**	**Aug-21**
MSCI ACWI ex USA			*-5.4*	*-5.4*	*-1.5*	*7.5*	*6.8*	*5.2*	*5.6*	*4.3*	*-5.0*	*Aug-21*
Total Fixed	**4,161,872**	**64.1**	**-4.9**	**-4.9**	**--**	**--**	**--**	**--**	**--**	**--**	**-5.7**	**Aug-21**
Bloomberg US Aggregate TR			*-5.9*	*-5.9*	*-4.2*	*1.7*	*2.1*	*1.9*	*2.2*	*2.7*	*-6.9*	*Aug-21*
Total Alternatives	**342,256**	**5.3**	**-4.3**	**-4.3**	**--**	**--**	**--**	**--**	**--**	**--**	**1.7**	**Aug-21**
Total Cash	**139,847**	**2.2**	**0.0**	**0.0**	**--**	**--**	**--**	**--**	**--**	**--**	**0.0**	**Aug-21**
ICE BofA 91 Days T-Bills TR			*0.0*	*0.0*	*0.1*	*0.8*	*1.1*	*0.9*	*0.6*	*0.6*	*0.1*	*Aug-21*

	Current Balance	Current Allocation	Policy	Policy Range	Difference	Within IPS Range?
US Equity	$1,407,648	21.7%	20.0%	10.0% - 30.0%	1.7%	Yes
International Equity	$443,707	6.8%	5.0%	0.0% - 15.0%	1.8%	Yes
Fixed Income	$4,161,872	64.1%	70.0%	50.0% - 90.0%	-5.9%	Yes
Alternatives	$342,256	5.3%	5.0%	0.0% - 15.0%	0.3%	Yes
Cash	$139,847	2.2%	0.0%	0.0% - 20.0%	2.2%	Yes
Total	**$6,495,329**	**100.0%**	**100.0%**			

El Camino Real GA

Total Composite

As of March 31, 2022

	Market Value ($)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
Total Composite	**6,495,329**	**100.0**	**-5.6**	**-5.6**	**--**	**--**	**--**	**--**	**--**	**--**	**-4.5**	**Aug-21**
Policy Index			-5.7	-5.7	--	--	--	--	--	--	-5.0	*Aug-21*
Total Equity	**1,851,355**	**28.5**	**-7.8**	**-7.8**	**--**	**--**	**--**	**--**	**--**	**--**	**-3.1**	**Aug-21**
MSCI ACWI			-5.4	-5.4	7.3	13.8	11.6	9.7	10.0	9.0	-0.8	*Aug-21*
Total Domestic Equity	**1,407,648**	**21.7**	**-7.9**	**-7.9**	**--**	**--**	**--**	**--**	**--**	**--**	**-1.8**	**Aug-21**
Russell 3000			-5.3	-5.3	11.9	18.2	15.4	13.4	14.3	13.6	1.7	*Aug-21*
Fiduciary Management: Large Cap	480,972	7.4	-5.6	-5.6	--	--	--	--	--	--	1.5	Aug-21
Russell 1000 Value			-0.7	-0.7	11.7	13.0	10.3	9.7	11.7	11.1	5.3	*Aug-21*
Polen Capital Focus Growth	433,453	6.7	-13.7	-13.7	--	--	--	--	--	--	-10.7	Aug-21
Russell 1000 Growth			-9.0	-9.0	15.0	23.6	20.9	17.3	17.0	16.5	-0.6	*Aug-21*
Vanguard S&P 500 ETF	493,222	7.6	-4.6	-4.6	15.5	18.9	16.0	14.0	14.6	14.0	4.0	Aug-21
S&P 500			-4.6	-4.6	15.6	18.9	16.0	14.0	14.6	14.1	4.1	*Aug-21*
Total International Equity	**443,707**	**6.8**	**-7.5**	**-7.5**	**--**	**--**	**--**	**--**	**--**	**--**	**-7.1**	**Aug-21**
MSCI ACWI ex USA			-5.4	-5.4	-1.5	7.5	6.8	5.2	5.6	4.3	-5.0	*Aug-21*
Artisan International Value Instl	239,637	3.7	-3.0	-3.0	4.6	11.7	8.6	7.1	9.2	8.4	-1.7	Aug-21
MSCI EAFE			-5.9	-5.9	1.2	7.8	6.7	5.1	6.3	5.1	-4.5	*Aug-21*
American Funds Europacific Growth	204,070	3.1	-12.2	-12.2	-9.3	8.4	8.0	6.1	7.1	5.8	-14.0	Aug-21
MSCI ACWI ex USA			-5.4	-5.4	-1.5	7.5	6.8	5.2	5.6	4.3	-5.0	*Aug-21*
Total Fixed	**4,161,872**	**64.1**	**-4.9**	**-4.9**	**--**	**--**	**--**	**--**	**--**	**--**	**-5.7**	**Aug-21**
Bloomberg US Aggregate TR			-5.9	-5.9	-4.2	1.7	2.1	1.9	2.2	2.7	-6.9	*Aug-21*
Dodge & Cox Income	1,085,066	16.7	-5.2	-5.2	-3.6	2.8	3.0	2.8	3.2	3.5	-6.3	Aug-21
Bloomberg US Aggregate TR			-5.9	-5.9	-4.2	1.7	2.1	1.9	2.2	2.7	-6.9	*Aug-21*
Metropolitan West Total Return Bond	1,591,761	24.5	-6.3	-6.3	-4.6	2.2	2.5	2.1	3.1	3.4	-7.3	Aug-21
Bloomberg US Aggregate TR			-5.9	-5.9	-4.2	1.7	2.1	1.9	2.2	2.7	-6.9	*Aug-21*
PIMCO Low Duration	1,485,045	22.9	-2.9	-2.9	-3.6	0.9	1.2	1.2	1.4	1.5	-3.8	Aug-21
Bloomberg US Govt 1-3 Yr TR			-2.5	-2.5	-3.0	0.8	1.1	0.9	0.9	0.9	-3.2	*Aug-21*
Total Alternatives	**342,256**	**5.3**	**-4.3**	**-4.3**	**--**	**--**	**--**	**--**	**--**	**--**	**1.7**	**Aug-21**
Swan Hedged Equity US ETF	203,811	3.1	-4.2	-4.2	--	--	--	--	--	--	1.8	Aug-21
60% S&P 500 / 40% Barclays US Aggregate			-5.1	-5.1	7.5	12.1	10.6	9.3	9.8	9.7	-0.3	*Aug-21*

El Camino Real GA

Total Composite

As of March 31, 2022

	Market Value ($)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
PGIM Global Real Estate Fund	138,444	2.1	-4.5	-4.5	15.7	7.9	8.9	6.0	7.7	7.4	1.7	Aug-21
FTSE EPRA/NAREIT Developed TR USD			*-3.8*	*-3.8*	*15.3*	*6.4*	*7.5*	*5.8*	*7.8*	*7.4*	*1.5*	*Aug-21*
Total Cash	**139,847**	**2.2**	**0.0**	**0.0**	**--**	**--**	**--**	**--**	**--**	**--**	**0.0**	**Aug-21**
ICE BofA 91 Days T-Bills TR			*0.0*	*0.0*	*0.1*	*0.8*	*1.1*	*0.9*	*0.6*	*0.6*	*0.1*	*Aug-21*
FIRST AM US TREAS MM CL Z	139,847	2.2	0.0	0.0	--	--	--	--	--	--	0.0	Aug-21
ICE BofA 91 Days T-Bills TR			*0.0*	*0.0*	*0.1*	*0.8*	*1.1*	*0.9*	*0.6*	*0.6*	*0.1*	*Aug-21*

El Camino Real GA

Total Composite

As of March 31, 2022

Policy Benchmark History

As of March 31, 2022

Total Composite		
8/1/2021	Present	30% MSCI ACWI / 70% Bloomberg US Aggregate TR
Total Equity		
8/1/2021	Present	MSCI ACWI

Allocation Benchmark History

As of March 31, 2022

Total International Equity		
8/1/2021	Present	MSCI ACWI ex USA

Custom Alts Benchmark History

As of March 31, 2022

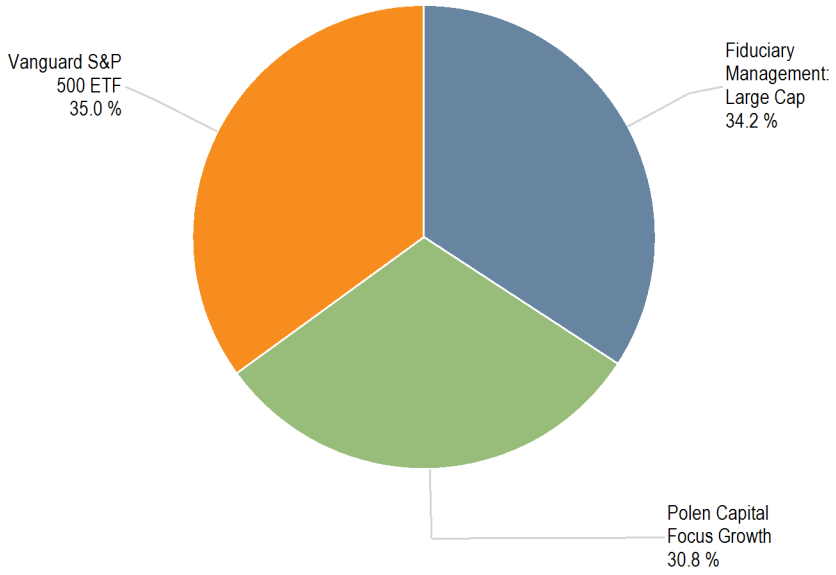
Total Alternatives		
8/1/2021	Present	Custom Alts Index

El Camino Real GA

Total Domestic Equity

As of March 31, 2022

Current Allocation



Asset Allocation on March 31, 2022

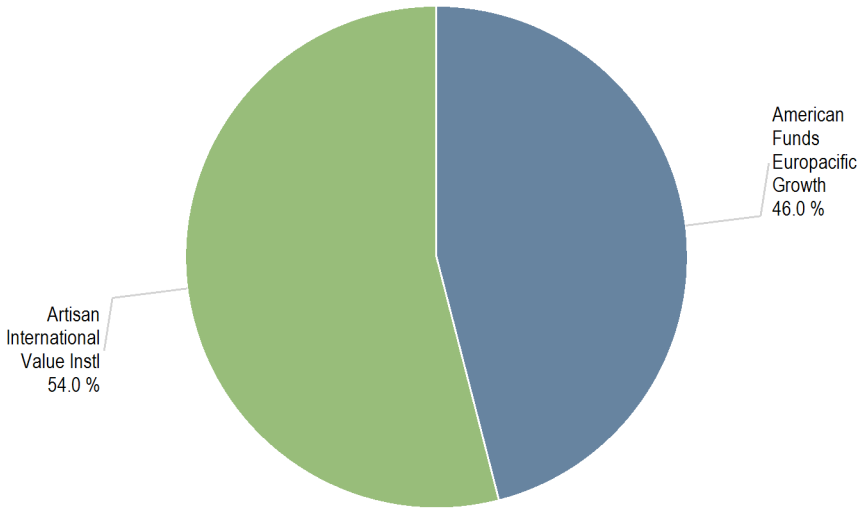
	Actual	Actual
Fiduciary Management: Large Cap	$480,972	34.2%
Polen Capital Focus Growth	$433,453	30.8%
Vanguard S&P 500 ETF	$493,222	35.0%
Total	**$1,407,648**	**100.0%**

El Camino Real GA

Total International Equity

As of March 31, 2022

Current Allocation



Asset Allocation on March 31, 2022

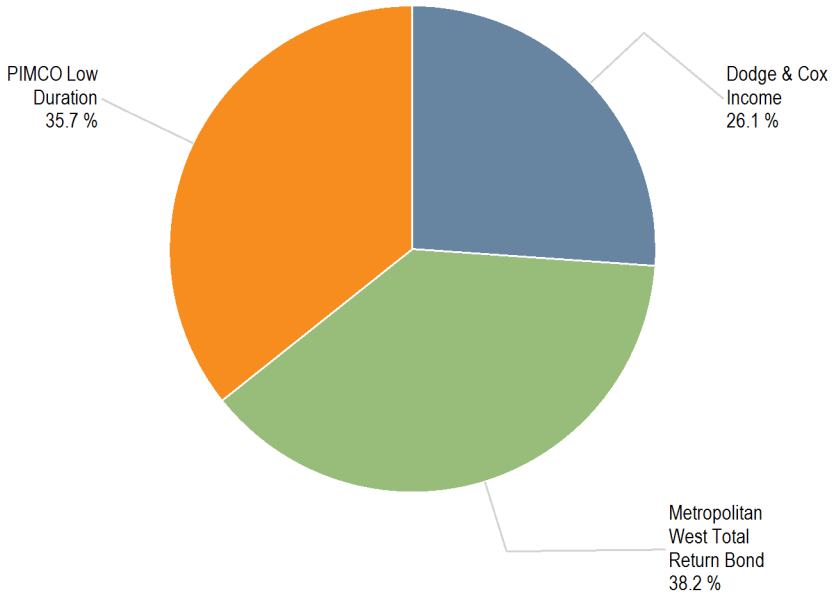
		Actual	Actual
	American Funds Europacific Growth	$204,070	46.0%
	Artisan International Value Instl	$239,637	54.0%
	Total	**$443,707**	**100.0%**

El Camino Real GA

Total Fixed

As of March 31, 2022

Current Allocation



Asset Allocation on March 31, 2022

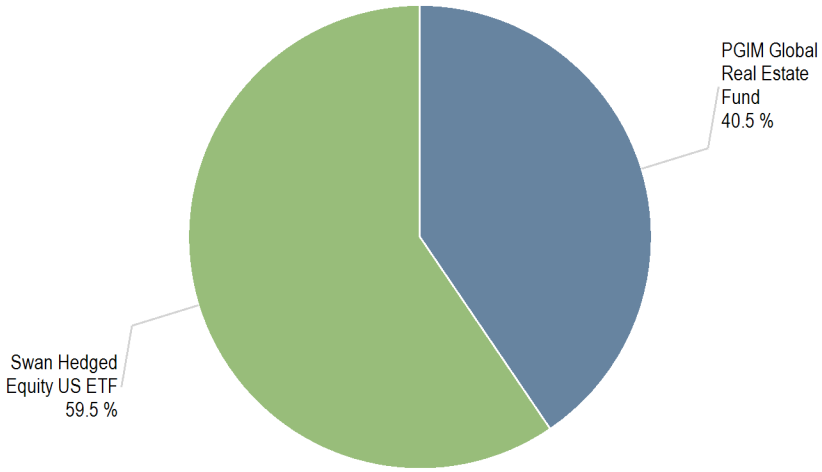
	Actual	Actual
Dodge & Cox Income	$1,085,066	26.1%
Metropolitan West Total Return Bond	$1,591,761	38.2%
PIMCO Low Duration	$1,485,045	35.7%
Total	**$4,161,872**	**100.0%**

El Camino Real GA

Total Alternatives

As of March 31, 2022

Current Allocation



Asset Allocation on March 31, 2022

	Actual	Actual
PGIM Global Real Estate Fund	$138,444	40.5%
Swan Hedged Equity US ETF	$203,811	59.5%
Total	**$342,256**	**100.0%**

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Definitions: Up/down Capture: The up and down capture is a measure of how well a manager was able to replicate or improve on phases of positive benchmark returns and how badly the manager was affected by phases of negative benchmark returns. **Standard Deviation:** Shows how much variation or dispersion exists from the average (mean), or expected value. The more spread apart the data, the higher the deviation. In Finance, standard deviation is applied to the annual rate of return of an investment to measure the investment's volatility. **Annualized Returns:** The average amount of money earned by an investment each year over a given time period. An annualized total return provides only a snapshot of an investment's performance and does not give investors any indication of its volatility. Annualized total return merely provides a geometric average, rather than an arithmetic average. **Excess Return:** Excess return represents the difference between the returns of two portfolios. In a typical application, excess return provides a measure of the difference between a manager's return and the return of a benchmark for that manager. In the context of a beta benchmark, excess return refers to the difference between a manager or market benchmark and T-bills. A positive excess return implies that the manager outperformed the benchmark. **Information Ratio:** A ratio of portfolio returns above the returns of a benchmark (usually an index) to the volatility of those returns. The information ratio (IR) measures a portfolio manager's ability to generate excess returns relative to a benchmark, but also attempts to identify the consistency of the investor. This ratio will identify if a manager has beaten the benchmark by a lot in a few months or a little every month. The higher the IR the more consistent a manager is and consistency is an ideal trait. **Significance Level:** The significance level of a manager series vs. a benchmark series indicates the level of confidence with which the statement "the manager's annualized excess return over the benchmark is positive" or "the manager's annualized excess return over the benchmark is negative," as the case may be, holds true. This measurement ranges from 50% (chance) to 100%. A manager with consistent under- or over-performance compared to its benchmark over a long period of time would have a high significance level. **Explained Variance:** The variance explained is also referred to as Standard R^2 in StyleADVISOR. This is usually very close to the correlation squared. To understand what variance explained means, think of a manager and a style benchmark. Any variance in the difference between manager and style benchmark (i.e. any variance in the excess return of manager over benchmark) represents a failure of the style benchmark variance to explain the manager variance. Hence, the quotient of variance of excess return over variance of manager represents the unexplained variance. The variance explained is 1 minus the unexplained variance: Variance Explained = 1 – Var(*e) / Var(M),* Where: var(*M) = variance of manager returns* var(*e) = variance of excess return of manager over benchmark.* **Tracking Error:** A divergence between the price behavior of a position or a portfolio and the price behavior of a benchmark. Tracking errors are reported as a "standard deviation percentage" difference. This measure reports the difference between the return an investor receives and that of the benchmark he or she was attempting to imitate. **Alpha:** Alpha is a measure of risk (beta)-adjusted return. Alpha measures the difference between a portfolio's actual returns and what it might be expected to deliver based on its level of risk. Theoretically, higher risk should equate to higher return. A positive alpha means the fund has beaten expectations. A negative alpha means that the fund has failed to match performance given its level of risk. If two managers have the same return, but one has a lower beta, that manager would have a higher alpha. **Beta:** Beta represents the systematic risk of a portfolio and measures its sensitivity to a benchmark. A portfolio with a beta of one is considered to be as risky as the benchmark and would therefore provide expected returns equal to those of the market benchmark during both up and down periods. A portfolio with a beta of two would move approximately twice as much as the benchmark. **Cumulative Return:** The aggregate amount that an investment has gained or lost over time, independent of the period of time involved. Presented as a percentage, the cumulative return is the raw mathematical return of the following calculation: (Current Price of Security) – (Original Price of Security) / (Original Price of Security). **Sharpe Ratio:** The Sharpe ratio is calculated as the portfolio's excess return over the risk-free rate divided by the portfolio's standard deviation. **The Barclays 1-10 Year Managed Money (MM) Index:** A subset of the Barclays Municipal Managed Money Index, representing bonds with one to ten years to maturity. The Barclays Municipal Managed Money Index is an unmanaged index that is rules-based, market-value weighted engineered for the tax exempt bond market. All bonds in the National Municipal Bond Index must be rated Aa3/AA- or higher by at least two of the following statistical ratings agencies: Moody's, S&P and Fitch.

Performance Disclosures & Glossary Terms

Indices: Indices are not available for direct investment and do not reflect the deduction of any fees. Performance for blended benchmarks is calculated bases on allocations that are rebalanced back to the stated targets on a quarterly basis and are not adjusted for transaction costs or management fees. Indices are not available for direct investment and do not reflect the deduction of any fees. Performance for blended benchmarks is calculated bases on allocations that are rebalanced back to the stated targets on a quarterly basis and are not adjusted for transaction costs or management fees.
Barclays US Aggregate: The index measures the performance of the U.S. investment grade bond market. The index invests in a wide spectrum of public, investment-grade, taxable, fixed income securities in the United States – including government, corporate, and international dollar-denominated bonds, as well as mortgage-backed and asset-backed securities, all with maturities of more than 1 year. **Barclays US Municipal Bond Index:** a broad-based benchmark that measures the investment grade, US dollar-denominated, fixed tax exempt bond market. The index includes state and local general obligation, revenue, insured, and pre-refunded bonds. The US Municipal Index was incepted in January 1980. **Citigroup - The World Government Bond Index (WGBI):** Measures the performance of fixed-rate, local currency, investment grade sovereign bonds. The WGBI is a widely used benchmark that currently comprises sovereign debt from over 20 countries, denominated in a variety of currencies, and has more than 25 years of history available. The WGBI provides a broad benchmark for the global sovereign fixed income market. Sub-indices are available in any combination of currency, maturity, or rating. **MSCI ACWI:** Captures large and mid cap representation across 23 Developed Markets (DM) and 23 Emerging Markets (EM) countries*. With 2,476 constituents, the index covers approximately 85% of the global investable equity opportunity set. **The MSCI ACWI ex USA Index:** Captures large and mid cap representation across 22 of 23 Developed Markets (DM) countries (excluding the US) and 23 Emerging Markets (EM) countries*. With 1,839 constituents, the index covers approximately 85% of the global equity opportunity set outside the US. **The MSCI EAFE Index:** A broadly recognized as the pre-eminent benchmark for U.S. investors to measure international equity performance. It comprises the MSCI country indexes capturing large and mid-cap equities across developed markets in Europe, Australasia and the Far East, excluding the U.S. and Canada. Numerous exchange-traded funds are based on the MSCI EAFE Index, and the Chicago Mercantile Exchange, NYSE Liffe US and the Bclear platform of Liffe are licensed to list futures contracts on this index as well. **The MSCI Emerging Markets Index:** A free float-adjusted market capitalization index that is designed to measure equity market performance of emerging markets. The index consists of the following 21 emerging market country indices: Brazil, Chile, China, Colombia, Czech Republic, Egypt, Greece, Hungary, India, Indonesia, Korea, Malaysia, Mexico, Peru, Philippines, Poland, Russia, South Africa, Taiwan, Thailand, and Turkey. **The Russell 1000 Index:** Measures the performance of the large-cap segment of the U.S. equity universe. It is a subset of the Russell 3000® Index and includes approximately 1000 of the largest securities based on a combination of their market cap and current index membership. The Russell 1000 represents approximately 92% of the U.S. market. The Russell 1000 Index is constructed to provide a comprehensive and unbiased barometer for the large-cap segment and is completely reconstituted annually to ensure new and growing equities are reflected. **The Russell 1000 Growth Index:** Measures the performance of the large-cap growth segment of the U.S. equity universe. It includes those Russell 1000 companies with higher price-to-book ratios and higher forecasted growth values. The Russell 1000 Growth Index is constructed to provide a comprehensive and unbiased barometer for the large-cap growth segment. The Index is completely reconstituted annually to ensure new and growing equities are included and that the represented companies continue to reflect growth characteristics. **The Russell 1000 Value Index:** Measures the performance of the large-cap value segment of the U.S. equity universe. It includes those Russell 1000 companies with lower price-to-book ratios and lower expected growth values. The Russell 1000 Value Index is constructed to provide a comprehensive and unbiased barometer for the large-cap value segment. The Index is completely reconstituted annually to ensure new and growing equities are included and that the represented companies continue to reflect value characteristics. **The Russell 2000 Value Index:** Measures the performance of small-cap value segment of the U.S. equity universe. It includes those Russell 2000 companies with lower price-to-book ratios and lower forecasted growth values. The Russell 2000 Value Index is constructed to provide a comprehensive and unbiased barometer for the small-cap value segment. The Index is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true small-cap opportunity set and that the represented companies continue to reflect value characteristics. **The Russell 2500™ Index:** Measures the performance of the small to mid-cap segment of the U.S. equity universe, commonly referred to as "smid" cap. The Russell 2500 Index is a subset of the Russell 3000® Index. It includes approximately 2500 of the smallest securities based on a combination of their market cap and current index membership. The Russell 2500 Index is constructed to provide a comprehensive and unbiased barometer for the small to mid-cap segment. The Index is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true small to mid-cap opportunity set. **The Russell 2500™ Value Index:** Measures the performance of the small to mid-cap value segment of the U.S. equity universe. It includes those Russell 2500 companies that are considered more value oriented relative to the overall market as defined by Russell's leading style methodology. The Russell 2500 Value Index is constructed to provide a comprehensive and unbiased barometer of the small to mid-cap growth market. The Index is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true small to mid-cap opportunity set and that the represented companies continue to reflect value characteristics. **The Russell 3000 Growth Index:** Includes companies that display signs of above average growth. The index is used to provide a gauge of the performance of growth stocks in the U.S. **The Russell 3000 Index:** Measures the performance of the largest 3,000 U.S. companies representing approximately 98% of the investable U.S. equity market. The Russell 3000 Index is constructed to provide a comprehensive, unbiased and stable barometer of the broad market and is completely reconstituted annually to ensure new and growing equities are reflected. **The Russell 3000 Value Index:** Measures the performance of the broad value segment of U.S. equity value universe. It includes those Russell 3000 companies with lower price-to-book ratios and lower forecasted growth values. The Russell 3000 Value Index is constructed to provide a comprehensive, unbiased, and stable barometer of the broad value market. The Index is completely reconstituted annually to ensure new and growing equities are included and that the represented companies continue to reflect value characteristics. **The Russell Midcap Index:** Measures the performance of the mid-cap segment of the U.S. equity universe. The Russell Midcap Index is a subset of the Russell 1000® Index. It includes approximately 800 of the smallest securities based on a combination of their market cap and current index membership. The Russell Midcap Index represents approximately 31% of the total market capitalization of the Russell 1000 companies. The Russell Midcap Index is constructed to provide a comprehensive and unbiased barometer for the mid-cap segment. The Index is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true mid-cap opportunity set. **The Russell Midcap Value Index;** Measures the performance of the mid-cap value segment of the U.S. equity universe. It includes those Russell Midcap Index companies with lower price-to-book ratios and lower forecasted growth values. The Russell Midcap Value Index is constructed to provide a comprehensive and unbiased barometer of the mid-cap value market. The Index is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true mid-cap value market. **The S&P 500:** A free-float market capitalization weighted index of 500 of the largest U.S. companies. The index is calculated on a total return basis with dividends reinvested and is not available for direct investment. The composition of the subadvisor's strategy shown may differ significantly from the securities that comprise the index due to the subadvisor's active investment process and smaller number of holdings. The subadvisor's investment program does not, and the subadvisor makes no attempt to, mirror performance of the index in the aggregate, and the volatility of the subadvisor's investment program may be materially different from that of the referenced indices.

Thank you for your continued confidence in Beacon Pointe. We appreciate your business.

Coversheet

April 2022 Financial Update

Section: IV. Financial
Item: A. April 2022 Financial Update
Purpose: Discuss
Submitted by:
Related Material: May '22 Agenda Item IV.A,-April '22 Financial Report.pdf
May '22 Agenda Item IV.A,-April '22 Financial Report-ASB.pdf

El Camino Real Charter High School

FINANCIAL REPORT AS OF: APRIL 30, 2022

PROVIDED BY: ICON School Management

ICON SCHOOL MANAGEMENT

BALANCE SHEET

Description	Actual April 2022	Prior April 2021	$ Change to Prior	% Change
ASSETS				
Current Assets				
Cash	$ 21,316,190	$ 17,716,971	3,599,219	20.32%
Investments	6,823,229	3,206,693	3,616,536	112.78%
Accounts Receivable	2,320,598	3,681,366	(1,360,768)	-36.96%
Store Inventory	60,775	-	60,775	N/A
Prepaid Expenditures (Expenses)	104,328	117,224	(12,896)	-11.00%
Total Current Assets	30,625,120	24,722,254	5,902,866	23.88%
Fixed Assets, Net of Depreciation	6,284,554	6,373,713	(89,159)	-1.40%
Total Assets	$ 36,909,674	$ 31,095,967	5,813,707	18.70%
LIABILITIES & NET ASSETS				
Current Liabilities				
Accounts Payables	$ 30,748	$ 49,559	(18,811)	-37.96%
Accrued Liabilities	1,927,727	704,642	1,223,085	173.58%
Deferred Revenue	4,826,293	630,671	4,195,622	665.26%
Total Current Liabilities	6,784,768	1,384,872	5,399,896	389.92%
Long-Term Debt	13,797,199	16,326,063	(2,528,864)	-15.49%
Total Liabilities	20,581,967	17,710,935	2,871,032	16.21%
Net Assets			-	N/A
Economic Uncertainty (3%)	1,302,280	1,142,320	159,960	14.00%
Restricted Net Position	1,204,650	-	1,204,650	N/A
Net Investment in Capital Assets	6,284,554	6,373,713		
Unrestricted	7,536,223	5,868,999	1,667,224	28.41%
Total Net Assets	16,327,707	13,385,032	2,942,675	21.98%
Total Liabilities & Net Assets	$ 36,909,674	$ 31,095,967	5,813,707	18.70%

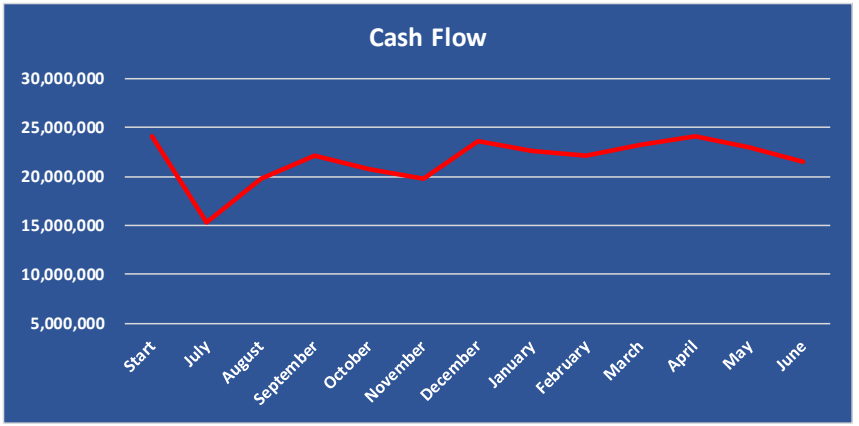
- Cash has increased due to 20-21 One-Time Funds, PPP Loan, and 20-21 Deferral Payments
- State overpaid with Deferrals and will reduce cash for 21-22 LCFF ($2M)
- LT-Debt decreased due to FMV adjustment to OPEB Accounts as well as PPP Loan being forgiven.
- Restricted Net Position:
  - Lottery - $233,711
  - ELO - $733,967
  - ELO PP - $239,972
- Unrestricted Net Position – Investigating allocation of Net Assets into a Designated Fund for Deferred Maintenance (Capital Improvements)

ICON SCHOOL MANAGEMENT

CASH ANALYSIS

- Days of Cash on Hand: 182 (Recommended: 90)

	Apr 2022	Mar 2022	Jun 2021	Apr 2021
Cash in County Treasury	$ 16,391,793.42	$ 16,772,577.04	$ 6,177,786.74	$ -
Fundraising #1287	1,042.65	1,042.65	$ 483.66	$ 397.66
PPP Account #1309	-	-	3,816,068.02	3,815,853.93
General Account #1761	3,665,846.73	5,666,906.93	6,717,622.52	8,451,696.75
A/P Account #1796	575,475.85	130,049.48	(57,903.75)	357,332.15
ASB Trust #1826	530,848.04	526,171.15	373,097.88	369,345.79
CNB ZBA Account	(24,514.54)	(68,491.73)	(36,236.79)	(23,975.72)
US Bank MMA #0851	161,991.47	172,011.25	-	-
US Bank OPEB MMA #0852	-	-	-	-
Cetera MMA #3344	-	-	6,786,072.26	4,328,499.15
Cetera OPEB MMA #4925	-	-	277,083.70	247,124.13
Petty Cash	500.00	500.00	500.00	500.00
Undeposited Funds	13,206.75	114.57	7,615.10	128.15
Total Checking/Savings/CDs	21,316,190.37	$ 23,471,241.44	$ 24,062,189.34	$ 17,560,588.69
US Bank OPEB MMA #0852	357,842.88	270,360.10	-	-
Total Checking/Savings/CDs	$ 21,674,033.25	$ 23,871,900.68	$ 41,946,108.28	$ 35,107,093.02



Expected Cash Flow for 2021-2022

- PPP Account #1309 was closed and transferred into the General Account #1761 on 3/1/2022

ICON SCHOOL MANAGEMENT

PROFIT & LOSS (SUMMARY)

	Adopted Budget 21-22	1st Interim Budget	2nd Interim Budget	YTD 2021-22	PYTD 2020-21
REVENUES					
LCFF	$ 36,897,468	$ 35,871,495	$ 35,250,041	$ 27,522,272	$ 28,061,514
Federal	2,129,265	6,067,475	3,068,556	2,627,825	2,435,524
State	3,178,858	3,170,689	3,780,393	2,249,904	3,228,881
Local	3,546,274	3,972,444	4,097,949	4,098,778	553,071
FMV Adjustment	-	-	-	(3,320,380)	4,118,928
	45,751,865	49,082,103	46,196,939	33,178,399	38,397,918
EXPENSES					
Salaries and benefits	32,311,946	32,161,488	33,750,571	27,185,696	24,486,631
Student supplies	2,654,022	2,478,260	2,724,887	2,923,885	1,462,497
Operating Exp	7,799,765	7,882,669	7,572,306	6,393,560	4,425,898
Capital Outlay	609,748	609,748	309,748	235,954	418,225
Other Outgo	33,866	-	-	-	-
	43,409,347	43,132,165	44,357,512	36,739,095	30,793,251
NET INCOME (LOSS)	$ 2,342,518	$ 5,949,938	$ 1,839,427	$ (3,560,696)	$ 7,604,667
NET INCOME BEFORE FMV ADJ.	$ 2,342,518	$ 5,949,938	$ 1,839,427	$ (240,316)	$ 3,485,739

ICON SCHOOL MANAGEMENT

PROFIT & LOSS (YTD)

Description	Actual YTD Apr 2022	Prior YTD Apr 2021	$ Change	% Change
REVENUES				
LCFF Revenues	$ 27,522,272	$ 28,061,514	$ (539,242)	-1.92%
Federal Revenues	2,627,825	2,435,524	192,301	7.90%
State Revenues	2,249,904	3,228,881	(978,977)	-30.32%
Local Revenues	4,098,778	553,071	3,545,707	641.09%
FMV Adjustment	(3,320,380)	4,118,928	(7,439,308)	-180.61%
Total Revenues	33,178,399	38,397,918	(5,219,519)	-13.59%
EXPENDITURES				
Certificated Salaries	14,196,066	12,351,654	1,844,412	14.93%
Classified Salaries	3,771,031	3,313,056	457,975	13.82%
Employee Benefits	9,218,599	8,821,921	396,678	4.50%
Books & Supplies	2,923,885	1,462,497	1,461,388	99.92%
Services and Operations	6,393,560	4,425,898	1,967,662	44.46%
Capital Outlay	235,954	418,225	(182,271)	-43.58%
Total Expenditures	36,739,095	30,793,251	5,945,844	19.31%
NET INCOME (LOSS)	$ (3,560,696)	$ 7,604,667	$ (11,165,363)	-146.82%
NET INCOME BEFORE FMV ADJ.	$ (240,316)	$ 3,485,739	$ (3,726,055)	-106.89%

- In-Person Instruction and Sport Activities will incur additional expenses with the re-opening of School
- Additional CARES Related expenses for 21-22 will also increase expenses.
- Employee Benefits decrease due to STRS Refund in December for EE/ER contributions made in prior year for DBS Earnings

ICON SCHOOL MANAGEMENT

BUDGET COMPARISON (YTD)

- Lottery Amounts went from $150 – Unrestricted / $49 – Restricted to $163 – Unrestricted / $65 – Restricted (more revenue)
- SPED Rates are projected to increase from the $689 – State/ $267 – Federal (more revenue)
- Lower Enrollment/ADA from 21-22 Adopted Budget (approx. 152 ADA/$1.6M less).

Description	Actual Apr 2022	2nd Interim Budget	% Used
REVENUES			
LCFF Revenues	$ 27,522,272	$ 35,250,041	78.08%
Federal Revenues	2,627,825	3,068,556	85.64%
State Revenues	2,249,904	3,780,393	59.52%
Local Revenues	4,098,778	4,097,949	100.02%
FMV Adjustment	(3,320,380)	-	N/A
Total Revenues	33,178,399	46,196,939	71.82%
EXPENDITURES			
Certificated Salaries	14,196,066	17,790,598	79.80%
Classified Salaries	3,771,031	4,450,994	84.72%
Employee Benefits	9,218,599	11,508,979	80.10%
Books & Supplies	2,923,885	2,724,887	107.30%
Services and Operations	6,393,560	7,572,306	84.43%
Capital Outlay	235,954	309,748	76.18%
Total Expenditures	36,739,095	44,357,512	82.82%
NET INCOME (LOSS)	$ (3,560,696)	$ 1,839,427	-193.58%
NET INCOME BEFORE FMV ADJ.	$ (240,316)	$ 1,839,427	-13.06%

ICON SCHOOL MANAGEMENT

Department Budgets (4000s)

Approved Textbooks & Core Curricula Materials

Department	Actual Apr 2022	2nd Interim Budget	% Used
EXPENDITURES			
Alternative Education/ISP	6,157	7,000	87.96%
Business Technology	6,947	9,000	77.19%
Career/Voc Ed/Arts	12,847	16,000	80.29%
English	75,165	80,000	93.96%
English Language Dev.	2,300	4,500	51.11%
Math	93,767	99,000	94.71%
Schoolwide	2,916	1,500	194.40%
Science	157	-	N/A
Social Studies	40,750	46,080	88.43%
World Language	3,782	6,000	63.03%
Total Expenditures	244,788	269,080	90.97%

- Textbooks and Instructional Materials in certain departments will continue to be monitored due to the need of purchasing more materials in order to continue higher educational standards

Instructional Materials & Supplies

Department	Actual Apr 2022	2nd Interim Budget	% Used
EXPENDITURES			
Academic Decathlon	2,055	2,100	97.86%
Academics	5,371	600	895.17%
Administrative	13,803	14,000	98.59%
Alternative Education/ISP	682	750	90.93%
ASB	1,474	1,500	98.27%
Athletics	7,649	7,750	98.70%
Audio, Visual, Performing	5,079	5,500	92.35%
Boys Basketball	43	100	43.00%
Business Technology	356	400	89.00%
College Office	239	300	79.67%
Counseling	34,938	35,000	99.82%
Drama	1,964	1,500	130.93%
Drill Team	1,000	-	N/A
English	12,451	12,500	99.61%
Football	1,527	1,550	98.52%
Foreign Languages	1,512	1,550	97.55%
General Academic	49,454	50,000	98.91%
Health and Life Skills	1,315	1,200	109.58%
Independent Study	475	500	95.00%
Math	11,838	9,500	124.61%
Physical Education	2,635	100	2635.00%
Robotics	250	500	50.00%
Schoolwide	3,772	20,743	18.18%
Science	20,038	20,000	100.19%
Social Studies	5,560	6,000	92.67%
Special Education	11,392	12,000	94.93%
Speech & Debate	1,132	1,500	75.47%
STEAM	6,657	7,000	95.10%
Technology	94,774	94,500	100.29%
Testing and Assessments	5,096	5,100	99.92%
Vocational Arts	31,233	14,500	215.40%
Woodshop	3,167	2,000	158.35%
World Language	96	100	96.00%
Total Expenditures	339,027	330,343	102.63%

ICON SCHOOL MANAGEMENT

OTHER MATTERS

- Investment advisor will provide a complete quarterly report update at the May Finance Committee Meeting and Board Meeting.

- Detailed May Revise Budget updates for 2022-2023 will be provided in a School Services of California Conference being attended on May 20th.

ICON SCHOOL MANAGEMENT

El Camino Real Charter High School
Custom Comparative Balance Sheet
As of April 2022

Financial Row	Amount (As of Apr 2022)	Comparison Amount (As of Apr 2021)	Variance	% Variance
ASSETS				
Current Assets				
Bank				
9110 - Cash and County Treasury Account	$16,391,793.42	$417,192.95	$15,974,600.47	3,829.07%
9120-100 - ECR Petty Cash	$500.00	$500.00	$0.00	0.00%
9121-1287 - CNB Checking - Fundraising #1287	$1,042.65	$397.66	$644.99	162.20%
9121-1295 - CNB Checking - LAUSD Account #1295	$0.00	$0.00	$0.00	0.00%
9121-1309 - CNB Checking - PPP Account #1309	$0.00	$3,815,853.93	($3,815,853.93)	-100.00%
9121-1761 - CNB Checking - General Account #1761	$3,665,846.73	$8,451,696.75	($4,785,850.02)	-56.63%
9121-1796 - CNB Checking - A/P Account #1796	$575,475.85	$357,332.15	$218,143.70	61.05%
9122-1826 - CNB Checking - ASB Trust #1826	$530,848.04	$369,345.79	$161,502.25	43.73%
9124-2717 - ECRCHS : CNB ZBA account	($24,514.54)	($23,975.72)	($538.82)	2.25%
9135-0851 - US Bank MMA #0851	$161,991.47	$0.00	$161,991.47	0.00%
9135-0852 - US Bank OPEB MMA #0852	$357,842.88	$0.00	$357,842.88	0.00%
9135-3344 - Cetera Investments #3344	$0.00	$4,328,499.15	($4,328,499.15)	-100.00%
9135-4925 - Cetera OPEB Investments #4925	$0.00	$247,124.13	($247,124.13)	-100.00%
Total Bank	**$21,660,826.50**	**$17,963,966.79**	**$3,696,859.71**	**20.58%**
Accounts Receivable				
9200 - Accounts Receivable				
9200 - Accounts Receivable	$1,589,240.58	$301,000.00	$1,288,240.58	427.99%
9219 - AR - Special Ed (Fed)	$0.00	$0.00	$0.00	0.00%
9232 - AR - Property Taxes	$0.00	$0.00	$0.00	0.00%
9239 - AR - Special Education	$0.00	$0.03	($0.03)	-100.00%
9253 - AR - AR1	$270,664.53	$0.00	$270,664.53	0.00%
Total - 9200 - Accounts Receivable	**$1,859,905.11**	**$301,000.03**	**$1,558,905.08**	**517.91%**
9290 - Due from Grantor Gov't				
9211 - AR - Title I	$0.00	$0.00	$0.00	0.00%
9212 - AR - Title II	$18,242.00	$0.00	$18,242.00	0.00%
9213 - AR - Title III	$0.00	$0.00	$0.00	0.00%
9214 - AR - Title IV	$1,487.00	$6,907.00	($5,420.00)	-78.47%
9226 - AR- Child Nutrition (Federal)	$389,748.75	$96,588.74	$293,160.01	303.51%
9230 - AR - State Aid	$0.00	$42,246.05	($42,246.05)	-100.00%
9231 - AR - State Aid (Deferrals)	$0.00	$3,226,571.00	($3,226,571.00)	-100.00%
9233 - AR - Lottery	$0.00	$0.00	$0.00	0.00%
9246 - AR - Child Nutrition (State)	$26,219.91	$8,053.34	$18,166.57	225.58%
9249 - AR - Other State Grants	$24,995.21	$0.00	$24,995.21	0.00%
Total - 9290 - Due from Grantor Gov't	**$460,692.87**	**$3,380,366.13**	**($2,919,673.26)**	**-86.37%**
Total Accounts Receivable	**$2,320,597.98**	**$3,681,366.16**	**($1,360,768.18)**	**-36.96%**
Other Current Asset				
9150 - Investments	$6,047,183.83	$2,456,693.29	$3,590,490.54	146.15%
9151 - OPEB Investments	$20,939,008.04	$20,165,273.59	$773,734.45	3.84%
9152 - Other Investments	$776,045.64	$750,000.00	$26,045.64	3.47%
9320 - Store Inventory	$60,775.15	$0.00	$60,775.15	0.00%
9330 - PrePaid Expenses	$104,328.33	$117,223.69	($12,895.36)	-11.00%
Undeposited Funds	$13,206.75	$128.15	$13,078.60	10,205.70%
Total Other Current Asset	**$27,940,547.74**	**$23,489,318.72**	**$4,451,229.02**	**18.95%**
Total Current Assets	**$51,921,972.22**	**$45,134,651.67**	**$6,787,320.55**	**15.04%**
Fixed Assets				
9410 - Land	$2,019,963.89	$2,019,963.89	$0.00	0.00%
9420 - Land Improvements	$249,078.59	$209,614.25	$39,464.34	18.83%
9425 - Accumulated Depreciation - Land Improvements	($179,472.28)	($169,674.99)	($9,797.29)	5.77%
9430 - Buildings	$3,683,191.27	$3,559,839.36	$123,351.91	3.47%
9431 - Fixed Asset - Building Improvements	$139,467.91	$139,467.91	$0.00	0.00%
9435 - Accumulated Depreciation-Buildings	($517,658.64)	($441,917.29)	($75,741.35)	17.14%
9436 - Accumulated Depreciation - Building Improvements	($139,467.91)	($139,467.91)	$0.00	0.00%
9440 - Equipment	$1,719,441.02	$1,777,901.82	($58,460.80)	-3.29%
9445 - Accumulated Depreciation-Equipment	($1,580,667.61)	($1,623,747.29)	$43,079.68	-2.65%
9450 - Construction in Progress	$0.00	$3,200.00	($3,200.00)	-100.00%
9460 - Fixed Asset - Leasehold Improvements	$1,478,554.00	$1,478,554.00	$0.00	0.00%
9465 - Accumulated Depreciation - Leaseholds	($587,876.60)	($440,021.12)	($147,855.48)	33.60%
Total Fixed Assets	**$6,284,553.64**	**$6,373,712.63**	**($89,158.99)**	**-1.40%**
Total ASSETS	**$58,206,525.86**	**$51,508,364.30**	**$6,698,161.56**	**13.00%**
Liabilities & Equity				
Current Liabilities				
Accounts Payable				
9500 - Accounts Payable				
9500 - Accounts Payable	$26,964.00	$48,443.39	($21,479.39)	-44.34%
Total - 9500 - Accounts Payable	**$26,964.00**	**$48,443.39**	**($21,479.39)**	**-44.34%**
9504 - AMEX - Accounts Payable	$0.00	$0.00	$0.00	0.00%
9505 - CalCard - Accounts Payable	$3,784.00	$1,115.78	$2,668.22	239.13%
Total Accounts Payable	**$30,748.00**	**$49,559.17**	**($18,811.17)**	**-37.96%**

El Camino Real Charter High School
Custom Comparative Balance Sheet
As of April 2022

Financial Row	Amount (As of Apr 2022)	Comparison Amount (As of Apr 2021)	Variance	% Variance
Credit Card				
6539 - 2540 - CalCard - Hussey	($37,804.16)	$0.00	($37,804.16)	0.00%
6539 - 7280 - CalCard - Wood	($7,103.47)	$0.00	($7,103.47)	0.00%
9515-1039 - American Express - Darby	$0.00	$0.00	$0.00	0.00%
9515-1047 - American Express - Hussey	$0.00	($159.70)	$159.70	-100.00%
Total Credit Card	**($44,907.63)**	**($159.70)**	**($44,747.93)**	**28,019.99%**
Other Current Liability				
9501 - Accrued Accounts Payable	$30,081.31	($30,006.68)	$60,087.99	-200.25%
9530 - Garnishment/Lien Payable	($16,772.14)	($5,030.20)	($11,741.94)	233.43%
9550 - Retirement Liability - PERS	$185,212.40	$0.00	$185,212.40	0.00%
9552 - Sales Taxes Payable CA	$1,070.54	$3,161.43	($2,090.89)	-66.14%
9555 - Retirement Liability - STRS	$772,309.55	$37,224.24	$735,085.31	1,974.75%
9558 - Retirement Liability - PARS	$1,636.76	$0.00	$1,636.76	0.00%
9570 - Wages Payable	($558.75)	$0.00	($558.75)	0.00%
9573 - Accrued Salaries	$331,793.78	$27,868.17	$303,925.61	1,090.58%
9574 - Accrued Payroll Taxes	$0.00	$46.44	($46.44)	-100.00%
9580 - 403B Payable	$51,561.82	$51,267.00	$294.82	0.58%
9585 - Other Payroll Liabilities	$76,499.01	$122,299.85	($45,800.84)	-37.45%
9589 - OPEB Current Liability	$61,191.78	$61,329.33	($137.55)	-0.22%
9620 - Due to Student Groups/Other Agencies				
9620 - Due to Student Groups/Other Agencies	$118,365.07	$70,627.14	$47,737.93	67.59%
9621 - Due to (From) School 1	$360,243.78	$366,014.59	($5,770.81)	-1.58%
Total - 9620 - Due to Student Groups/Other Agencies	**$478,608.85**	**$436,641.73**	**$41,967.12**	**9.61%**
9650 - Deferred Revenue	$2,565,528.87	$0.00	$2,565,528.87	0.00%
9651 - Deferred Deposits	$127,192.93	$125,929.00	$1,263.93	1.00%
9652 - Deferred Tuition	$2,133,447.00	$504,000.00	$1,629,447.00	323.30%
Refunds Payable	$124.00	$742.00	($618.00)	-83.29%
Total Other Current Liability	**$6,798,927.71**	**$1,335,472.31**	**$5,463,455.40**	**409.10%**
Total Current Liabilities	**$6,784,768.08**	**$1,384,871.78**	**$5,399,896.30**	**389.92%**
Long Term Liabilities				
9664 - OPEB Liability	$34,861,358.48	$32,482,040.00	$2,379,318.48	7.33%
9665 - Compensated Absences Payable	$232,691.11	$193,596.42	$39,094.69	20.19%
9669 - Other general Long Term Debt	$0.00	$3,815,700.00	($3,815,700.00)	-100.00%
Total Long Term Liabilities	**$35,094,049.59**	**$36,491,336.42**	**($1,397,286.83)**	**-3.83%**
Equity				
Equity				
9760 - Fund Balance (Deficit)	$14,865,054.13	$6,027,612.68	$8,837,441.45	146.62%
9793 - Audit Adjustments	$3,815,700.00	$0.00	$3,815,700.00	0.00%
9796 - Net Investments in Capital Assets	$0.00	$0.00	$0.00	0.00%
9797 - Temporarily Restricted	$1,207,650.41	$0.00	$1,207,650.41	0.00%
Total - Equity	**$19,888,404.54**	**$6,027,612.68**	$13,860,791.86	229.95%
Retained Earnings	$0.00	($123.00)	**$123.00**	**-100.00%**
Net Income	($3,560,696.35)	$7,604,666.42	($11,165,362.77)	-146.82%
Total Equity	**$16,327,708.19**	**$13,632,156.10**	$2,695,552.09	19.77%
Total Liabilities & Equity	**$58,206,525.86**	**$51,508,364.30**	**$6,698,161.56**	**13.00%**

El Camino Real Charter High School
Comparative Income Statement
From July 2021 to April 2022

Financial Row	Amount (Apr 2022)	Comparative Amount (Apr 2021)	Variance	% Variance
Ordinary Income/Expense				
Income				
8000 - Revenue				
8010 - Principal Apportionment				
8011 - Charter Schools General Purpose Entitlement - State Aid	$10,737,091.00	$14,256,647.00	($3,519,556.00)	-24.69%
8012 - Education Protection Account Entitlement	$7,634,860.00	$5,912,924.00	$1,721,936.00	29.12%
8019 - State Aid - Prior Years	$306,021.00	($377,386.00)	$683,407.00	-181.09%
8096 - Charter Schools in Lieu of Property Taxes	$8,844,300.00	$8,269,328.97	$574,971.03	6.95%
Total - 8010 - Principal Apportionment	**$27,522,272.00**	**$28,061,513.97**	**($539,241.97)**	**-1.92%**
8100 - Federal Revenue				
8181 - Special Education - Entitlement	$0.00	$591,794.00	$0.00	0.00%
8220 - Child Nutrition Programs	$896,061.57	$351,884.29	$544,177.28	154.65%
8221 - Donated Food Commodities	$16,931.04	$25,643.05	($8,712.01)	-33.97%
8285 - Interagency Contracts Between LEAs	$793,140.00	$0.00	$793,140.00	0.00%
8290 - Every Student Succeeds Act	$592,214.69	$178,810.15	$413,404.54	231.20%
8291 - Title I	$0.00	$363,348.00	($363,348.00)	-100.00%
8294 - Title IV	$0.00	$16,288.00	($16,288.00)	-100.00%
Total - 8290 - Every Student Succeeds Act	**$592,214.69**	**$558,446.15**	**$33,768.54**	**6.05%**
8295 - Federal Learning Loss Funding	$37,836.00	$838,744.54	($800,908.54)	-95.49%
8296 - Other Federal Revenue				0.00%
8296 - Other Federal Revenue	$99,419.84	$0.00	$99,419.84	0.00%
8299 - All Other Federal Revenue	$192,221.46	$69,011.73	$123,209.73	178.53%
Total - 8296 - Other Federal Revenue	**$291,641.30**	**$69,011.73**	**$222,629.57**	**322.60%**
Total - 8100 - Federal Revenue	**$2,627,824.60**	**$2,435,523.76**	**$192,300.84**	**7.90%**
8300 - Other State Revenues				
8380 - Special Ed				
8381 - Special Education - Entitlement (State)	$0.00	$1,986,597.48	($1,986,597.48)	-100.00%
Total - 8380 - Special Ed	**$0.00**	**$1,986,597.48**	**($1,986,597.48)**	**-100.00%**
8520 - Child Nutrition - State	$86,551.65	$27,375.19	$59,176.46	216.17%
8550 - Mandated Cost Reimbursements	$161,596.00	$158,323.00	$3,273.00	2.07%
8560 - State Lottery Revenue	$483,594.16	$384,017.30	$99,576.86	25.93%
8590 - All Other State Revenue	$1,518,162.12	$672,568.08	$845,594.04	125.73%
Total - 8300 - Other State Revenues	**$2,249,903.93**	**$3,228,881.05**	**($978,977.12)**	**-30.32%**
8600 - Other Local Revenue				
8600 - Other Local Revenue	$15,440.60	$0.00	$15,440.60	0.00%
8631 - Sales				
8634 - Food Service Sales	$59,354.25	($326.83)	$59,681.08	-18260.59%
Total - 8631 - Sales	**$59,354.25**	**($326.83)**	**$59,681.08**	**-18260.59%**
8650 - Leases and Rentals	$32,967.50	$0.00	$32,967.50	0.00%
8660 - Interest				
8660 - Interest	$81,307.43	$436,539.58	($355,232.15)	-81.37%
8661 - Dividends	$325,492.47	$0.00	$325,492.47	0.00%
8664 - Gain (Loss) on Sale of Investments	$380,396.10	$0.00	$380,396.10	0.00%
Total - 8660 - Interest	**$787,196.00**	**$436,539.58**	**$350,656.42**	**80.33%**
8662 - Net Increase (Decrease) in the Fair Value of Investments	($3,320,380.40)	$4,118,927.86	($7,439,308.26)	-180.61%
8677 - Interagency Services Between LEAs	$2,398,090.07	$0.00	$2,398,090.07	0.00%
8690 - Other Local Revenue	$304,967.98	$116,878.96	$188,089.02	160.93%
8710 - Tuition	$417,953.25	$0.00	$417,953.25	0.00%
8804 - ASB Revenues	$82,808.29	($21.00)	$82,829.29	-394425.19%
Total - 8600 - Other Local Revenue	**$778,397.54**	**$4,671,998.57**	**($3,893,601.03)**	**-83.34%**
Total - 8000 - Revenue	**$33,178,398.07**	**$38,397,917.35**	**($5,219,519.28)**	**-13.59%**
Total - Income	**$33,178,398.07**	**$38,397,917.35**	**($5,219,519.28)**	**-13.59%**
Gross Profit	**$33,178,398.07**	**$38,397,917.35**	**($5,219,519.28)**	**-13.59%**
Expense				
1000 - Certificated Salaries				
1100 - Teachers Salaries	$11,469,470.78	$10,094,302.40	$1,375,168.38	13.62%
1200 - Certificated Pupil Support Salaries	$1,772,661.14	$1,471,949.75	$300,711.39	20.43%
1300 - Certificated Supervisor & Administrator Salaries	$953,933.82	$785,401.52	$168,532.30	21.46%
Total - 1000 - Certificated Salaries	**$14,196,065.74**	**$12,351,653.67**	**$1,844,412.07**	**14.93%**
2000 - Classified Salaries				
2100 - Classified Instructional Aide Salaries	$952,504.38	$812,890.27	$139,614.11	17.18%
2200 - Classified Support Salaries	$1,367,401.53	$1,146,885.47	$220,516.06	19.23%
2300 - Classified Supervisor & Administrator Salaries	$557,914.25	$577,545.85	($19,631.60)	-3.40%
2400 - Classified Clerical & Office Salaries	$826,646.01	$715,871.24	$110,774.77	15.47%
2900 - Classified Other Salaries	$66,565.16	$59,863.21	$6,701.95	11.20%
Total - 2000 - Classified Salaries	**$3,771,031.33**	**$3,313,056.04**	**$457,975.29**	**13.82%**

El Camino Real Charter High School
Comparative Income Statement
From July 2021 to April 2022

Financial Row	Amount (Apr 2022)	Comparative Amount (Apr 2021)	Variance	% Variance
Ordinary Income/Expense				
3000 - Employee Benefits				
3100 - STRS				
3101 - State Teachers Retirement System, certificated positions	$2,166,464.41	$1,808,985.98	$357,478.43	19.76%
3102 - State Teachers Retirement System, classified positions	$83,186.12	$56,059.18	$27,126.94	48.39%
3200 - PERS				
3201 - Public Employees Retirement System, certificated positions	$38,584.96	$32,248.17	$6,336.79	19.65%
3202 - Public Employees Retirement System, classified positions	$626,709.11	$558,702.37	$68,006.74	12.17%
Total - 3200 - PERS	**$665,294.07**	**$590,950.54**	**$74,343.53**	**12.58%**
3300 - OASDI-Medicare-Alternative				
3301 - OASDI/Alternative, certificated positions	$216,326.90	$165,364.00	$50,962.90	30.82%
3302 - OASDI/Alternative, classified positions	$240,073.98	$220,672.11	$19,401.87	8.79%
Total - 3300 - OASDI-Medicare-Alternative	**$456,400.88**	**$386,036.11**	**$70,364.77**	**18.23%**
3400 - Health & Welfare Benefits				
3401 - Health & Welfare Benefits - Certificated Positions	$2,180,332.19	$2,271,343.68	($91,011.49)	-4.01%
3402 - Health and Welfare Benefits - Classified Positions	$870,764.84	$836,307.03	$34,457.81	4.12%
Total - 3400 - Health & Welfare Benefits	**$3,051,097.03**	**$3,107,650.71**	**($56,553.68)**	**-1.82%**
3500 - Unemployment Insurance				
3501 - State Unemploy. Insurance - Certificated Positions	$68,098.92	$8,955.35	$59,143.57	660.43%
3502 - State Unemploy. Insurance - Classified Positions	$15,764.36	$2,380.54	$13,383.82	562.22%
Total - 3500 - Unemployment Insurance	**$83,863.28**	**$11,335.89**	**$72,527.39**	**639.80%**
3600 - Workers Comp Insurance				
3601 - Worker's Comp Insurance - Certificated Positions	$132,071.29	$107,685.95	$24,385.34	22.64%
3602 - Workers' Comp Insurance - Classified Positions	$38,162.41	$36,801.26	$1,361.15	3.70%
Total - 3600 - Workers Comp Insurance	**$170,233.70**	**$144,487.21**	**$25,746.49**	**17.82%**
3700 - Retiree Benefits				
3701 - OPEB, Allocated, Certificated Positions	$2,003,074.83	$2,131,122.08	($128,047.25)	-6.01%
3702 - OPEB, Allocated, Classified Positions	$532,169.65	$567,357.92	($35,188.27)	-6.20%
Total - 3700 - Retiree Benefits	**$2,535,244.48**	**$2,698,480.00**	**($163,235.52)**	**-6.05%**
3900 - Other Employee Benefits				
3901 - Other Benefits - Certificated Positions	$0.00	$11,570.00	($11,570.00)	-100.00%
3902 - Other Benefits - Classified Positions	$6,814.59	$6,365.51	$449.08	7.05%
Total - 3900 - Other Employee Benefits	**$6,814.59**	**$17,935.51**	**($11,120.92)**	**-62.01%**
Total - 3000 - Employee Benefits	**$9,218,598.56**	**$8,821,921.13**	**$396,677.43**	**4.50%**
4000 - Books & Supplies				
4100 - Approved Textbooks & Core Curricula Materials	$244,786.22	$119,052.03	$125,734.19	105.61%
4200 - Books & Other Reference Materials	$7,120.09	$39,733.87	($32,613.78)	-82.08%
4300 - Materials & Supplies				
4300 - Materials & Supplies	$26,303.70	$34,099.66	($7,795.96)	-22.86%
4325 - Instructional Materials & Supplies	$339,025.13	$108,487.21	$230,537.92	212.50%
4330 - Office Supplies	$74,997.57	$41,213.99	$33,783.58	81.97%
4345 - Non Instructional Student Materials & Supplies	$537,765.65	$178,221.23	$359,544.42	201.74%
4350 - ASB Supplies	$34,826.67	$0.00	$34,826.67	0.00%
Total - 4300 - Materials & Supplies	**$1,012,918.72**	**$362,022.09**	**$650,896.63**	**179.79%**
4400 - Noncapitalized Equipment	$1,390,131.64	$792,845.96	$597,285.68	75.33%
4700 - Food				
4710 - Student Food Services	$268,927.87	$148,842.87	$120,085.00	80.68%
Total - 4700 - Food	**$268,927.87**	**$148,842.87**	**$120,085.00**	**80.68%**
Total - 4000 - Books & Supplies	**$2,923,884.54**	**$1,462,496.82**	**$1,461,387.72**	**99.92%**
5000 - Services & Other Operating Expenses				
5000 - Services & Other Operating Expenses	$812.29	$18,855.09	($18,042.80)	-95.69%
5100 - Subagreement for Services	$0.00	$61,726.38	($61,726.38)	-100.00%
5200 - Employee Travel	$36,372.54	$9,475.49	$26,897.05	283.86%
5210 - Conferences and Professional Development	$17,955.95	$11,857.59	$6,098.36	51.43%
5300 - Dues & Memberships	$300,294.48	$148,816.76	$151,477.72	101.79%
5400 - Insurance	$340,376.00	$244,188.63	$96,187.37	39.39%
5500 - Operations & Housekeeping				
5500 - Operations & Housekeeping	$378,606.35	$600,305.47	($221,699.12)	-36.93%
5520 - Security	$279,010.68	$0.00	$279,010.68	0.00%
Total - 5500 - Operations & Housekeeping	**$657,617.03**	**$600,305.47**	**$57,311.56**	**9.55%**
5600 - Rentals, Leases, & Repairs				
5605 - Equipment Leases	$47,891.62	$92,207.27	($44,315.65)	-48.06%
5610 - Rent	$140.00	$574.83	($434.83)	-75.64%
5616 - Repairs and Maintenance - Computers	$21,076.44	$8,831.66	$12,244.78	138.65%
5620 - Utilities	$591,690.11	$0.00	$591,690.11	0.00%
5631 - Other Rentals, Leases and Repairs 1	$8,910.66	$3,075.38	$5,835.28	189.74%

El Camino Real Charter High School
Comparative Income Statement
From July 2021 to April 2022

Financial Row	Amount (Apr 2022)	Comparative Amount (Apr 2021)	Variance	% Variance
Ordinary Income/Expense				
Total - 5600 - Rentals, Leases, & Repairs	**$669,708.83**	**$104,689.14**	**$565,019.69**	**539.71%**
5800 - Other Services & Operating Expenses				
5800 - Other Services & Operating Expenses	$29,063.08	$34,166.40	($5,103.32)	-14.94%
5807 - Investment Taxes	$14,097.75	$0.00	$14,097.75	0.00%
5808 - Investment Fees	$129,926.33	$267,205.49	($137,279.16)	-51.38%
5809 - Banking Fees	$18,379.98	($15,292.15)	$33,672.13	-220.19%
5812 - Business Services	$48,000.00	$0.00	$48,000.00	0.00%
5815 - Consultants - Instructional	$1,336,246.71	$884,865.05	$451,381.66	51.01%
5820 - Consultants - Non Instructional - Custom 1	$889,525.90	$628,750.90	$260,775.00	41.48%
5824 - District Oversight Fees	$307,317.00	$295,583.30	$11,733.70	3.97%
5825 - ASB Consultants	$4,930.00	$0.00	$4,930.00	0.00%
5830 - Field Trips Expenses	$182,300.34	$3,709.06	$178,591.28	4815.00%
5833 - Fines and Penalties	$0.00	$31.06	($31.06)	-100.00%
5840 - Onboarding Fees	$1,839.00	$1,221.54	$617.46	50.55%
5841 - Professional Development Food	$60.48	$0.00	$60.48	0.00%
5845 - Legal Fees	$240,832.14	$181,154.74	$59,677.40	32.94%
5848 - Licenses and Other Fees	$4,609.03	$3,638.94	$970.09	26.66%
5851 - Marketing and Student Recruiting	$50,469.43	$38,380.42	$12,089.01	31.50%
5857 - Payroll Fees	$84,658.57	$60,714.05	$23,944.52	39.44%
5872 - Special Education Encroachment	$607,746.00	$575,283.08	$32,462.92	5.64%
5884 - Substitutes	$314,921.28	$150,388.81	$164,532.47	109.40%
5899 - Miscellaneous Operating Expenses	$200.00	$0.00	$200.00	0.00%
Total - 5800 - Other Services & Operating Expenses	**$4,265,123.02**	**$3,109,800.69**	**$1,155,322.33**	**37.15%**
5900 - Communications	$105,299.65	$116,182.91	($10,883.26)	-9.37%
Total - 5000 - Services & Other Operating Expenses	**$6,393,559.79**	**$4,425,898.15**	**$1,967,661.64**	**44.46%**
6000 - Capital Outlay				
6900 - Depreciation	$235,954.46	$418,225.12	($182,270.66)	-43.58%
Total - 6000 - Capital Outlay	**$235,954.46**	**$418,225.12**	**($182,270.66)**	**-43.58%**
Total - Expense	**$36,739,094.42**	**$30,793,250.93**	**$5,945,843.49**	**19.31%**
Net Ordinary Income	**($3,560,696.35)**	**$7,604,666.42**	**($11,165,362.77)**	**-146.82%**
Net Income	**($3,560,696.35)**	**$7,604,666.42**	**($11,165,362.77)**	**-146.82%**

El Camino Real Charter High School
2nd Interim Budget vs. Actual
From July 2021 to April 2022

Financial Row	Amount	Budget Amount	Amount Remaining (Overspent) Budget	% of Budget
Ordinary Income/Expense				
Income				
8000 - Revenue				
8010 - Principal Apportionment				
8011 - Charter Schools General Purpose Entitlement - State Aid	$10,737,091.00	$14,993,119.70	$4,256,028.70	71.61%
8012 - Education Protection Account Entitlement	$7,634,860.00	$10,736,470.30	$3,101,610.30	71.11%
8019 - State Aid - Prior Years	$306,021.00	($67.00)	($306,088.00)	-456747.76%
8096 - Charter Schools in Lieu of Property Taxes	$8,844,300.00	$9,520,518.00	$676,218.00	92.90%
Total - 8010 - Principal Apportionment	**$27,522,272.00**	**$35,250,041.00**	**$7,727,769.00**	**78.08%**
8100 - Federal Revenue				
8220 - Child Nutrition Programs	$896,061.57	$834,877.00	($61,184.57)	107.33%
8221 - Donated Food Commodities	$16,931.04	$0.00	($16,931.04)	N/A
8285 - Interagency Contracts Between LEAs	$793,140.00	$908,764.00	$115,624.00	87.28%
8290 - Every Student Succeeds Act				
8290 - Every Student Succeeds Act	$592,214.69	$0.00	($592,214.69)	N/A
8291 - Title I	$0.00	$384,238.00	$384,238.00	0.00%
8292 - Title II	$0.00	$78,930.00	$78,930.00	0.00%
8293 - Title III	$0.00	$7,839.00	$7,839.00	0.00%
8294 - Title IV	$0.00	$26,948.00	$26,948.00	0.00%
Total - 8290 - Every Student Succeeds Act	**$592,214.69**	**$497,955.00**	**($94,259.69)**	**118.93%**
8295 - Federal Learning Loss Funding	$37,836.00	$75,737.00	$37,901.00	49.96%
8296 - Other Federal Revenue				
8296 - Other Federal Revenue	$99,419.84	$0.00	($99,419.84)	N/A
8299 - All Other Federal Revenue	$192,221.46	$751,223.00	$559,001.54	25.59%
Total - 8296 - Other Federal Revenue	**$291,641.30**	**$751,223.00**	**$559,001.54**	**38.82%**
Total - 8100 - Federal Revenue	**$2,627,824.60**	**$3,068,556.00**	**$540,151.24**	**85.64%**
8300 - Other State Revenues				
8520 - Child Nutrition - State	$86,551.65	$56,442.00	($30,109.65)	153.35%
8550 - Mandated Cost Reimbursements	$161,596.00	$161,596.00	$0.00	100.00%
8560 - State Lottery Revenue	$483,594.16	$746,741.00	$263,146.84	64.76%
8590 - All Other State Revenue	$1,518,162.12	$2,815,614.00	$1,297,451.88	53.92%
Total - 8300 - Other State Revenues	**$2,249,903.93**	**$3,780,393.00**	**$1,530,489.07**	**59.52%**
8600 - Other Local Revenue				
8600 - Other Local Revenue	$15,440.60	$0.00	($15,440.60)	N/A
8631 - Sales				
8634 - Food Service Sales	$59,354.25	$59,641.00	$286.75	99.52%
8650 - Leases and Rentals	$32,967.50	$37,500.00	$4,532.50	87.91%
8660 - Interest				
8660 - Interest	$81,307.43	$340,000.00	$258,692.57	23.91%
8661 - Dividends	$325,492.47	$0.00	($325,492.47)	N/A
8664 - Gain (Loss) on Sale of Investments	$380,396.10	$0.00	($380,396.10)	N/A
Total - 8660 - Interest	**$787,196.00**	**$340,000.00**	**($447,196.00)**	**231.53%**
8662 - Net Increase (Decrease) in the Fair Value of Investments	($3,320,380.40)	$0.00	$3,320,380.40	N/A
8677 - Interagency Services Between LEAs	$2,398,090.07	$2,572,949.00	$174,858.93	93.20%
8690 - Other Local Revenue				
8690 - Other Local Revenue	$304,967.98	$0.00	($304,967.98)	N/A
8699 - All Other Local Revenue	$0.00	$332,859.00	$332,859.00	0.00%
Total - 8690 - Other Local Revenue	**$304,967.98**	**$332,859.00**	$27,891.02	91.62%
8710 - Tuition	$417,953.25	$605,000.00	$187,046.75	69.08%
8804 - ASB Revenues	$82,808.29	$150,000.00	$67,191.71	55.21%
Total - 8600 - Other Local Revenue	**$778,397.54**	**$4,097,949.00**	**$3,319,551.46**	**18.99%**
Total - 8000 - Revenue	**$33,178,398.07**	**$46,196,939.00**	**$13,117,960.77**	**71.82%**
Total - Income	**$33,178,398.07**	**$46,196,939.00**	**$13,117,960.77**	**71.82%**
Gross Profit	**$33,178,398.07**	**$46,196,939.00**	**$13,117,960.77**	**71.82%**
Expense				
1000 - Certificated Salaries				
1100 - Teachers Salaries	$11,469,470.78	$14,659,088.00	$3,189,617.22	78.24%
1200 - Certificated Pupil Support Salaries	$1,772,661.14	$1,839,386.00	$66,724.86	96.37%
1300 - Certificated Supervisor & Administrator Salaries	$953,933.82	$1,240,731.00	$286,797.18	76.88%
1900 - Other Certificated Salaries	$0.00	$51,393.00	$51,393.00	0.00%
Total - 1000 - Certificated Salaries	**$14,196,065.74**	**$17,790,598.00**	**$3,594,532.26**	**79.80%**
2000 - Classified Salaries				
2100 - Classified Instructional Aide Salaries	$952,504.38	$943,691.00	($8,813.38)	100.93%
2200 - Classified Support Salaries	$1,367,401.53	$1,591,848.00	$224,446.47	85.90%
2300 - Classified Supervisor & Administrator Salaries	$557,914.25	$708,921.00	$151,006.75	78.70%
2400 - Classified Clerical & Office Salaries	$826,646.01	$970,521.00	$143,874.99	85.18%
2900 - Classified Other Salaries	$66,565.16	$236,013.00	$169,447.84	28.20%
Total - 2000 - Classified Salaries	**$3,771,031.33**	**$4,450,994.00**	**$679,962.67**	**84.72%**
3000 - Employee Benefits				

El Camino Real Charter High School
2nd Interim Budget vs. Actual
From July 2021 to April 2022

Financial Row	Amount	Budget Amount	Amount Remaining (Overspent) Budget	% of Budget
3100 - STRS				
3101 - State Teachers Retirement System, certificated positions	$2,166,464.41	$2,870,657.00	$704,192.59	75.47%
3102 - State Teachers Retirement System, classified positions	$83,186.12	$57,330.00	($25,856.12)	145.10%
Total - 3100 - STRS	**$2,249,650.53**	**$2,927,987.00**	**$678,336.47**	**76.83%**
3200 - PERS				
3201 - Public Employees Retirement System, certificated positions	$38,584.96	$27,740.00	($10,844.96)	139.10%
3202 - Public Employees Retirement System, classified positions	$626,709.11	$797,506.00	$170,796.89	78.58%
Total - 3200 - PERS	**$665,294.07**	**$825,246.00**	**$159,951.93**	**80.62%**
3300 - OASDI-Medicare-Alternative				
3301 - OASDI/Alternative, certificated positions	$216,326.90	$271,781.00	$55,454.10	79.60%
3302 - OASDI/Alternative, classified positions	$240,073.98	$337,908.00	$97,834.02	71.05%
Total - 3300 - OASDI-Medicare-Alternative	**$456,400.88**	**$609,689.00**	**$153,288.12**	**74.86%**
3400 - Health & Welfare Benefits				
3401 - Health & Welfare Benefits - Certificated Positions	$2,180,332.19	$2,888,308.00	$707,975.81	75.49%
3402 - Health and Welfare Benefits - Classified Positions	$870,764.84	$857,677.00	($13,087.84)	101.53%
Total - 3400 - Health & Welfare Benefits	**$3,051,097.03**	**$3,745,985.00**	**$694,887.97**	**81.45%**
3500 - Unemployment Insurance				
3501 - State Unemploy. Insurance - Certificated Positions	$68,098.92	$88,722.00	$20,623.08	76.76%
3502 - State Unemploy. Insurance - Classified Positions	$15,764.36	$22,414.00	$6,649.64	70.33%
Total - 3500 - Unemployment Insurance	**$83,863.28**	**$111,136.00**	**$27,272.72**	**75.46%**
3600 - Workers Comp Insurance				
3601 - Worker's Comp Insurance - Certificated Positions	$132,071.29	$224,262.00	$202,171.00	20217100.00%
3602 - Workers' Comp Insurance - Classified Positions	$38,162.41	$55,374.00	$17,211.59	68.92%
Total - 3600 - Workers Comp Insurance	**$170,233.70**	**$279,636.00**	**$219,382.59**	**60.88%**
3700 - Retiree Benefits				
3701 - OPEB, Allocated, Certificated Positions	$2,003,074.83	$2,365,654.00	$362,579.17	84.67%
3702 - OPEB, Allocated, Classified Positions	$532,169.65	$635,546.00	$103,376.35	83.73%
Total - 3700 - Retiree Benefits	**$2,535,244.48**	**$3,001,200.00**	**$465,955.52**	**84.47%**
3900 - Other Employee Benefits				
3902 - Other Benefits - Classified Positions	$6,814.59	$8,100.00	$1,285.41	84.13%
Total - 3900 - Other Employee Benefits	**$6,814.59**	**$8,100.00**	**$1,285.41**	**84.13%**
Total - 3000 - Employee Benefits	**$9,218,598.56**	**$11,508,979.00**	**$2,400,360.73**	**80.10%**
4000 - Books & Supplies				
4100 - Approved Textbooks & Core Curricula Materials	$244,786.22	$269,080.00	$24,293.78	90.97%
4200 - Books & Other Reference Materials	$7,120.09	$10,565.00	$3,444.91	67.39%
4300 - Materials & Supplies				
4300 - Materials & Supplies	$26,303.70	$31,509.00	$5,205.30	83.48%
4325 - Instructional Materials & Supplies	$339,025.13	$330,343.00	($8,682.13)	102.63%
4330 - Office Supplies	$74,997.57	$90,593.00	$15,595.43	82.79%
4345 - Non Instructional Student Materials & Supplies	$537,765.65	$493,110.00	($44,655.65)	109.06%
4350 - ASB Supplies	$34,826.67	$0.00	($34,826.67)	N/A
Total - 4300 - Materials & Supplies	**$1,012,918.72**	**$945,555.00**	**($67,363.72)**	**107.12%**
4400 - Noncapitalized Equipment	$1,390,131.64	$1,150,000.00	($240,131.64)	120.88%
4700 - Food				
4710 - Student Food Services	$268,927.87	$349,687.00	$80,759.13	76.91%
Total - 4700 - Food	**$268,927.87**	**$349,687.00**	**$80,759.13**	**76.91%**
Total - 4000 - Books & Supplies	**$2,923,884.54**	**$2,724,887.00**	**($198,997.54)**	**107.30%**
5000 - Services & Other Operating Expenses				
5000 - Services & Other Operating Expenses	$812.29	$33,295.00	$32,482.71	2.44%
5100 - Subagreement for Services	$0.00	$60,000.00	$60,000.00	0.00%
5200 - Employee Travel	$36,372.54	$30,046.00	($6,326.54)	121.06%
5210 - Conferences and Professional Development	$17,955.95	$75,000.00	$57,044.05	23.94%
5300 - Dues & Memberships	$300,294.48	$288,597.00	($11,697.48)	104.05%
5400 - Insurance	$340,376.00	$413,948.00	$73,572.00	82.23%
5500 - Operations & Housekeeping				
5500 - Operations & Housekeeping	$378,606.35	$416,358.00	$37,751.65	90.93%
5520 - Security	$279,010.68	$600,000.00	$320,989.32	46.50%
Total - 5500 - Operations & Housekeeping	**$657,617.03**	**$1,016,358.00**	**$358,740.97**	**64.70%**
5600 - Rentals, Leases, & Repairs				
5605 - Equipment Leases	$47,891.62	$100,014.00	$52,122.38	47.88%
5610 - Rent	$140.00	$5,665.00	$5,525.00	2.47%
5616 - Repairs and Maintenance - Computers	$21,076.44	$14,110.00	($6,966.44)	149.37%
5620 - Utilities	$591,690.11	$671,377.00	$79,686.89	88.13%
5631 - Other Rentals, Leases and Repairs 1	$8,910.66	$4,120.00	($4,790.66)	216.28%
Total - 5600 - Rentals, Leases, & Repairs	**$669,708.83**	**$795,286.00**	**$125,577.17**	**84.21%**
5800 - Other Services & Operating Expenses				
5800 - Other Services & Operating Expenses	$29,063.08	$42,925.00	$13,861.92	67.71%
5807 - Investment Taxes	$14,097.75	$25,000.00	$10,902.25	56.39%
5808 - Investment Fees	$129,926.33	$269,600.00	$139,673.67	48.19%

El Camino Real Charter High School
2nd Interim Budget vs. Actual
From July 2021 to April 2022

Financial Row	Amount	Budget Amount	Amount Remaining (Overspent) Budget	% of Budget
5809 - Banking Fees	$18,379.98	$35,000.00	$16,620.02	52.51%
5812 - Business Services	$48,000.00	$96,000.00	$48,000.00	50.00%
5815 - Consultants - Instructional	$1,336,246.71	$1,451,092.00	$114,845.29	92.09%
5820 - Consultants - Non Instructional - Custom 1	$889,525.90	$647,038.00	($242,487.90)	137.48%
5824 - District Oversight Fees	$307,317.00	$358,715.00	$51,398.00	85.67%
5825 - ASB Consultants	$4,930.00	$0.00	($4,930.00)	N/A
5830 - Field Trips Expenses	$182,300.34	$298,864.00	$116,563.66	61.00%
5833 - Fines and Penalties	$0.00	$515.00	$515.00	0.00%
5840 - Onboarding Fees	$1,839.00	$5,000.00	$3,161.00	36.78%
5845 - Legal Fees	$240,832.14	$239,476.00	($1,356.14)	100.57%
5848 - Licenses and Other Fees	$4,609.03	$15,450.00	$10,840.97	29.83%
5851 - Marketing and Student Recruiting	$50,469.43	$90,000.00	$39,530.57	56.08%
5857 - Payroll Fees	$84,658.57	$76,440.00	($8,218.57)	110.75%
5872 - Special Education Encroachment	$607,746.00	$682,788.00	$75,042.00	89.01%
5884 - Substitutes	$314,921.28	$398,730.00	$83,808.72	78.98%
5899 - Miscellaneous Operating Expenses	$200.00	$500.00	$300.00	40.00%
Total - 5800 - Other Services & Operating Expenses	**$4,265,123.02**	**$4,733,133.00**	**$468,009.98**	**90.11%**
5900 - Communications	$105,299.65	$126,643.00	$21,343.35	83.15%
Total - 5000 - Services & Other Operating Expenses	**$6,393,559.79**	**$7,572,306.00**	**$1,178,746.21**	**84.43%**
6000 - Capital Outlay				
6900 - Depreciation	$235,954.46	$309,748.00	$73,793.54	76.18%
Total - 6000 - Capital Outlay	**$235,954.46**	**$309,748.00**	**$73,793.54**	**76.18%**
7438 - Debt Service - Interest	$0.00	$0.00	$0.00	N/A
Total - Expense	**$36,739,094.42**	**$44,357,512.00**	**$7,728,397.87**	**82.82%**
Net Ordinary Income	**($3,560,696.35)**	**$1,839,427.00**	**$5,389,562.90**	**-193.58%**
Net Income	**($3,560,696.35)**	**$1,839,427.00**	**$5,389,562.90**	**-193.58%**

El Camino Real Charter High School
Parent Company
Cash Flow Statement
Jul 2021 through Apr 2022

Financial Row	2022	2021
Operating Activities		
Net Income	($3,574,196.35)	$7,604,666.42
Adjustments to Net Income		
Accounts Receivable	$1,014,794.76	$661,063.69
Other Current Asset	($6,027,516.74)	($2,690,076.42)
Accounts Payable	($637,280.69)	($42,358.64)
Sales Tax Payable	$1,070.54	$3,161.43
Other Current Liabilities	$4,218,778.72	($1,423,517.58)
Total Adjustments to Net Income	**($1,430,153.41)**	**($3,491,727.52)**
Total Operating Activities	**($5,004,349.76)**	**$4,112,938.90**
Investing Activities		
Fixed Asset	$79,873.50	$290,800.98
Total Investing Activities	**$79,873.50**	**$290,800.98**
Financing Activities		
Long Term Liabilities	($1,280,455.52)	$6,294,180.00
Other Equity	$3,816,687.69	$0.00
Total Financing Activities	**$2,536,232.17**	**$6,294,180.00**
Net Change in Cash for Period	**($2,388,244.09)**	**$10,697,919.88**
Cash at Beginning of Period	**$24,062,277.34**	**$7,266,175.06**
Cash at End of Period	**$21,674,033.25**	**$17,964,094.94**

EL CAMINO REAL CHARTER HIGH SCHOOL
ASB TRUST/ GENERAL ACCT
APRIL 2022

Trust Account	Balance
TRUST - A Capella	$ 82.00
TRUST - AVID	$ 3,933.62
TRUST - Active Minds	$ 34.88
TRUST - American Cancer	$ 50.00
TRUST - Asian Appreciation Club	$ 72.00
TRUST - Athletic Director	$ 31.84
TRUST - Band	$ 20,344.13
TRUST - Baseball	$ 46,468.86
TRUST - Beyond the Books	$ 164.00
TRUST - Black Student U	$ 1,044.98
TRUST - Boys Basketball	$ 10,775.82
TRUST - Boys Golf	$ 3,397.04
TRUST - Boys Lacrosse	$ 4,782.76
TRUST - Boys Soccer	$ 5,739.57
TRUST - Boys Volleyball	$ 5,191.39
TRUST - C2BK Cool 2 B Kind	$ 397.75
TRUST - CEA	$ 1,427.61
TRUST - CHIRLA	$ 65.75
TRUST - CSF	$ 33,792.33
TRUST - Cheerleaders	$ 4,942.52
TRUST - Choir	$ 3,851.98
TRUST - Claws for a Cause	$ 60.00
TRUST - Club Girl Up	$ (35.58)
TRUST - College Counseling	$ 2,258.44
TRUST - Creative Writing	$ 2,117.38
TRUST - Cross Country	$ 8,781.95
TRUST - Cultural Club	$ (6.69)
TRUST - DECA	$ 978.40
TRUST - Dance	$ 3,004.92
TRUST - Drama	$ 39,846.16
TRUST - Drill Team	$ 10,866.47
TRUST - ECR Community Leaders	$ 256.95
TRUST - Environmental	$ 71.16
TRUST - Falling Whistles	$ 376.00
TRUST - Fashion Club	$ 252.36
TRUST - Football	$ 23,053.75
TRUST - French Club	$ 168.80
TRUST - Friendship Circle	$ 430.78
TRUST - Future Homemakers	$ 1,001.88
TRUST - GSA Club	$ 2,530.92
TRUST - Ganssle Memorial Schol	$ 2,000.00
TRUST - Girls Basketball	$ 17,236.91
TRUST - Girls Golf	$ 1,604.54
TRUST - Girls Lacrosse	$ 114.61
TRUST - Girls Soccer	$ 8,598.18
TRUST - Girls Volleyball	$ 1,564.99
TRUST - Girls Water Polo	$ 651.89
TRUST - Grad Class 2021	$ 23.51

EL CAMINO REAL CHARTER HIGH SCHOOL
ASB TRUST/ GENERAL ACCT
APRIL 2022

Trust Account	Balance
TRUST - Grad Class 2022	$ 43,349.45
TRUST - Grad Class 2023	$ 3,686.71
TRUST - Grad Class 2024	$ 2,527.31
TRUST - Grad Class 2025	$ 1,144.62
TRUST - Graphic Arts	$ 2,280.52
TRUST - Great Films Club	$ 20.00
TRUST - Helping Hands	$ 632.00
TRUST - Humanitas	$ 1.73
TRUST - Jewish Club	$ 65.50
TRUST - KPOP Club	$ 305.00
TRUST - Key Club	$ 270.32
TRUST - Knitting for a Cause	$ 44.05
TRUST - La Familia	$ 123.81
TRUST - Local Charity Outreach	$ 92.00
TRUST - Local Vocals	$ 834.61
TRUST - MACS Club	$ 40.00
TRUST - Medical Club	$ 10,338.95
TRUST - Milton Goffman Scholarship	$ 3,000.00
TRUST - Mock Trial	$ 385.00
TRUST - Model United Natn	$ 836.00
TRUST - Mountain Bike Club	$ 4,155.30
TRUST - NJROTC	$ 49,010.36
TRUST - National Honors Soc	$ 5,309.36
TRUST - Newspaper Interns Club	$ 396.16
TRUST - Operation Smile	$ 49.00
TRUST - Persian Club	$ 128.00
TRUST - Philosophy Club	$ 41.00
TRUST - Physics Club	$ 859.74
TRUST - Ping Pong Club	$ 28.60
TRUST - Recycle for Research	$ 148.24
TRUST - Robotics	$ 16,192.34
TRUST - Rotary Interact Club	$ 372.29
TRUST - Sand Volleyball	$ 119.18
TRUST - Save Promise	$ 79.00
TRUST - Save the Waves	$ 126.00
TRUST - Schship JHarrison	$ 9,253.61
TRUST - Science Bowl	$ 2,043.04
TRUST - Science National Honors Society	$ 125.00
TRUST - She's The First	$ 1,595.57
TRUST - Softball	$ 4,603.69
TRUST - Spanish Honor Soc	$ 701.00
TRUST - Speech & Debate	$ 167.68
TRUST - Step	$ 1,411.27
TRUST - Student Council	$ 59,976.31
TRUST - Students Demand Action	$ 149.00
TRUST - Swimming & Diving	$ 4,741.07
TRUST - The MESS	$ 109.19
TRUST - Thespians Club	$ 1,395.84

EL CAMINO REAL CHARTER HIGH SCHOOL
ASB TRUST/ GENERAL ACCT
APRIL 2022

Trust Account		Balance
TRUST - Track & Field	$	5,761.98
TRUST - True Crime Club	$	11.81
TRUST - UNICEF	$	518.55
TRUST - Vegan Peace Club	$	94.18
TRUST - WE Club	$	79.37
TRUST - Wrestling	$	1,970.73
TRUST - You Can Do This SCHLR	$	500.00
Total Trust Accounts	**$**	**516,600.55**
ASB Revenue thru 4/29/22	$	82,808.29
ASB Expense thru 4/29/22	$	46,329.80
Net General ASB Balance	**$**	**36,478.49**
Total as of 4/29/22	**$**	**553,079.04**
Total xx1826 bank balance 4/29/22	**$**	**530,848.04**
Pending Bank Transfer	$	22,231.00
Adjusted Ending bank balance	**$**	**553,079.04**

Coversheet

Average Daily Attendance (ADA) Update

Section: IV. Financial
Item: B. Average Daily Attendance (ADA) Update
Purpose: Discuss
Submitted by:
Related Material: May21 '22 Agenda Item V.B. ADA Update.pdf

ECRCHS
NPS ENROLLMENT and ADA
for 2021-2022

2021-2022												2021-22 Mo 8 YTD ADA	2020-21 Mo 9 YTD ADA
Instructional Days	20-21	19	18	20	14	19	19	19	14	20			
	2021-2022	20	16	20	14	19	19	19	19	15	Total	161	180
		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9		524,052	524,052
Enrollment											ADA	3,254.98	2,911.40
Regular		at 10									BUDGET	3,427.60	3,377.91
		#										Note: ADA Funding stops at Month 8	
Current Year		3,555	3,550	3,541	3,536	3,524	3,520	3,507	3,496	3,490	3,529	For informational purposes only	
Prior Year		3,644	3,653	3,645	3,640	3,633	3,624	3,622					
Budget		3,604	3,604	3,604	3,604	3,604	3,604	3,604	3,604	3,604			
ADA													
Current Year		66,038	54,196	65,986	45,851	60,804	60,474	61,865	61,404	47,434		3,140.47	2,911.40
Independent Study		1,598	1,725	2,386	1,832	2,332	2,625	2,891	3,047	2,377		114.51	Independent Study ADA
Prior Year		66,717	64,689	57,132	47,156	63,645	63,645	62,329			3,167.40		Classroom Based ADA
ADA (per month)		3,301.90	3,387.25	3,299.30	3,275.07	3,200.21	3,182.84	3,256.05	3,231.79	3,162.27		YTD ADA %	
ADA %		92.9%	95.4%	93.2%	92.6%	90.8%	90.4%	92.8%	92.4%	90.6%		92.2%	
Budget-2021-2022		3,427.60	3,427.60	3,427.60	3,427.60	3,427.60	3,427.60	3,427.60	3,427.60				
ADA % (vs.20/21)		96.4%	96.7%	97.1%	96.1%	96.2%	97.0%	97.0%				96.6%	
By Grade Level	9th	838	838	834	835	835	837	837	829	829			
2021-2022	10th	886	882	874	870	879	875	874	875	875			
	11th	923	916	919	919	907	907	903	900	900			
	12th	908	914	914	912	905	904	896	892	886			
	Enrollment	3,555	3,550	3,541	3,536	3,526	3,523	3,510	3,496	3,490			
By Grade Level	9th	910	916	913	913	919	918	918	NA				
2020-2021	10th	941	942	941	941	938	936	934	NA				
	11th	909	910	904	904	909	907	905	NA				
	12th	884	885	883	882	867	863	865	NA				
	Enrollment	3,644	3,653	3,641	3,640	3,633	3,624	3,622					
Enrollment Loss	9th	-72	-78	-79	-78	-84	-81	-81					
	10th	-55	-60	-67	-71	-59	-61	-60					
	11th	14	6	15	15	-2	0	-2					
	12th	24	29	31	30	38	41	31					
		-89	-103	-100	-104	-107	-101	-112					

Coversheet

Discussion on 2022-2023 Budget Updates and Vote on 2022-2023 Textbook and IMA Budgets

Section: V. School Business
Item: A. Discussion on 2022-2023 Budget Updates and Vote on 2022-2023 Textbook and IMA Budgets
Purpose: Vote
Submitted by:
Related Material: May '22 Agenda Item IV.B-2022-2023 Textbook Budget Proposal.pdf
May '22 Agenda Item IV.B-2022-2023 IMA Budget Proposal.pdf

Textbook Budget Summary

Approved 22-23 Amount $ -

Textbooks		*4100*

Expense	21-22 Spending	Original Request-2022-2023	Admin Recommended	Approved 22-23 Amount	Finance Committee Recommended	Comments
Alternative Education/ISP	$ 6,156			$ -		
Audio,Visual,Performing	$ 375					
Business Tech.	$ 9,527	$ 21,900	$ 21,900			
Career/Voc Ed/Arts	$ 12,846	$ 12,740	$ 12,740			
English	$ 75,255	$ 71,190	$ 125,190			Moved Novels from IMA
English Learner	$ 2,299	$ 8,725	$ 8,725			
Health and Life Skills	$ -	$ 37,590	$ 37,590			
Math	$ 93,967	$ 220,000	$ 220,000			
NJROTC	$ -	$ -				
Physical Education	$ -	$ -				
Science	$ 156	$ 191,944	$ 191,944			
Social Studies	$ 40,749	$ 22,776	$ 22,776			
SPED	$ 129	$ 5,300	$ 5,300			
World Language	$ 3,872	$ 7,000	$ 7,000			
SchoolWide Contingency(10%)			$ 65,317			
Total	$ 245,331	$ 599,166	$ 718,482	$ -	$ -	

Note: CARES/Lottery Funding available for Textbook Purchases for 2022/2023

Department: NAME # AVP

EL CAMINO REAL CHARTER HIGH SCHOOL

APPROVED BY: _____ ADMINISTRATOR

APPROVED BY: _____ BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Textbooks**

TOTAL AMOUNT

2022-23 BUDGET REQUEST

$ -	2022-23 Request
$ -	Approved Amount

Use this sheet to indicate your requests for physical books (i.e.: books you can touch & need barcoded)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to WASC Plan or LCAP	PRIORITY
1						
2						
3						
4						
	Total	$ -	$ -			

Department:	NAME	#
	Business Tech.	

EL CAMINO REAL CHARTER HIGH SCHOOL

APPROVED BY: _____ ADMINISTRATOR

APPROVED BY: _____ BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Textbooks**

TOTAL AMOUNT

2022-23 BUDGET REQUEST

$	21,900.00	2022-23 Request
$	21,900.00	Approved Amount

Use this sheet to indicate your requests for physical books (i.e.: books you can touch & need barcoded)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to WASC Plan or LCAP	PRIORITY
1	Intro to Digital Marketing	$ 7,500	$ 7,500			
2	Intro Comp-Purchase new books for Fall or Spring-4 labs/40 books per lab 160 books @$90=$14,400	$ 14,400	$ 14,400			
3						
4						
	Total	**$ 21,900**	**$ 21,900**			

Department:	NAME	#
	Career Vocational Arts	



APPROVED BY: _____
ADMINISTRATOR

APPROVED BY: _____
BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Textbooks**

TOTAL AMOUNT

2022-23 BUDGET REQUEST

$	12,740.29	2022-23 Request
$	12,740.29	Approved Amount

Use this sheet to indicate your requests for physical books (i.e.: books you can touch & need barcoded)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to WASC Plan or LCAP	PRIORITY
1	Succeeding in Life and Career, Textbook 12th Edition for new Independent Living Course. 50 hard copy Textbooks, 90 student 6-year online student lisences and the LMS Setup Resource (SEE attached Quote) - Ms. Charters	$ 12,740	$ 12,740	Independent Living Class is a new course. I had a similar class years ago, but the textbooks are out of date from 2008 - Ms. Charters		
	Total	$ 12,740	$ 12,740			

Department:	NAME	#
	English	

EL CAMINO REAL CHARTER HIGH SCHOOL

APPROVED BY: _____
ADMINISTRATOR

APPROVED BY: _____
BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Textbooks**

TOTAL AMOUNT

2022-23 BUDGET REQUEST

$	71,190.00	2022-23 Request
$	125,190.00	Approved Amount

Use this sheet to indiciate your requests for physical books (i.e.: books you can touch & need barcoded)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to WASC Plan or LCAP	PRIORITY
1	Springboard Digital Texts - all grade levels	$ 52,670	$ 52,670	Subscription/General text yearly digital access needed for all grade levels. I believe this is the amount - we have one year left on this contract.	Core English Materials	High
2	The Norton Guide to AP Literature by Susan G. Barber and Melissa Alter Smith (qty 120) Option 2 direct from the Norton Publisher provides the Paperback and 6 years (or 12 semesters) of ebook access for $21 per book. Funding for this request is $21 x 120 = $2,520	$ 2,520	$ 2,520	This is the first textbook that AP Literature teachers have requested for this course. Norton Publishers is the standard for college instruction of literary analysis. The teachers are requesting a textbook for students to meet and exceed the standards of this rigorous course. This textbook will support the needs of our diverse student population.	Core English Materials for AP Literature	High
3	NoRedInk Premium Grammar and Writing Structure Digital Text Book and Application Funding for this request is based on the Spring 2022 pilot program cost of $7,500. The full year cost is estimated at $16,000 ($4.44 per student per year).	$ 16,000	$ 16,000	This is the best grammar and writing structure interactive platform for instruction. It is an essential resource to support students' learning loss that occured during the pandemic.	Core English Materials	High
	Novels and plays to support the Springboard textbook, which does not include any full length novels or plays within the textbook. New novels will be needed as PLC groups continue to align and teach common texts. Funding for this request provides one new novel or play per student each year. **The estimated annual cost of one novel or play per student is $15.** The total cost is $15 x 3,600 students = $54,000.	$0	$ 54,000			
	Total	$ 71,190	$ 125,190			

Department: NAME: ELL | #:

EL CAMINO REAL CHARTER HIGH SCHOOL

APPROVED BY: _____ ADMINISTRATOR

APPROVED BY: _____ BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Textbooks**

TOTAL AMOUNT

2022-23 BUDGET REQUEST

$ 8,725.18	2022-23 Request
$ 8,725.18	Approved Amount

Use this sheet to indicate your requests for physical books (i.e.: books you can touch & need barcoded)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to WASC Plan or LCAP	PRIORITY
1	Edge Interactive Practice Books/ Grammar and Writing	$ 2,548	$ 2,548	Consumable workbooks		
2	Inside USA- Resource, student and practice books	$ 2,712	$ 2,712	Newcomer books, workbooks		
3	SpringBoard Workshops	$ 876	$ 876	LTEL workbooks		
4	HMH- 3D	$ 1,044	$ 1,044	LTEL workbooks		
5	HMH-digital access for English 3D	$ 1,544	$ 1,544	LTEL digital curriculum access		
	Total	$ 8,725	$ 8,725			

Department:	NAME	#
	Math	

EL CAMINO REAL CHARTER HIGH SCHOOL

APPROVED BY: _____
ADMINISTRATOR

APPROVED BY: _____
BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Textbooks**

TOTAL AMOUNT

2022-23 BUDGET REQUEST

$	37,590.42	2022-23 Request
$	37,590.42	Approved Amount

Use this sheet to indicate your requests for physical books (i.e.: books you can touch & need barcoded)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to WASC Plan or LCAP	PRIORITY
1	New textbooks for Health and LifeSkills course	$37,590	$37,590	CUS GLENCOE HEALTH AND HUMAN SEXUALITY DIGITAL STUDENT CENTER 6YR SUBSCRIPTION (Quote obtained)		
	Total	$37,590	$37,590			

Department: | **NAME** | **#**

Math

EL CAMINO REAL CHARTER HIGH SCHOOL

APPROVED BY: _____
ADMINISTRATOR

APPROVED BY: _____
BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Textbooks**

TOTAL AMOUNT

2022-23 BUDGET REQUEST

$ 220,000.00	2022-23 Request
$ 220,000.00	Approved Amount

Use this sheet to indiciate your requests for physical books (i.e.: books you can touch & need barcoded)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to WASC Plan or LCAP	PRIORITY
1	Algebra 1 (HMH Natianal)	$ 110,000	$ 110,000	Renewal of algebra 1 program, includes data analysis apps.		
2	Algebra 2 (HMH Natianal)	$ 110,000	$ 110,000	Renewal of algebra 1 program, includes data analysis apps.		
	Total	**$ 220,000**	$ 220,000			

Department:	NAME	#
	Science	

EL CAMINO REAL CHARTER HIGH SCHOOL

APPROVED BY: _____
ADMINISTRATOR

APPROVED BY: _____
BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Textbooks**

TOTAL AMOUNT

2022-23 BUDGET REQUEST

$	191,943.75	2022-23 Request
$	191,943.75	Approved Amount

Use this sheet to indicate your requests for physical books (i.e.: books you can touch & need barcoded)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to WASC Plan or LCAP	PRIORITY
1	Biology is due for an updated book. I was looking up textbooks (I am going to get some samples), and they all run roughly around $170 each . I am not sure how many Biology students we have next year, but if we have around 900 students the cost for books will be around $150,000	$ 153,000	$ 153,000			
2	AP Environmental Science, we need to order 25 books this year before August. I'm not sure if this gets included in next year's budget or is part of this one. They need 25 books, and the cost is 157.75 for the 2nd edition of the book. The total cost would be about $4,000 for 25 books.	$ 3,944	$ 3,944			
3	3 -Advanced Physical Science classes for New Teacher	$ 20,000	$ 20,000			
	Genetics Textbooks Needed	$ 7,500	$ 7,500	One Class Set @ $150 per book + shipping		
4	Zoology Textbooks Needed	$ 7,500	$ 7,500	One Class Set @ $150 per book + shipping		
	Total	$ 191,944	$ 191,944			

Department:	NAME	#
	Social Studies	

EL CAMINO REAL CHARTER HIGH SCHOOL

APPROVED BY: _____ ADMINISTRATOR

APPROVED BY: _____ BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Textbooks**

TOTAL AMOUNT

$ 22,776.00	2022-23 Request
$ 22,776.00	Approved Amount

2022-23 BUDGET REQUEST

Use this sheet to indicate your requests for physical books (i.e.: books you can touch & need barcoded)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to WASC Plan or LCAP	PRIORITY
1	New Textbook for a new Social Studies elective that will be offered next academic year. The class is Ethinic Studies and the book needed is "A Different Mirror for Young People: A History of Multicultural America (For Young People Series)"	$ 1,530	$ 1,530	As described in the Charter Renewal Document and WASC report, Ethnic Studies is a class that we have been striving to offer for a while.	The class and material address equity and cultural proficiency as described in both the Charter Renewal and WASC report.	Top priority
2	The Cultural Landscape: An Introduction to Human Geography, 13th Edition	$ 17,846	$ 17,846	The books are outdated and missing current and important information.	Current instructional materials are needed to meet the goals stated in the WASC and LCAP report.	Top priority
3	AP World Review Book called, Amsco Advanced Placement World History: Modern.	$ 3,400	$ 3,400	The book is needed since the AP World test has been updated and we need review books that reflect the change.	Current instructional materials are needed to meet the goals stated in the WASC and LCAP report.	Top priority
	Total	**$ 22,776**	**$ 22,776**			

Department: NAME: SPED | #:

EL CAMINO REAL CHARTER HIGH SCHOOL

APPROVED BY: _____ ADMINISTRATOR

APPROVED BY: _____ BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Textbooks**

TOTAL AMOUNT

2022-23 BUDGET REQUEST

$ 5,300.00	2022-23 Request
$ 5,300.00	Approved Amount

Use this sheet to indicate your requests for physical books (i.e.: books you can touch & need barcoded)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to WASC Plan or LCAP	PRIORITY
1	None: Textbooks usually purchased by non-SPED Departments(English, math...etc.)					
2	Hughton Mifflin Harcourt	$ 3,800	$ 3,800	Varouous classroom textbooks not provided by general education departments. TBD		High
3	Academic Therapy Publications	$ 1,500	$ 1,500	Textbooks Specifically for Alt. Curriculum. Books not duplicated by gen. ed. classes.		Med
	Total	$ 5,300	$ 5,300			

Department:	NAME	#
	World Language	

EL CAMINO REAL CHARTER HIGH SCHOOL

APPROVED BY: _____
ADMINISTRATOR

APPROVED BY: _____
BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Textbooks**

2022-23 BUDGET REQUEST

TOTAL AMOUNT	
$ 7,000.00	2022-23 Request
$ 7,000.00	Approved Amount

Use this sheet to indiciate your requests for physical books (i.e.: books you can touch & need barcoded)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to WASC Plan or LCAP	PRIORITY
1	AP Spanish Literature Textbooks	$ 7,000	$ 7,000	The current class set is very old and tattered.	WASC/LCAP Goal #3: Providing a class set that is in good condition is essential to providing students with access to the curriculum. There are many EL and RFEP students in this class, so having a class set is vital to the personalization of the course.	high
2						
	Total	**$ 7,000.00**	**$ 7,000.00**			

IMA Budget Summary

Approved 22-23 Amount $ -

IMA		#

Expense	21-22 Spending	Original Request-2022-2023	Admin Recommended	Approved 22-23 Amount	Finance Committee Recommended	Comments
Alternative Education	$ 6,119		$ 6,000	$ -		Current Level used, none submitted
Athletics/Athletic Director	$ 7,600	$ -	$ 11,400			Admin Created
Audio,Visual,Performing	$ 103,000	$ 93,500	$ 93,500			
AVID	$ -	$ -	$ -			*Pending (No expenses 21-22)
Business Technology Dept	$ 2,700	$ 1,500	$ 1,500			
Career/ Voc. Ed.	$ 15,768	$ 61,200	$ 61,200			CTE Reference for $50k
Counseling Office	$ 35,770	$ 75,700	$ 9,850			Moved Exp to Subs. & Non-Cap Exp
English	$ 15,075	$ 101,973	$ 46,684			Move paperbacks to Textbooks
English Learner	$ -	$ 3,000	$ 590			Move Exp to PD
Health and Life Skills	$ 1,314	$ 4,000	$ 1,600			
Humanitas	$ -	$ 9,900	$ -			Program under Evaluation for 22/823
Mathematics	$ 11,879	$ 9,000	$ 5,950			
NJROTC	$ 885	$ 1,250	$ 1,250			
Physical Education	$ 9,193	$ 3,500	$ 3,500			
Science	$ 22,546	$ 23,135	$ 23,135			
Social Studies	$ 7,963	$ 4,500	$ 4,500			
Special Education	$ 19,082	$ 62,285	$ 62,285			Restricted Funding/ CARES
World Language	$ 1,259	$ 13,100	$ 13,100	$ -		
Schoolwide Contingency (15%)			$ 51,907			
Total	$ 260,153	$ 467,543	$ 397,950	$ -	$ -	

*Pending

FY21 Total	$ 256,614
FY20 Total	$ 287,418

Department: NAME # AVP

EL CAMINO REAL CHARTER HIGH SCHOOL

APPROVED BY: _____ ADMINISTRATOR

APPROVED BY: _____ BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Instructional**

TOTAL AMOUNT

22-23 BUDGET REQUEST

$93,500	2022-23 Request
$ 93,500.00	Approved Amount

Use this sheet to indiciate physical items for the classroom (things you can touch, & cost < $500)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1	Visual art supplies	**$12,500**	$12,500	Art teachers estimate they spend about $2500 per year each on various art supplies	Equity for students means we provide art supplies.	High
2	Photography supplies - Cameras (one time cost)	**$24,000**	$24,000	Cameras with bags and lenses, should only be initial purchase and in future will be maintenance costs	Equity for students means we provide art supplies.	High
3	Photography supplies - yearly costs	**$1,500**	$1,500	SD cards, flashes, studio setups (lights, backgrounds, etc), flash drives	Equity for students means we provide art supplies.	High
4	Noteflight Learn	**$850**	$850	Cost is $49 + $8 per student - used to make rehearsal tracks, assesses student's learning, AP students (and choral students) use to complete digital worksheets, integrates into Canvas, used daily in the AP Music Theory and choral classes.	Students with less focus/feel more vulnerable in the classroom can practice and self-assess on their own time. Takes a lot of the embarrassment and vulnerability out of the process. The students who need more time and have less confidence love this resource.	High
5	Sight Reading Factory	**$600**	$600	Cost is $35 per teacher + $2 per student -10% off - used to generate random sight reading exercises and can be used for practice in the classroom and assignments at home where students are audio-recorded so teacher can grade. Integrates into Canvas. Used weekly by both choral and instrumental music classes.	Students with less focus/feel more vulnerable in the classroom can practice and self-assess on their own time. Takes a lot of the embarrassment and vulnerability out of the process. The students who need more time and have less confidence love this resource.	High
6	Piano Tuning	**$600**	$600	Cost is $145 per piano. We have 4 pianos on campus that need to be tuned at least yearly. (Not sure if this is considered a VAPA dept expense.)	All students need a working piano?	High
7	Choral Sheet music and folders	**$2,000**	$2,000	Hard to estimate as varies widely by year. Each piece varies from $1 to $20 per student, and we have from 50 to 100 choral students each year. Festival pieces MUST be purchased, no photocopies allowed. A newly arranged work costs about $500 flat. We only purchase 2 - 5 new pieces a year, because we reuse a lot of music we already have. Music folders need to be replaced as they get damaged. On average, this is about how much is spent on choral sheet music and folders yearly.	Equity for students means we provide all music.	High

8	Performance apparel	**$1,000**	$1,000	Hard to estimate as varies widely by year. Each dress costs about $60 and each tux costs about $100. We only buy when students do not fit in what we have. So this would be for about 5 boys and 8 girls.	Equity for students means we provide all apparel that they do not keep.	High
9	Marching Band Show Music	**$2,500**	$2,500		Equity for students means we provide all music.	High
10	Winter Percussion Music	**$1,500**	$1,500		Equity for students means we provide all music.	High
11	Other Instrumental Class Music	**$2,500**	$2,500		Equity for students means we provide all music.	High
12	Copyright Licensing	**$800**	$800		Equity for students means we provide all music.	High
13	Yearly Instrument Repair/Cleaning	**$7,000**	$7,000		Equity for students means we provide all instruments.	High
14	New Instruments	**$4,000**	$4,000		Equity for students means we provide all instruments.	High
15	Band/Orchestra Consumables	**$750**	$750	Strings, reeds, valve oil	Equity for students means we provide all consumables.	High
16	Marching Band Drill/Choreography	**$2,500**	$2,500			High
17	Filming of Theater Productions	**$9,000**	$9,000	Student from Pierce charging $4500 a show to film and edit theater productions.		Low
18	Educational Theatre Association	**$900**	$900	Not sure what this is for, but drama teacher is on leave		
19	Pit Band Costs for Musical	$9,000	$9,000	Music Director stipend $2400 + $105 per rehearsal/show; band members $85 per rehearsal/show. The most recent show had 6 band members but it called for 12 (which we cut down) and it varies by show.		
20	Placeholder for Teacher on Leave	**$10,000**	$10,000	Not sure, drama teacher on leave		

Total	**$ 93,500**	**$ 93,500**			

Department: NAME # — **Athletics** — Amazon

ECR | EL CAMINO REAL CHARTER HIGH SCHOOL

APPROVED BY: _____ ADMINISTRATOR

APPROVED BY: _____ BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Instructional**

TOTAL AMOUNT

22-23 BUDGET REQUEST

$ 11,400.00	2022-23 Request
$ 11,400.00	Approved Amount

Use this sheet to indiciate physical items for the classroom (things you can touch, & cost < $500)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1	Hudl	$ 7,700	$ 7,700			
2	NFHS Cameras (Gym/Stadium)	$ 2,500	$ 2,500			
3	Amazon Supplies	$ 700	$ 700			
4	**Certificates**	$ 500	$ 500			
5						
7						
8						

Total	**$ 11,400**	**$ 11,400**			

AVID No expenses 21-22

Department: | **NAME** | **#**

Business Technology | Amazon

EL CAMINO REAL CHARTER HIGH SCHOOL

APPROVED BY: _____ ADMINISTRATOR

APPROVED BY: _____ BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Instructional**

TOTAL AMOUNT

22-23 BUDGET REQUEST

$	1,500.00	2022-23 Request
$	1,050.00	Approved Amount

Use this sheet to indiciate physical items for the classroom (things you can touch, & cost < $500)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1	Amazon	**$1,500.00**	$1,050.00	3 FTE's @ $350		
4						
5						
7						
8						
	Total	**$ 1,500.00**	$ 1,050.00			

Department: NAME # — Career/Vocational Arts

EL CAMINO REAL CHARTER HIGH SCHOOL

APPROVED BY: _____ ADMINISTRATOR

APPROVED BY: _____ BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Instructional**

TOTAL AMOUNT

22-23 BUDGET REQUEST

$	61,200	2022-23 Request
$	61,200	Approved Amount

Use this sheet to indiciate physical items for the classroom (things you can touch, & cost < $500)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT		Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1	Instructional Supplies for Child Development (1,000) and Indepdenent Living (500) and office supplies (200) includes various supplies for projects / RealCare Baby Bracelets / videos and class activities. Career Technical Student Organization FCCLA (Family, Career, Community and Leaders of America) (5,000) inlcudes: Leadership Packets, Local Chapter Meeting, Regional Meeting and State Meeting Expenses including teacher overtime hours. The 5,000 for the CTSO should come out of the CTE grant.	**$ 6,700**		$ 6,700	Various projects supplies for lessons and activities in all classes		
2	Food handlers cards	**$ 5,800**	CTE	$ 5,800			
3	Ccap Fee (CTSO program)	**$ 5,200**	CTE	$ 5,200			
4	COSTCO: pantry Items for foods class	**$ 4,500**		$ 4,500			
5	Smart and Final - board approved card for foods class materials	**$ 24,000**	CTE	$ 24,000			
6	Lumber from Hardwood Specialty Products	**$ 10,000**	CTE	$ 10,000	With current prices, the requested amount will supply the class with lumber for the 2022/2023 school year.	Requested supplies are neccassary for instruction.	High

	Amazon			$ 3,000	The requested amount will allow me to order specialty tools/supplies for the 2022/2023 school year.	Requested supplies are neccassary for instruction.	High
7		**$ 3,000**	CTE				
	Home Depot			$ 2,000	The requested amount will allow me to order non-specialty lumber (Plywood, 2x4, etc.) for the 2022/2023 school year.		High
8		**$ 2,000**	CTE			Requested supplies are neccassary for instruction.	
	Total	**$ 61,200**		**$ 61,200**			
		$ 50,000		**CTE**			

Department: | **NAME** | **#**

Counseling Office	

APPROVED BY: _____ ADMINISTRATOR

APPROVED BY: _____ BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Instructional**

TOTAL AMOUNT

22-23 BUDGET REQUEST

$ 75,700.00	2022-23 Request
$ 9,850.00	Approved Amount

Use this sheet to indicate physical items for the classroom (things you can touch, & cost < $500)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1	Office supplies for counselors and out of classroom staff	$2,000	$ 3,850	There are about 15 members in our departments who order supplies throughout the year. (11 Staff @ $350 per)	Parent and community engagement and student wellness - items needed to perform our job duties	
2	Herff Jones LLC	$6,000	$6,000	Historical expense for graduation related materials.	Parent engagement (celebrating students' successes) and college and career (postsecondary plans)	
3	Furniture	$4,000		Parent and community engagement and student wellness - items needed to perform our job duties	**Not IMA- Considered in Schoolwide Non-Cap Exp.**	
4	College Board	$35,000		PSAT	**Subscription-Not IMA**	
5	Naviance	$28,700.00		Used for career and college exploration for students; used for hub for tracking college acceptances, letters of reccommendations, etc.	**Subscription-Not IMA**	
7						
8						

Total	**$ 75,700**	**$ 9,850**			

Department:	NAME	#
	English	

EL CAMINO REAL CHARTER HIGH SCHOOL

APPROVED BY: _____ ADMINISTRATOR

APPROVED BY: _____ BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Instructional**

22-23 BUDGET REQUEST

TOTAL AMOUNT	
$ 101,973	2022-23 Request
$ 46,684	Approved Amount

Use this sheet to indicate physical items for the classroom (things you can touch, & cost < $500)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1	Amazon Classroom Supplies Funding for this request is based on $330 per English Teacher (26 teachers) **$330 x 26 teachers = $8,580**	**$8,580**	$ 9,100	Teachers need basic supplies to meet the instructional needs of their students. The request provides a modest $165 per teacher per semester.	Meets basic student instructional needs.	High
2	Novels and plays to support the Springboard textbook, which does not include any full length novels or plays within the textbook. New novels will be needed as PLC groups continue to align and teach common texts. Funding for this request provides one new novel or play per student each year. **The estimated annual cost of one novel or play per student is $15.** The total cost is $15 x 3,600 students = $54,000.	**$54,000**		Because Springboard doesn't include core novels, plays, or other texts, we need supplimental novels and plays. Additionally, as teachers continue to align by grade level, more teachers are teaching the same text at the same time. Furthermore, teachers continue to explore new texts to increase the diversity of the writers we teach as we continue to meet the needs of our diverse student population. Finally, post pandemic, many students are experiencing burnout from reading texts online through pdfs. Reading physical books is essential to avoid the overuse of screentime.	Essential to students being able to meet Common Core reading standards- **Move to Textbooks**	High
3	Turnitin FBS and Revision Assistant Product Bundle Funding for this request is based on the quote provided by the vendor for the first year of a three-year bundled subscription. **The total annual cost per student is $10.44 per student.**	**$37,573**	$ 37,584	This bundle is currently in negotiations - it is essential the English dept keeps both turnitin FBS for Plagiarism checks as well as Revision Assistant in order to maintain four common CFA Assessments for each grade level throughout the year.	This is an essential component to meeting core alignment through 4 CFAs - 2 per semester - in order to meet the alignment and common planning goals for WASC.	High
4	**B**reakfast and lunch during retreat days: $17 breakfast; $18 lunch based on GSA M&IE Breakdown 26 teachers x 2 times (1 time per semester) = 52; 17x52 = $884 for breakfast; $936 lunch = total $1820	**$1,820**		Retreat days are built into our contract; food for these days helps support greater productivity during a full day of work; retreat days support greater alignment and common teaching practices NOTE: Did not include SPED teachers in estimated amt	Essential to supporting our PLC process, achieving greater alignment, and common teaching practices	High
5						
7						
8						

PD

Total	**$ 101,973**	**$ 46,684**			

Department: | **NAME** | **#**

English Learner

EL CAMINO REAL CHARTER HIGH SCHOOL

APPROVED BY: _____ ADMINISTRATOR

APPROVED BY: _____ BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Instructional**

TOTAL AMOUNT

22-23 BUDGET REQUEST

$ 3,000	2022-23 Request
$ 590	Approved Amount

Use this sheet to indicate physical items for the classroom (things you can touch, & cost < $500)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1	Reading Inventory License	$ 590	$ 590	Needed for testing for reclassification	Confirm-Harris	
2	**Professional development**	$ 2,410		training for new ELD teachers ??	**Move to PD**	
4						
5						
7						
8						
	Total	$ 3,000	$ 590			

Department:	NAME	#
	Health and Life Skills	

APPROVED BY: _____ ADMINISTRATOR

APPROVED BY: _____ BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Instructional**

TOTAL AMOUNT

22-23 BUDGET REQUEST

$ 4,000	2022-23 Request
$ 1,600	Approved Amount

Use this sheet to indicate physical items for the classroom (things you can touch, & cost < $500)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1	Amazon - instructional supplies	$ 4,000	$ 1,600	4 Teachers (1 New) - Current Year Spending levels 3@ $350, 1@$550		
4						
5						
7						
8						
	Total	$ 4,000	$ 1,600			

Department:	NAME	#
	Humanitas	

APPROVED BY: _____ ADMINISTRATOR

APPROVED BY: _____ BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Instructional**

22-23 BUDGET REQUEST

TOTAL AMOUNT	
$ 9,900	2022-23 Request
$ -	Approved Amount

Use this sheet to indicate physical items for the classroom (things you can touch, & cost < $500)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1	Art projects, supplies needed for 120 students (approx. $45 per student): paint kits, brushes, canvases, colored pencils, watercolors (paint and paper), construction paper, glue, trifold boards.	$ 5,400	TBD	For regular instruction		
2	Humanitas marketing to grow the program: Shirts, sweaters, water bottles, planners w/ Humanitas logo	$ 4,500	TBD	Humanitas brand, make our Small Learning Community (SLC) appealing to students; making them truly feel part of something special on campus.		
3				**Program under Evaluation**		
	Total	**$ 9,900**	$ -			

Department:	NAME	#
	Math	

APPROVED BY: _____ ADMINISTRATOR

APPROVED BY: _____ BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Instructional**

TOTAL AMOUNT

22-23 BUDGET REQUEST

$ 9,000	2022-23 Request
$ 5,950	Approved Amount

Use this sheet to indicate physical items for the classroom (things you can touch, & cost < $500)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1	Whiteboard markers, paper, graphing tools, technology supplies	$ 9,000	$ 5,950	17 Teachers @ $350		
4						
5						
7						
8						
	Total	**$ 9,000**	$ 5,950			

Department:	NAME	#
	NJROTC	

APPROVED BY: _____ ADMINISTRATOR

APPROVED BY: _____ BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Instructional**

TOTAL AMOUNT

22-23 BUDGET REQUEST

$ 1,250	2022-23 Request
$ 1,250	Approved Amount

Use this sheet to indicate physical items for the classroom (things you can touch, & cost < $500)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1	Color and Black ink Cartridges	$ 200	$ 200			
2	Tape for pickleball courts, other course materials	$ 1,050	$ 1,050			
4						
5						
7						
8						
	Total	$ 1,250	$ 1,250			

Department: NAME: PE | #:

EL CAMINO REAL CHARTER HIGH SCHOOL

APPROVED BY: _____ ADMINISTRATOR

APPROVED BY: _____ BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Instructional**

TOTAL AMOUNT

22-23 BUDGET REQUEST

$ 3,500	2022-23 Request
$ 9,000	Approved Amount

Use this sheet to indicate physical items for the classroom (things you can touch, & cost < $500)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1	Sports Equipment for PE course instruction - BSN, Gopher, LAUSD	$ 3,500	$ 9,000	Equipment needed for the implementation and instruction of the Physical Education classes i.e equipment, supplies, etc.		
4						
5						
7						
8						
	Total	**$ 3,500**	$ 9,000			

Department:	NAME	#
	Science	

APPROVED BY: _____ ADMINISTRATOR

APPROVED BY: _____ BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Instructional**

TOTAL AMOUNT

22-23 BUDGET REQUEST

$ 23,135	2022-23 Request
$ 32,200	Approved Amount

Use this sheet to indicate physical items for the classroom (things you can touch, & cost < $500)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1	Restock and resupply of consumables, including donated PPE from last year	$ 17,539				
2	Courses that required new materials PLTW	$ 5,595				
4						
5						
7						
8						
	Total	**$ 23,135**	**$ 32,200**	15% Inflation factor (2 New Teachers)		

Department:	NAME	#
	Social Studies	

APPROVED BY: _____ ADMINISTRATOR

APPROVED BY: _____ BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Instructional**

TOTAL AMOUNT

22-23 BUDGET REQUEST

$	4,500	2022-23 Request
$	6,300	Approved Amount

Use this sheet to indicate physical items for the classroom (things you can touch, & cost < $500)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1	Classroom and instructional supplies (Staples Business Advantage, Scantron, etc)	$ 4,500	$ 6,300	Classroom and instructional supplies - Current Year + 10%	classroom and instructional supplies are needed to assist delivery of standards-based lessons, allowing for accessibility across all student abilities	High
4						
5						
7						
8						
	Total	**$ 4,500**	$ 6,300			

Department:	NAME	#
	Special Education	

APPROVED BY: _____ ADMINISTRATOR

APPROVED BY: _____ BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Instructional**

TOTAL AMOUNT

22-23 BUDGET REQUEST

$ 62,285	2022-23 Request
$ 32,685	Approved Amount

Use this sheet to indicate physical items for the classroom (things you can touch, & cost < $500)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1	Enome(GoalBook)	$ 11,685	$ 11,685	To provide an IEP Goal template to assist with writing legally compliant IEP goals.		High
2	The International Academy of Science (Cyberschool LLC) - Acellus	$ 10,000	$ 10,000	Provide online credit recovery options. Added Students for AB104		High
3	N2Y LLC, Unique Curriculum	$ 7,000	$ 7,000	Required Curriculum for students on Alternate Curriculum(non-Diploma Track)		High
4	Riverside Assessments, LLC (Riverside Insights)	$ 3,000	$ 3,000	Testing Materials for Academic Assessments as required by law.		High
5	Steven C Kalan-CPR/First Aid Training for Paras	$ 1,000	$ 1,000	1st training as required for paras Note: Not IMA		High
6	PD Training/Speaker	$ 13,000		To provide staff PD presented by outside experts. **Not IMA**		Med
7	Amazon: Various Misc Materials for department	$ 7,000		Various materials including but not limited to office materials and non-textbook learning materials(posters, educational games...etc) **Note # of FTE's**		Med

8	Furniture(vendor TBD)	$ 7,000		Upgrade office, and learning lab furniture Note: Not IMA		Low
9	Pearson Education/NCS	$ 2,100	$ 2,100	Psychologist's Assessments		Med
10	Pro-Ed Assessments	$ 500	$ 500	Psychologist's Assessments		Med
	Total	**$ 62,285**	**$ 32,685**			

Department: | **NAME** | **#**

World Language	

EL CAMINO REAL CHARTER HIGH SCHOOL

APPROVED BY: _____
ADMINISTRATOR

APPROVED BY: _____
BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Instructional**

TOTAL AMOUNT

22-23 BUDGET REQUEST

$	13,100	**2022-23 Request**
$	13,950	**Approved Amount**

Use this sheet to indiciate physical items for the classroom (things you can touch, & cost < $500)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	Amount Approved	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1	Miscellaneous office supplies (markers, post-its, pens, etc.)	**$ 3,000**	**$ 3,850**	These are items that we typically purchase from Amazon for use in the classroom. 11 FTE's @ $350	WASC and LCAP Goal #3: The purchase of these miscellaneous office supplies allows teachers to effectively personalize their instruction. For example, teachers can color code their writing on the whiteboard, or provide coloring utensils for students to color code their own work.	high
2	Garbanzo subscription	**$ 2,000**	$ 2,000	This website subscription gives the Spanish teachers access to reading material with research based activities that align with our curriculum.	WASC and LCAP Goal #1: the activities conducted are researched based. Second language acquisition research suggests that students need to understand what it is that they read or hear in order for acquisition to occur. The activities included here are designed to do just that.	high
3	El Sol subscription	**$ 100**	$ 100	This is a current events news magazine that the Spanish for Spanish Speakers teachers use in their curriculum. These magazines are interesting to the students, and the research shows that students acquire language skills best when they read material they are interested in.	WASC and LCAP Goal #1: Reading these magazines is researched based. Second language acquisition research suggests that students acquire language skills best when they read material they are interested in.	low
4	Sr. Wooly subscirption	**$ 2,000**	$ 2,000	This website subscription gives the Spanish teachers access to reading and listening material with research based activities that align with our curriculum.	WASC and LCAP Goal #1: the activities conducted are researched based. Second language acquisition research suggests that students need to understand what it is that they read or hear in order for acquisition to occur. The activities included here are designed to do just that.	high
5	Short novel reader class sets (un-barcoded)	**$ 3,000**	$ 3,000	We need to purchase class sets of short novels in order for each teacher to be able to read a novel as a class as part of the curriculum.**Note: All books should be barcoded**	WASC and LCAP Goal #1: Reading these magazines is researched based. Second language acquisition research suggests that students acquire language skills best when they read material they are interested in.	high
6	**Variety of novel readers (un-barcoded)**	**$ 3,000**	$ 3,000	Right now the Spanish 3 classes take the first 10 minutes of class to read because research shows that students acquire language best when they read something they are interested in. We need to purchase more of these books to create libraries for the other levels.	WASC and LCAP Goal #1: Reading these magazines is researched based. Second language acquisition research suggests that students acquire language skills best when they read material they are interested in.	

Total	**$ 13,100**	**$ 13,950**			

Coversheet

Discussion on Cafeteria Financial Summary and Vote on Food Service Provider via RFP Process

Section: V. School Business
Item: B. Discussion on Cafeteria Financial Summary and Vote on Food Service Provider via RFP Process
Purpose: Vote
Submitted by:
Related Material: May21 '22 Agenda Item-Cafeteria RFP.pdf
FSMC RFP Packet.pdf

RFP FSMC Timeline Summary		
Thursday, March 17, 2022	ECR FSMC Facilities Mandatory Tour	(1) Chartwells (2) Sodexo (3) Genuine Foods (4) Huntington Foods (5) Fresh Start
Tuesday, April 19, 2022	ECR Taste Test participation	(1) Chartwells (2) Huntington Foods (3) Fresh Start
Friday, April 29, 2022	Proposals Submitted	(1) Chartwells (2) Fresh Start

FSMC SCORING RUBRIC

CRITERIA	Chartwells	Fresh Start	MAXIMUM POINTS
Cost	35	30	35
Administrative Requirements: Did the Respondent include all required information in accordance with the General Instructions and Proposal Requirements?	5	5	5
Experience with School Breakfast and National School Lunch Programs.	20	18	20
Based on the Proposal Questionnaire responses and the Cover Letter, the Respondent demonstrates a complete understanding of the SFA's food service program and its service requirements, as described in the RFP and the Scope of Work, and can perform those services to the SFA's satisfaction.	5	5	5
The financial stability of the Respondent.	5	4	5
Corporate capability and experience as measured by performance record, years in the industry, relevant experience, number of SFAs served, client retention and satisfaction, and references.	5	5	5
Taste Test, Food quality and appeal (Attachment L)	20	15	25
TOTAL POINTS	**95**	**82**	**100**

	Units	Fresh Start - Per Unit	Fresh Start - Total Est. Cost	Chartwells - Per Unit	Chartwells - Total Cost
Breakfast	**100,000**	3.23	$ 323,000	2.48	$ 248,000
Lunch	**150,000**	4.63	$ 694,500	4.057	$ 608,550
		Total Fresh Start:	$ 1,017,500	Total Chartwells:	$ 856,550

Difference
$ 160,950

FSMC Taste Test Score Summary

FRESH START

3.8	3.3	3.8	3.6	3.6
Lasagna/Mashed potatoes	Salad, chicken, carrots	Yogurt parfait	Pancakes/French toast	OVERALL Score

HUNTINGTON FOODS

3.8	4.4	4.4	4.5	4.3
English muffin	Potato soyrizo plate	Pasta	Gardine Chicken wrap	Overall Score

CHARTWELLS

4.5	4.6	3.7	3.2	4.0
Veg/Hummus sandwich	Parfait	Mac n Cheese	Chorizo Burrito	Overall Score

**Taste test was performed with 20 participants

California Department of Education

Request for Proposal
and
Model Fixed-price Contract

for

School Food Authorities
Procuring the Services of a
Food Service Management Company

Procurement Resources Unit
Nutrition Services Division
Systems Support Branch

February 2022

SCHOOL FOOD AUTHORITIES MUST READ THIS PAGE

How to Use CDE's Sample RFP and Fixed-price Contract

The California Department of Education (CDE) is providing this sample Request for Proposal (RFP) and Fixed-price Contract to guide school food authorities (SFA) in the development of an RFP and contract to obtain food service management company (FSMC) assistance for their school food service operation. The SFA may revise the non-required terms of the RFP and contract to fit the SFA's needs with CDE prior approval (Title 7, *Code of Federal Regulations* [7 *CFR*], Section 210.16(a)(9)]. The RFP, contract, and all attachments and exhibits are considered a complete solicitation packet when posting it to their Web site or releasing it to potential respondents.

Required Preapproval

SFAs are not relieved from the requirement to obtain approval from the CDE prior to the release of an RFP and Fixed-price contract to potential respondents when using *this* sample. The SFA must make any required changes before the CDE will approve their RFP and Fixed-price contract. Additionally, SFAs must submit the results of their proposal process to the CDE before executing their contract. More information is available on this requirement as well as the CDE timeline on the NSD Procurement Resources Unit web page http://www.cde.ca.gov/ls/nu/sn/fsmcproc.asp.

RFP and Fixed-price Contract Approval Disclaimer

The CDE does not intend this sample RFP and Fixed-price contract to be a "prototype," inclusive of all terms, provisions, and program requirements applicable to FSMC procurements and contracts. The SFA remains responsible for ensuring that their procurement documents comply with all applicable laws, program instructions, and guidance materials. The SFA should consult with their legal counsel regarding any proposed procurement methods or contract language.

Resources

- This sample RFP and Fixed-price Contract includes state and federal regulations that are relevant to this type of contract. These laws and regulations are available on the CDE Procurement Resources Unit (PRU) web page at http://www.cde.ca.gov/ls/nu/sn/fsmcproc.asp.

Notice of Request for Proposals
Food Service Management Company
RFP *2022-001*

Notice is hereby given that the Governing Board of the El Camino Real Charter High School (hereinafter referred to as **SFA**) is requesting proposals for a food service management company (hereinafter referred to as **Respondent[s]**) to assist with the SFA's food service program.

Respondents should not construe from this legal notice that the SFA intends to enter into a fixed-price contract with the Respondent unless, in the opinion of the SFA, it is in the best interest of the SFA to do so. The SFA reserves the right to negotiate final contractual terms with the successful Respondent.

The Request for Proposal (RFP) documents are available from the SFA's Web site at http://www.ecrchs.net/

To request the RFP documents by email, postal mail, or fax, please contact
Gregory Wood
email g.wood@ecrchs.net
Postal Mail: 5440 Valley Circle Blvd
Woodland Hills, CA 91367
fax (818) 595-7501

The SFA will record and provide answers to any questions or requests for clarifying information about the RFP during the question and answer period.

The SFA will hold either a **Mandatory In-person or Virtual Tour** of the SFA facilities on
March 17, 2022
Location: 5440 Valley Circle Blvd
Woodland Hills, CA 91367
All potential Respondents must attend in order to submit a proposal

Respondents must submit written proposals in a sealed package labeled
"Proposal - Food Service Management Company 2022-001
Addressed to the SFA at:
Gregory Wood
Chief Business Officer
5440 Valley Circle Blvd
Woodland Hills, CA 91367

The SFA will accept all proposals received on or before April 29th, 2022 at 2:00pm. The SFA will not accept proposals that are received after the deadline. The SFA will open proposals at 2:00pm on May 4th, 2022.

The SFA reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. The SFA will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of the SFA. Following the review and analysis of all responsive proposals, the SFA will make a recommendation to their governing board, as applicable, at its regularly scheduled meeting.

El Camino Real Charter High School

REQUEST FOR PROPOSAL
FOOD SERVICE MANAGEMENT COMPANY
Cover Page

CONTACT INFORMATION

2022-001

by

El Camino Real Charter High School
FOOD SERVICE PROGRAM

ADDRESS ALL PROPOSALS TO:

Gregory Wood
Chief Business Officer
5440 Valley Circle Blvd
Woodland Hills, CA 91367

CDE Approved February 25, 2022

ECRCHS

Request for Proposal

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Introduction/Purpose of Solicitation

The purpose of this Request for Proposal (RFP) is to enter into a fixed-price contract with a food service management company (FSMC) that will provide El Camino Real Charter High School (hereinafter referred to as the school food authority [SFA]) with food service management assistance for their food service operation. The FSMC will provide services to the SFA as described in the Scope of Work in the Model Fixed-price Contract.

The SFA's food service goals are to provide nutritious, high-quality meals to students and participants in National School Lunch Program, School Breakfast Program, and USDA Commodities Program, to accommodate special diets where medically necessary, improve the nutritional quality of meals, and maintain a financially viable food service program (Title 7, *Code of Federal Regulations* program [7 CFR, sections 210.10 and 220.8, if applicable].

General food service goals are to:

- Provide an appealing and nutritionally sound program for students as economically as possible
- Stimulate both student and adult participation in the program through improved relations with students, staff, and the community by creating awareness of the direct correlation between adequate nutrition for students and their ability to learn
- Increase participation at all levels of the food service program by improving meal quality, seeking student and parent input, offering menu variations, and improving planning
- Maintain reasonable prices for students and adults participating in the food service program
- Maintain student and staff morale at a high level

All procurement transactions are to be conducted in a manner that provides maximum open and free competition consistent with Title 2, *Code of Federal Regulations* (2 *CFR*), Section 200.319(a)(1-7). The SFA must share with every Respondent all information necessary for submitting a competitive proposal. The release of this RFP, evaluation of Respondents, and award of a contract will use competitive bidding standards established in all applicable California state and federal statutes and regulations.

Outlined below are competitive bidding basic standards:

- The purpose of soliciting competitive proposals is to secure public objectives in the most effective manner and avoid the possibilities of graft, fraud, collusion, etc.

- The SFA released this RFP to benefit the SFA and not the Respondents.

- Fulfillment of RFP specifications is based on full and fair competition and acceptance by the SFA of the most responsive and responsible Respondent to the SFA's requirements, as determined by the SFA when evaluating proposals based on the criteria contained in the RFP.

- The RFP must provide a basis for full and fair competition among Respondents to a common standard, free of restrictions that tend to stifle competition.

The above four points are for illustrative purposes only, and do not include all California state and federal requirements to achieve competitive bidding.

To respond to this RFP, interested FSMCs must present evidence of experience, ability, and financial standing necessary to meet the requirements stated in this RFP. The SFA will measure this evidence by scoring the proposals, using a point system that will rank each proposal from highest to lowest, to determine which proposals they will consider for the award of a contract.

To be competitive in this solicitation, the Respondent must:

- Carefully read the entire RFP, attachments, exhibits, addenda, and SFA responses to questions before submitting a proposal

- Ask appropriate questions or request clarification before the deadline in the RFP

- Submit all required responses by the required deadlines

- Follow all instructions and requirements of the RFP thoroughly and appropriately

If a Respondent discovers any ambiguity, conflict, discrepancy, omission, or other errors in this RFP, the Respondent shall immediately notify the SFA of the error in writing and request clarification or a modification of the RFP. If the Respondent fails to notify the SFA of the error prior to the date for submission of proposals, and is awarded the contract, the Respondent shall not be entitled to additional compensation or time by reason of the error or its later correction.

El Camino Real Alliance
Food Service Management Contract
Bid Schedule of Events
for
RFP # 2022-001

Board Meeting – RFP Approval		Feb 24, 2022
Release of RFP		March 1, 2022
First Public Notice		March 1, 2022
Second Public Notice		March 8, 2022
Mandatory Tour*		March 17, 2022
Respondent Question Submission Deadline		April 1, 2022
SFA Provides Answers		April 15, 2022
Deadline for Submission of Sealed Proposal		April 29, 2022
Proposals Opened		May 4, 2022
Proposals Evaluated (Finance Committee)		May 19, 2022
Board Meeting – Proposal Approval/Contract Awarded	ECR	May 26, 2022
Contract Begin Date		July 1, 2022

The SFA will make every effort to adhere to the schedule. However, the SFA reserves the right to amend the schedule, as necessary, and will post a notice of said amendment at http://www.ecrchs.net/.

*All interested Respondents must attend the Mandatory Virtual/In-Person Tour. The SFA will reject proposals from Respondents that do not attend (Attachment B). For in-person tours please email RFP contact Greg Wood, g.wood@ecrchs.net Further information for the taste test will be provided during the tour.

General Instructions for Respondents

1. Prepare proposals simply and economically. Provide a straightforward concise description of the Respondent's capability to satisfy the SFA's requirements. Emphasis should be placed on completeness and clarity of content.

2. Submit proposals for the performance of all the services described within this RFP. The SFA will not consider any deviation from these specifications and will reject such proposals.

3. The SFA may reject a proposal if the proposal is conditional or incomplete, deemed
nonresponsive, or if it contains any alterations of form or other irregularities of any kind. The SFA may reject any or all proposals or waive any immaterial deviation in a proposal. The SFA's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Respondent from full compliance with all other requirements if awarded the contract. The SFA may reject a proposal if it is deemed overly responsive or contains language that provides any added value not requested in the RFP.

4. Respondents are responsible for the costs of developing proposals, and shall not charge the SFA for any preparation costs.

5. The SFA asks Respondents that do not intend to submit a proposal to notify the SFA in writing.

6. Respondents may modify their proposal after submission by withdrawing the original proposal and resubmitting a new proposal prior to the submission deadline. The SFA will not consider proposal modifications offered in any other manner, either oral or written.

7. The Respondent shall include a 21–Day Cycle menu for all programs to be served (7 *CFR*, sections 210.10, 210.16[b][1], 220.7[d][2][i], and 220.8 if applicable).

8. Respondents may withdraw their proposal by submitting a written withdrawal request to the SFA, signed by the Respondent or their authorized agent, through the contact person named in the "Contact Information" provided on page iv of this RFP. Thereafter, a Respondent may submit a new proposal prior to the proposal submission deadline. Respondents may not withdraw their proposal without cause after the proposal submission deadline.

9. The SFA may modify the RFP prior to the date given for submission of proposals by posting an addendum on http://www.ecrchs.net/. The SFA will notify Respondents so they can obtain any addenda from the SFA's web site, or request it by email, postal mail, or fax.

10. The SFA reserves the right to reject all proposals for reasonable cause. If the costs of all proposals are excessive, the SFA is not required to award a contract.

11. The SFA will not consider more than one proposal from an individual, firm, partnership, corporation, or association under the same or different names. Reasonable grounds for believing that any Respondent has submitted more than one proposal for work contemplated herein will cause the SFA to reject all proposals submitted by the Respondent. If there is reason to believe that collusion exists among the Respondents, the SFA will not consider any of the participants of such collusion in this or future solicitations.

12. The SFA will not consider a joint proposal submitted by two or more entities.

13. Additional charges for regular or express delivery, drayage, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose shall be included (and separately identified) in the proposal.

14. All proposals shall include the forms provided as attachments to this RFP. Respondents may copy these forms. A proposal is considered responsive if it follows the required format, includes all attachments, and meets all deadlines and other requirements outlined in this RFP.

15. The SFA shall not accept proposals after the submission deadline specified in the RFP and shall return the unopened proposals to the respective Respondents. The SFA will not consider late proposals under any circumstances.

16. Respondents are responsible for examining the entire RFP package, seeking clarification for any item or requirement that may not be clear to them, and checking all responses in their proposal for accuracy before submitting it.

17. Respondents may submit their questions regarding the information presented in this RFP to Gregory Wood in writing by postal mail at 5440 Valley Circle Blvd, Woodland Hills, CA 91367, e-mail at g.wood@ecrchs.net, or fax at (818) 595-7501, no later than April 1, 2022 by 5:00pm. The SFA will answer all questions received by the deadline in writing without exposing the query source. This will be the sole process for asking and answering questions regarding this RFP. Respondents may not contact SFA employees directly to ask questions.

18. SFA representatives reserve the right to inspect a Respondent’s other food service operations prior to any award of a contract.

19. The SFA reserves the right to negotiate the final terms and conditions of the contract, which may differ from those contained in the proposal, provided the SFA considers such negotiation to be in its best interest. Any change in the terms and conditions must not create a material change, which is any alteration or modification to the original terms stated in the RFP that would have resulted in

different proposals from all respondents. A material change will require the SFA to rebid the contract.

20. Interested Respondents are required to inspect the SFA's premises prior to submitting a proposal in order to determine all requirements associated with the proposed contract. The inspection of premises will occur during the Mandatory Tour (if applicable).

21. Respondents shall submit one paper copy and one copy in digital format (e.g., CD, DVD, flash drive, etc.).

    a. The paper copy must contain the original signature of the individual(s) authorized to bind the Respondent contractually and be labeled "Master Copy".

    b. The Respondent must ensure the digital copy is complete and inclusive of all materials contained in the paper copy, including any required signatures. If there is an inconsistency between the paper and digital copies, the paper copy will take precedence.

    c. The sealed proposal envelopes must be marked legibly with the SFA's RFP number and title, and the SFA name and address, as shown in the following example:

Proposal—Food Service Management Company

[*Enter* FSMC Name Submitting RFP]

RFP 2022-001

SFA FSMC Procurement

El Camino Real Alliance

Greg Wood, CBO - ECRA

5440 Valley Circle Blvd,
Woodland Hills, CA 91367

Proposal Requirements

To be eligible for evaluation, a proposal must adhere strictly to the format set forth below; failure to do so may result in disqualification. Respondents must complete, label, and separate each section, and number all pages. The content and sequence of the proposal will be as follows:

Section 1 - Administrative Requirements

A. Cover Letter

Only the individual(s) authorized to bind the Respondent contractually may sign the cover letter, which shall be a part of the proposal package. If the cover letter is unsigned, the SFA will reject the proposal. The SFA may reject the proposal if the Respondent fails to include the following required information:

- Name and address of responding company
- Organizational structure of the responding company (e.g., corporation, partnership, etc.)
- Respondent's Federal Employee Identification Number and Corporate Identification Number, if applicable
- Name, title, phone number, fax number, and email address of the representative who will be designated as the primary liaison to the SFA
- Name, title, phone number, and email address of the representative(s) authorized to bind the Respondent in a contract if different from the primary liaison
- A statement expressing the Respondent's willingness to perform the services described in this RFP
- A statement expressing the Respondent's ability to perform the services required in the Scope of Work, including availability of staff and other required resources to meet all deliverables as described in this RFP
- A statement regarding the Respondent's proprietary information; if applicable, the Respondent must clearly mark in the upper right hand corner those pages to be considered proprietary (**Note**: the Respondent cannot consider the entire proposal to be proprietary)
- The following certification:

By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

B. Table of Contents

Immediately following the cover letter, include a comprehensive Table of Contents that lists all submitted proposal sections, subsections, attachments, and materials.

Section 2 – Required Attachments

A. Attachment Checklist

The Respondent shall include a checklist containing all documents identified in the Attachments Checklist (as listed on Attachment A). The SFA may reject proposals that do not include the proper required attachments.

B. Mandatory Tour

It is optional for the SFA to hold a mandatory tour (Attachment B). The tour schedule includes the sites. Prospective Respondents may not contact any sites or employees outside of the scheduled visit. The SFA requests that Respondents do not take pictures during the tour as the SFA has not obtained releases from parents, students, and employees.

C. Minimum Qualifications

The SFA will only consider Respondents that **meet all minimum qualifications** (as listed on Attachment C).

D. FSMC Professional Standards

Establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs (as listed on Attachment D).

E. Proposal Questionnaire

The Proposal Questionnaire (as listed on Attachment E) is intended to provide the SFA with specific information concerning the Respondent's capability to provide services as described in this RFP. Respondents should limit their responses to the number of pages noted in the questionnaire and answer each question in the same order.

F. Respondent References

Respondents must provide three references on the Respondent References form (Attachment F). The SFA reserves the right to contact any of the references listed, and retains the right to conduct reference checks with individuals and entities beyond those listed.

G. Authorization Agreement

The Respondent or their authorized representative must sign the Authorization Agreement (Attachment G) and return it with the proposal package.

H. Fee Proposal

The Respondent must complete the Fee Proposal (Attachment H) and return it with the proposal package.

I. Certifications

The Respondent must complete the certifications (Attachment I) and return them with the proposal package.

J. Certificate of Independent Price Determination

The Respondent must complete the certifications (Attachment J) and return them with the proposal package.

K. 21–Day Cycle Menu

The Respondent must submit a 21 Day Cycle menu (Attachment K) for all programs to be served (7 *CFR*, sections 210.16[b][1] and 220.7[d][2][i], if applicable) for the proposal package.

Evaluation of Proposals

Proposals will be opened on or after the date and time specified in the Schedule of Events. During the evaluation process, the SFA may ask Respondents to clarify information in the proposals, but Respondents may not change their proposals.

An error in the proposal may cause the SFA to reject that proposal; however, the SFA may, at its sole discretion, retain the proposal and make certain corrections. When determining if a correction will be made, the SFA will consider the conformance of the proposal to the format and content required by the RFP and that the Respondent's intent is clearly established based on review of the whole proposal. Based on that established intent, the SFA may choose to correct errors such as obvious grammatical or punctuation errors and arithmetic errors. The Master Copy of the proposal shall have priority over additional proposal copies.

The SFA will open proposals to determine if they contain all the required information in accordance with this RFP. The SFA will evaluate qualifying proposals using the following criteria:

CRITERIA	MAXIMUM POINTS
Cost	35
Administrative Requirements: Did the Respondent include all required information in accordance with the General Instructions and Proposal Requirements?	5
Experience with School Breakfast and National School Lunch Programs.	20
Based on the Proposal Questionnaire responses and the Cover Letter, the Respondent demonstrates a complete understanding of the SFA's food service program and its service requirements, as described in the RFP and the Scope of Work, and can perform those services to the SFA's satisfaction.	5
The financial stability of the Respondent.	5
Corporate capability and experience as measured by performance record, years in the industry, relevant experience, number of SFAs served, client retention and satisfaction, and references.	5
Taste Test, Food quality and appeal (Attachment L)	25
TOTAL POINTS	100

The SFA will score and rank selected proposals by assigning a score between zero and the maximum score to each proposal criterion. The SFA will recommend awarding the contract to the most responsive and responsible Respondent with the highest total proposal score.

Attachment A

Attachment A: Attachments Checklist

_____
Respondent Company Name

Please complete this checklist to confirm that the items listed below have been included in your proposal. Place a checkmark or “x” next to each item submitted to the SFA. For your proposal to be considered, all required attachments must be returned, including this checklist. Submit one copy of your proposal in a sealed package.

Attachment	Attachment Name
_____ A	Attachments Checklist
_____ B	Mandatory Tour
_____ C	Minimum Qualifications
_____ D	FSMC Professional Standards
_____ E	Proposal Questionnaire
_____ F	Respondent References
_____ G	Authorization Agreement
_____ H	Fee Proposal
_____ I	Certifications Regarding Lobbying Activities, Debarment, Suspension and Other Responsibility Matters
_____ J	Certificate of Independent Price Determination
_____ K	21–Day Cycle Menu (Include)

Attachment B: Mandatory Tour/On-line meeting

The Mandatory Tour will include an escorted tour.

- The tour schedule includes the sites listed below.
- Prospective Respondents may not contact any sites or employees outside of the scheduled visit.
- The SFA requests that Respondents do not take pictures during the tour as the SFA has not obtained releases from parents, students, and employees.

TOUR SCHEDULE

Tour begins at March 17, 2022 at 1:00pm
Where: El Camino Real Charter High School
5440 Valley Circle Blvd.
Woodland Hills, CA 91367

On-line (Virtual) Tour begins at March 17, 2022 at 1:00pm
Where: El Camino Real Charter High School
5440 Valley Circle Blvd.
Woodland Hills, CA 91367

The SFA thanks all Respondents for abiding by our request to keep the disruption caused by the visit to a minimum.

Attachment C: Minimum Qualifications

A Respondent must meet all of the following minimum qualifications to the SFA's satisfaction to be given further consideration. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

As of July 1, 2022, both the Respondent's company and its key personnel meet all of the following minimum qualifications:

1. The Respondent has at least five of experience with food service programs.

   Yes _____ No _____

2. The Respondent has the resources and ability to provide 250,000 of meals per fiscal year.

   Yes _____ No _____

3. The Respondent has knowledge and experience with the National School Lunch and School Breakfast Programs and USDA Commodities.

   Yes _____ No _____

4. The Respondent has professional references that demonstrate and evidence the ability to perform the required services.

   Yes _____ No _____

5. The Respondent is licensed to do business in the state of California.

   Yes _____ No _____

Attachment D: FSMC Professional Standards

FSMC Employees Professional Standards

Federal Register Vol. 80, No. 40, dated March 2, 2015, referred to as the "Final Rule," establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs. In the Final Rule, the following definitions are established:

1. **School Nutrition Program Director**. The school nutrition program director is any individual directly responsible for the management of the day-to-day operation of school food service for all participating schools under the jurisdiction of the school food authority.

2. **School Nutrition Program Manager**. The school nutrition manager is any individual directly responsible for the management of the day-to-day operation of school food service for a participating school(s).

3. **School Nutrition Program Staff**. School nutrition program staff are those individuals, without managerial responsibilities, involved in day-to-day operations of school food service for a participating school(s).

The Final Rule establishes that these definitions apply to the function/role rather than the specific title within the school food service structure, and that the definitions apply whether or not the school food service is operated by an FSMC. Therefore, as of the effective date of this contract, the minimum professional standards established by the Final Rule, and described therein, shall apply to FSMC staff performing any of the duties described above.

The FSMC shall only place staff for work in the school district that meet the minimum professional standards outlined in 7 *CFR,* Section 210.30, which can be viewed at the following web page:
http://www.fns.usda.gov/sites/default/files/cn/profstandards_flyer.pdf.

- The SFA shall ensure that all staff the FSMC proposes for placement meet the minimum professional standards.

- The FSMC shall ensure their employees take the required annual training as outlined in the professional standards and provide certification of such training to the SFA. The FSMC shall remove from the SFA premises any staff who fail to take the required annual training.

- The FSMC shall provide the SFA with a list of proposed employees and evidence that they meet the professional standards.

Attachment E: Proposal Questionnaire

This proposal questionnaire is intended to provide the SFA with specific information concerning the Respondent's capability to provide services as described in the RFP. Please be as concise as possible and limit your responses **to no more than two pages per question, unless instructed otherwise. Type each question in the same order as listed in the questionnaire.**

[Note: the SFA may choose to add or delete any provisions to their RFP as applicable.]

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment C, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.

2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is(are); the length of time the company has been providing food service management services (consulting, food purchase, etc.), and related services as described in this RFP. In addition, provide the duration and extent of experience the company has with similar SFA food management services.

3. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.

4. Provide a complete list of SFAs that have discontinued or terminated your company's services in the last five years and the reason(s) why.

5. Provide an organization chart for your company, a description of the lines of communication, and the responsibilities at each corporate level.

6. Provide a complete balance sheet or annual report (verified by a certified public accountant) for the last three years of operation.

7. Provide a description of promotional and marketing materials you will use to attract students to the program.

8. Provide a recommended transition plan that describes the steps the Respondent will take to begin providing the services described in this RFP.

Attachment F: Respondent References

List three references to which the Respondent has provided food service management services within the past 5 year(s).

Failure to complete and return this Attachment will cause your proposal to be rejected.

Reference 1		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		

Reference 2		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		

Reference 3		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		

Dates of Service

Attachment G: Authorization Agreement

Request for Proposal for Food Service Management Company
RFP Number: RFP 2022-001

We, [*Enter* FSMC Name], by our signature on this document certify the following:

1. That we will operate in accordance with all applicable California state and federal laws, regulations, and statutes.

2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.

3. That the proposal submitted is a firm and irrevocable offer good for one year.

4. That we have carefully examined all terms and conditions set forth in the Model Fixed-price Contract issued by El Camino Real Alliance.

5. That we have made examinations and verifications, and are fully conversant with all conditions under which services are to be performed for El Camino Real Alliance.

6. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

FSMC Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Web Site Address: _____

Name of Authorized Representative: _____

Title of Authorized Representative: _____

_____
Signature of Authorized Representative

Date Signed: _____

Attachment H: Fee Proposal

All costs are based on average daily participation of 1365 number of meals served on 180 number of school days.

COST BREAKDOWN			
Respondent Instructions ⇨ **Provide a breakdown of all costs included in the fixed price, including personnel costs.** ⇨ **Provide the cost per meal; base all food costs** on the attached 21–day cycle menu**.** ⇨ Clearly identify all costs			
Item **#**	**Description** *(Include All Goods and Services included in the Fixed Price)*		Annual Cost
1.			**$**
2.			**$**
3.			**$**
4.			**$**
	Sub Total		**$**
	Personnel Costs (Separately List # of FTE's used for Costs included)		Annual Cost
5.	Management Fee Per Meal	$	
6.	Consultant Fee Per Meal	$	
	Sub Total	$	
		GRAND TOTAL	**$**

COST PER MEAL			
Respondent Instructions: ⇨ **Provide the cost per meal; base all food costs** on the attached 21–day cycle menu**.** ⇨ **Prices must not include values for donated foods and must include all meal programs applicable. (Identify Estimated Commodity Credits Separately)**			
1. LINE ITEM	2. UNITS	3. RATE	4. TOTAL
Breakfast	98,886	$	$
Lunch	151,114	$	$
Snacks	70,000	$	$
Nonreimbursable Meals	3,904	$	$
TOTAL	253,904	$	$

Attachment I: Certification Regarding Lobbying

The undersigned certifies, to the best of their 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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding 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 of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, 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, United States 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.

_____

Organization:

_____

Street address:

_____

City, State, Zip:

_____

Certified by: (type or print)

_____

Title

_____

Signature & Date

Approved by OMB 0348-004

Disclosure of Lobbying Activities

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

1. Type of Federal Action: ☐ contract ☐ grant ☐ cooperative agreement loan ☐ loan guarantee ☐ loan insurance	2. Status of Federal Action: ☐ bid/offer/application ☐ initial award ☐ post-award	3. Report Type: ☐ initial filing ☐ material change For material change only: **Year _____quarterDate of last report_____**

4. Name and Address of Reporting Entity: **_____Prime ____Sub awardee** **Tier_____, if Known:** Congressional District, if known:	5. If Reporting Entity in No. 4 is Sub awardee, **Enter Name and Address of Prime:** Congressional District, if known:
6. Federal Department/Agency:	7. Federal Program Name/Description: **CFDA Number, *if applicable*: _____**
8. Federal Action Number, ***if known:***	9. Award Amount, ***if known:*** **$**
10a. Name and Address of Lobbying Registrant ***(if individual, last name, first name, MI):***	10b. Individuals Performing Services ***(including address if different from No. 10a)*** ***(last name, first name, MI):***

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.	Signature: Print Name: Title: Telephone No.:_____Date: _____
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub awardee 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 followup 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 for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included 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.

According to the Paperwork Reduction Act, as amended, no persons are 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 OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, for prospective participants/Respondents in primary covered transactions:

A. The Respondent certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

B. Where the Respondent is unable to certify to any of the statements in this certification, they shall attach an explanation to this application.

_____

Contractor/Company Name

_____

Award Number, Contract Number, or Project Name

_____

Name(s) and Title(s) of Authorized Representatives

_____

Signature(s)

_____

Date

Attachment J: Certificate of Independent Price Determination

The Respondent(s) shall execute this Certificate of Independent Price Determination.

Name of Respondent		

A. By submission of this offer, the offeror (Respondent/FSMC) 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, for the purposes of restricting competition, any consultation, communication, with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
2. The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor, before a bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
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 signature on the offer is considered to be a certification by the signatory that the signatory:

1. Is the person in the offeror’s organization responsible for determining the prices being offered in this bid or proposal, and that they have not participated, and will not participate, in any action contrary to paragraphs (A)(1) through (A)(3) above; or

2. (i) Has been authorized, in writing, to act as agent for the following principals in offering that those principals have not participated in, and will not participate in any action contrary to paragraphs (A)(1) through (A)(3) above.

    - Insert full names of person(s) in the offeror’s organization responsible for determining the prices offered in this bid or proposal, and the title of their position in the offeror’s organization.

(ii) As an authorized agent, does certify that the principals named in subdivision (B)(2)(i) above have not participated, and will not participate, in any action contrary to paragraphs
(A)(1) through (A)(3) above; and
(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (A)(1) through (A)(3) above, and

C. If the offeror deletes or modifies subparagraph (A)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

Signature of FSMC's Authorized Representative		Title		Date	

In accepting this offer, the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred to above.

Attachment K: 21–Day Cycle Menu
Please attach to your Proposal

Attachment L: Respondent Taste Test Criteria

Taste test Instructions: Fill in the table below. Identify visual qualities in the 'Appearance' column (ex. Shape, color, consistency etc.) and taste qualities in the 'Taste' column (salty, sweet, tender, after-taste, etc.) Note the overall score for the item (1-5) Details for the taste test will be provided at the mandatory tour.

Taste Menu Item	Appearance Quality Standards	Taste Quality Standards	Overall Score

Exhibit 1: Model Fixed-Price Contract
FOOD SERVICE MANAGEMENT COMPANY

El Camino Real Charter High School
FOOD SERVICE PROGRAM

5440 Valley Circle Blvd
Woodland Hills, CA 91367
(818) 595-7500

Model Fixed-Price Contract

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Contract Summary

FOOD SERVICES CONTRACT	CONTRACT NUMBER
	REGISTRATION NUMBER

1	This contract is entered into between the school food authority and the food service management company named below:		
	SCHOOL FOOD AUTHORITY NAME		
	FOOD SERVICE MANAGEMENT COMPANY NAME AND FEDERAL TAX IDENTIFICATION NUMBER		
2	**The term of this Contract is for one year, commencing on**	**7/1/2022 and ending on 6/30/2023**	
3	The maximum dollar amount of this Contract is equal to the fixed price per meal multiplied by the number of meals served	**$**	
4	The parties herein agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Contract.		
	Request for Proposal Released	*Enter* page(s)	
	Contractor Proposal Received	*Enter* page(s)	
	Attached Terms and Conditions	*Enter* page(s)	
	Exhibit A: Scope of Work	*Enter* page(s)	
	Exhibit B: Schedule of Fees	*Enter* page(s)	

IN WITNESS WHEREOF, the parties hereto have executed this Contract.

FOOD SERVICE MANAGEMENT COMPANY		*California Department of Education Use Only*
NAME of FSMC *(if other than an individual, state whether a corporation, partnership, etc.)*		
BY *(Authorized Signature)* ✍	**DATE SIGNED** *(do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		
SCHOOL FOOD AUTHORITY		
NAME of SFA		
BY *(Authorized Signature)* ✍	**DATE SIGNED** *(do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING		☐ Exempt per:

Model Fixed-Price Contract

I. Introduction

The El Camino Real Charter High School, hereinafter referred to as the school food authority (SFA), enters into this Contract with [food service management company name], hereinafter referred to as the FSMC to provide food service management assistance for the SFA's food service program, hereinafter referred to as "Services." **During the term of this Contract, the FSMC will provide services to the SFA as described in the Scope of Work (Exhibit A) of this Contract.**

II. General Terms and Conditions

A. Term

The term of this contract is one year. The FSMC shall commence providing Services under the Contract on July 1, 2022 and continue through June 30, 2023. After careful consideration, the SFA may annually renew this Contract for four additional one-year periods upon agreement between both parties. Execution of all contracts and amendments is contingent on approval by the California Department of Education (CDE). The SFA may cancel this Contract upon notification from the CDE that it or any part of the bidding process has been determined noncompliant with state and federal laws and regulations (Title 7. Code of Federal Regulations (7 *CFR*), Section 210.16[d]).

B. Designated Contract Liaisons

SFA Liaison for Services		FSMC Liaison for Services	
Name:		**Name:**	
Title:		**Title:**	
Phone:	**Cell Phone:**	**Phone:**	**Cell Phone:**
Fax:	**E-mail:**	**Fax:**	**E-mail:**

Respondents shall serve or deliver by postal mail all legal notices to:

SFA	FSMC
Name:	**Name:**
Title:	**Title:**
Address:	**Address:**

C. Fees

1. Fixed-price Contracts

   The SFA will pay the FSMC at a fixed rate per meal. The fixed rate per meal includes all fees and charges indicated in the Schedule of Fees (Exhibit B) of this Contract. The SFA must determine, and the FSMC shall credit the SFA for, the full value of U.S. Department of Agriculture (USDA) Foods. The FSMC's fixed-price invoice will be fully compliant with procurement requirements for the National School Lunch, School Breakfast, and Special Milk Programs, set forth in 7 *CFR*, parts 210, 215, and 220, and the USDA Food and Nutrition Service (FNS) Final Rule issued Wednesday, October 31, 2007. The FSMC shall take discounts, rebates, and other credits into account when formulating their prices for this fixed-price contract (Title 2, Code of Federal Regulations (2 *CFR*), Section 200.406[a]).

2. Payment Terms

   The FSMC shall submit monthly invoices by the 10th of the following month that reflect all activity for the previous calendar month. The FSMC must submit detailed cost documentation monthly to support all charges to the SFA. Charges and expenses are included in the Schedule of Fees (Exhibit B). All costs, charges, and expenses must be mutually agreeable to the SFA and the FSMC, and must be allowable costs consistent with the cost principles in 2 *CFR*, Part 200, as applicable. The SFA will pay invoices submitted by the FSMC within 30 days of the invoice date. The SFA will pay invoices received by its accounting department within 30 days if the invoices pass the SFA's audit. The SFA will notify the FSMC of invoices that do not pass audit, which the SFA will not pay until the invoices have passed audit, with no penalty accruing to the SFA.

3. Interest, Fines, Penalties, Finance Charges, Income and Expenses

   Interest, fines, penalties, finance charges, income and expenses that may accrue under this contract are not allowable expenses to the nonprofit school food service (cafeteria fund) (2 *CFR*, Section 200.441). The SFA is prohibited from paying unallowable expenses from the SFA's cafeteria fund.

4. Spoiled or Unwholesome Food, Food Not Meeting Detailed Food Component Specifications or Contract Requirements.

   The SFA shall make no payment to the FSMC for meals that, in the SFA's determination, are spoiled or unwholesome at the time of delivery, do not meet detailed food component specifications as developed by the SFA for the meal pattern, or do not otherwise meet the requirements of this Contract (7 *CFR,* Section 210.16[c][3]).

D. Contract Cost Adjustment

The contract price (which can include General and Administrative Expense and Management Fees) may be increased on an annual basis by the Yearly Percentage Change in the Consumer Price Index for All Urban Consumers, as published by the U.S. Department of Labor, Bureau of Labor Statistics, Food Eaten Away from Home [CPI regional index: Los Angeles (CPI)]. The April CPI value will be used as a representation of the change in CPI. Such increases shall be effective on a prospective basis on each anniversary date of this Contract and will be allowed only if approved in advance by the SFA. CPI Fee increases for the upcoming Contract renewal year must be submitted to the SFA. Of note, the CPI fee increases should be applied to individual meal or unit costs.

The renegotiation of price terms under this Contract is permitted only upon the occurrence of unpredictable, unexpected conditions beyond the control of both parties. If those conditions create a significant and material change in the financial assumptions upon which the price terms of this contract were based, then those price terms so affected may be renegotiated by both parties. Renegotiation of price terms under such conditions must be mutual and both parties must agree on any changes in price terms. Any adjustments so negotiated and agreed upon must accurately reflect the change in conditions. The occurrence of contingencies that are foreseeable and predictable, but not certain, should be calculated into the defined price terms, to the extent possible, with the goal of minimizing the need for renegotiation of price terms during the term of the Contract. Substantive changes of the Contract will require the SFA to rebid the Contract.

E. Availability of Funds

Every payment obligation of the SFA under this Contract is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. The SFA may terminate this Contract at the end of the period for which funds are available if funds are not allocated and available for the continuance of this Contract. In the event the SFA exercises this provision, no liability shall accrue to the SFA and the SFA shall not be obligated or liable for any future payments or for any damages resulting from termination under this provision.

F. Timeliness

Time is of the essence in this Contract.

G. Approval

This Contract has no force or effect until it is signed by both parties and is approved by the CDE (7 *CFR*, Section 210.19[a][5]).

H. Amendment

No amendment or variation of the terms of this Contract shall be valid unless made in writing, signed by both parties, and approved by the CDE. Any oral understanding or agreement not incorporated into the Contract in writing and approved by the CDE is not binding on either party (7 *CFR*, Section 210.19[a][5]).

I. Substantive Changes to Contract

Any change to this Contract that results in a material change or any proposed renewals of this Contract may, at the determination of the CDE, either void this Contract or require the SFA to rebid the Contract. Following are examples of substantive changes that could require the SFA to rebid the Contract:

- The addition of a program
- A major shift in responsibilities for FSMC or SFA staff

J. Subcontract/Assignment

No provision of this Contract shall be assigned or subcontracted without prior written approval of the SFA. If subcontracts are let, the FSMC should have taken steps to contract with small and minority businesses, women's business enterprises, and labor surplus area firms when possible.

K. Written Commitments

Any written commitment by the FSMC relative to the services herein shall be binding upon the FSMC. Failure of the FSMC to fulfill any such commitment shall render the FSMC liable for damages due to the SFA. Such written commitments include, but are not limited to:

- Any warranty or representation made by the FSMC in any publication, drawing, or specifications accompanying or referred to in the proposal pertaining to the responsiveness of the proposal

- Any written notifications, affirmations, or representations made by the FSMC in, or during the course of, negotiations that are incorporated into a formal amendment to the proposal

L. Trade Secrets/Copyrights

The FSMC and SFA shall designate any information they consider confidential or proprietary—including recipes, surveys and studies, management guidelines, operational manuals, and similar documents—that the SFA and FSMC regularly use in the operation of their business or that they develop independently during the course of this Contract. Information so designated and identified shall be treated as confidential by the FSMC and the SFA, and the FSMC and the SFA shall exercise the same level of care in maintaining the confidences of the other party as they would employ in maintaining their own confidences, unless disclosure is otherwise required under the law. All such materials shall remain the exclusive property of

the party that developed them and shall be returned to that party immediately upon termination of this Contract. Notwithstanding, the federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use the work for federal purposes (7 *CFR*, Section 200.315[b]).

M. Severability

Should any provision(s) of this Contract be declared or found to be illegal, unenforceable, ineffective, and/or void, then each party shall be relieved of any obligations arising from such provision(s). The balance of this Contract, if capable of performance, shall remain and continue in full force and effect.

N. Counterparts

This Contract may be executed in counterparts, each of which shall be deemed an original, but all of which together will constitute one and the same instrument.

O. Silence/Absence/Omission

Any silence, absence, or omission from the Contract specifications concerning any point shall mean that only the best commercial practices are to prevail. Only those materials (e.g., food, supplies, etc.) and workmanship of a quality that would normally be specified by the SFA are to be used.

P. Indemnification

The FSMC shall indemnify and hold harmless the SFA, or any employee, director, agent, or Board Member of the SFA, from and against all claims, damages, losses, and expenses (including attorney's fees and court costs incurred to defend litigation), and decrees or judgments whatsoever arising from any and all injuries, including death or damages to or destruction of property resulting from the FSMC's acts or omissions, willful misconduct, negligence, or breach of the FSMC's obligations under this Contract by the FSMC, its agents, employees, or other persons under its supervision and direction.

The FSMC shall not be required to indemnify or hold harmless the SFA from any liability or damages arising from the SFA's sole acts or omissions.

Q. Sanctions

If the FSMC fails to perform the contract terms, the following penalties may be imposed:

If the FSMC causes the breach, the FSMC assumes liability for any and all damages, including excess cost to the SFA in procuring similar services, and is liable for administrative, contractual, and legal remedies, as applicable.

R. Breach of Contract

For the breach of the Contract and associated benefits:

If the FSMC causes the breach, the FSMC assumes liability for any and all damages, including excess cost to the SFA in procuring similar services, and is liable for administrative, contractual, and legal remedies, as applicable.

S. Penalties

Cost resulting from the SFA's violations, alleged violations of, or failure to comply with federal, state, tribal, local, or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the federal award, or with prior written approval of the federal awarding agency (2 *CFR*, Section 200.441).

T. Force Majeure

1. Neither party shall be liable to the other for delay in, or failure of, performance nor shall any such delay in, or failure of, performance constitute default if such delay or failure is caused by force majeure. Force majeure means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Force majeure may include, but is not restricted to, acts of God, the public enemy, acts of the state in its sovereign capacity, fires, floods, power failure, disabling strikes, epidemics, pandemics, quarantine restrictions, and freight embargoes.

2. Force majeure does not include any of the following occurrences:

    - Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market

    - Late performance by a subcontractor, unless the delay arises out of a force majeure occurrence

    - Inability of either the FSMC or any of its subcontractors to acquire or maintain any required insurance, bonds, licenses, or permits

3. If either party is delayed at any time in the progress of work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as practicable and no later than the following work day or

the commencement thereof, and shall specify the causes of such delay. Such notice shall be delivered by hand or sent by postal mail with a certified return receipt requested and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time for completion shall be extended by contract amendment, as long as the amended period does not violate 7 *CFR*, Section 210.16(d).

4. Any delay or failure in performance by either party caused by force majeure shall not constitute default, nor give rise to any claim for damages or loss of anticipated profits.

U. Nondiscrimination

Both the SFA and FSMC agree that no child who participates in the National School Lunch Program (NSLP), School Breakfast Program (SBP) will be discriminated against on the basis of race, color, national origin, age, sex, or disability. State agencies and SFAs shall comply with the requirements of Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Department of Agriculture regulations on nondiscrimination (7 *CFR*, parts 15, 15a, and 15b); and FNS Instruction 113-1 (7 *CFR,* Section 210.23[b]).

V. Compliance with the Law

The FSMC shall comply with all laws, ordinances, rules, and regulations of all applicable federal, state, county, and city governments, bureaus, and agencies regarding purchasing, sanitation, health, and safety for the food service operations and shall procure and maintain all necessary licenses and permits. The SFA shall cooperate, as necessary, in the FSMC's compliance efforts.

The FSMC shall comply with all applicable federal regulations in 2 *CFR,* parts 200 and 400 and 7 *CFR,* parts 210 (NSLP), 220 (SBP), 245 (Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools) as applicable, 250 (Donation of Foods for Use in the United States, its Territories and Possessions and Areas Under its Jurisdiction), USDA FNS Instructions and policy, federal laws and regulations, California *Education Code* (*EC*), and California laws and regulations, where applicable.

W. Choice of Law

This Contract shall be construed under the laws of the state of California, where applicable, without giving effect to the principles of conflict of laws. Any action or proceeding arising out of this Contract shall be heard in the appropriate courts in California.

X. Advice of Counsel

Each party acknowledges that, in executing this Contract, such party has had the opportunity to seek the advice of independent legal counsel and has read and understood all of the terms and provisions of this Contract.

Y. Relationship of the Parties

A. The FSMC's relationship with the SFA will be that of an independent contractor and not that of an employee of or supervisor for the SFA. The FSMC will not be eligible for any employee benefits, nor will the SFA make deductions from payments made to the FSMC for taxes, all of which will be the FSMC's responsibility. The FSMC agrees to indemnify and hold the SFA harmless from any liability for, or assessment of, any such taxes imposed on the SFA by relevant taxing authorities. The FSMC will have no authority to enter into contracts that bind the SFA or create obligations on the part of the SFA.

B. When the SFA is a public school district or program operated by the county Office of Education, the FSMC, as an independent contractor, shall have no authority to supervise food service classified personnel operating the NSLP, SBP, or Afterschool Meal Supplements (AMS) under the NSLP (*EC* Section 45103.5).

C. All services to be performed by the FSMC will be as agreed between the FSMC and the SFA. The FSMC will be required to report to the SFA concerning the services performed under this Contract. The SFA shall determine the nature and frequency of these reports.

D. The SFA is the responsible authority, without recourse to USDA or CDE, for the settlement and satisfaction of all contractual and administrative issues arising in any way from this Contract. Such authority includes, but is not limited to, source evaluation, protests, disputes, claims, or other matters of a contractual nature.

IV. Food Service Program

A. Food Service Management Company Responsibilities

1. The SFA will provide the FSMC with an electronic Point of Service (POS) meal/milk counting system. Such meal/milk counting system must eliminate any potential for the overt identification of free and reduced-price eligible students under 7 *CFR* Section 245.8. This POS system will be used for the duration of this Contract.

2. The FSMC will not directly or indirectly restrict the sale or marketing of fluid milk at any time or in any place on school premises or at any school-sponsored event (7 *CFR*, Section 210.21[e]).

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

B. School Food Authority Responsibilities

1. The SFA shall ensure that the food service operation is in conformance with the SFA's Permanent Single Agreement with the CDE and will monitor the food service operation through periodic on-site visits (7 *CFR*, sections 210.16[a][2] and 210.16[a][3]).

2. The SFA retains control of the quality, extent, and the general nature of its food service; the prices children are charged for meals (7 *CFR*, Section 210.16[a][4]), and a la carte prices. The SFA may not contract with the FSMC to provide only nonprogram food (e.g., a la carte and adult meals) unless the FSMC offers free, reduced-price, and paid reimbursable lunches to all eligible children (7 *CFR*, Section 210.16[a]).

3. SFAs with more than one school shall perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction. The on-site review shall take place prior to

February 1 of each school year. Further, if the review discloses problems with a school's meal counting or claiming procedures, the SFA shall ensure that the school implements corrective action and, within 45 days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problem. Each on-site review shall ensure that the school's claim is based on the counting system authorized by the CDE under 7 *CFR,* Section 210.7(c) and that the counting system, as implemented, yields the actual number of reimbursable free, reduced-price, and paid lunches respectively, served for each day of operation (7 *CFR,* Section 210.8[a][1]).

4. The SFA shall retain responsibility for developing the meal pattern for students with disabilities, when their disability restricts their diet, and for those students without disabilities who are unable to consume the regular lunch because of medical or other special dietary needs (7 *CFR*, Section 210.10[m]).

5. The SFA shall retain signature authority for the food services application, agreements, Free and Reduced-Price Policy Statement, monthly Claim for Reimbursement, reports, program renewal, the verification of applications, letters to households, and all correspondence to the CDE relating to the food service program (7 *CFR,* Section 210.16[a][5]).

6. The SFA shall retain signature authority and be responsible for all contractual agreements entered into in connection with the food service program (7 *CFR*, Section 210.21).

7. The SFA shall be responsible for the establishment and maintenance of the free and reduced-price meals eligibility roster (*EC* Section 49558).

8. The SFA shall be responsible for the development, distribution, and collection of the letter to households and Application for Free and Reduced-Price Meals and/or Free Milk (7 *CFR,* Section 245.6).

9. If the SFA uses direct certification of eligibility, the SFA shall be responsible for obtaining the direct certification list at least three times annually.

10. The SFA shall be responsible for the determination of eligibility for free and reduced-price meals and shall disclose the eligibility status of individual students or confidential information provided on the application for free or reduced-price meals to the FSMC, to the extent that such information is necessary for the FSMC to fulfill its obligations under this Contract. The FSMC will not disclose the eligibility status of individual students or confidential information provided (*EC* Section 49558).

11. The SFA shall be responsible for conducting any hearings related to determinations regarding free and reduced-price meal eligibility (7 *CFR*, Section 245.7).

12. The SFA shall be responsible for verifying applications for free and reduced-price meals as required by federal regulations (7 *CFR*, sections 245.6 and 245.6[a]).

13. The SFA shall establish and maintain an advisory board composed of parents, teachers, and students to assist with menu planning (7 *CFR*, Section 210.16[a][8]).

14. The SFA shall maintain applicable health certification and ensure that all state and local regulations are being met by the FSMC preparing and serving meals on-site at an SFA facility (7 *CFR,* Section 210.16[a][7]).

V. Buy American Requirements

A. Food Service Management Company Responsibilities

1. The FSMC must submit statements for all processed agricultural products to the SFA at the time of delivery for each processed agricultural product certifying that the food product was processed 100 percent domestically and that the percentage of domestic content in the food component of the processed food product is over 51 percent, by weight or volume (USDA Policy Memo SP 38-2017).

2. The FSMC must notify the SFA in writing at least 10 days **prior** to delivering a nondomestic agricultural commodity or product and request prior approval for delivery of a nondomestic agricultural commodity or product. This written notification must list alternative domestic substitutes for the SFA to consider and provide an explanation for the following:

    a) Why the domestic product is not produced or manufactured in sufficient and reasonably available quantities of a satisfactory quality; and/or

    b) Why competitive bids reveal the cost of the domestic product is significantly higher 50% higher than the nondomestic product

3. The FSMC will provide certification of domestic origin for products which do not have country of origin labels.

B. School Food Authority Responsibilities

1. The SFA shall maintain documentation outlining the justification for supporting their use of an exception to the Buy American Provision requirement **prior** to accepting nondomestic agricultural commodities or products. This documentation will be kept on file for the term of the contract plus any extensions and three additional school years thereafter. This will be made available during an on site administrative review and an off site procurement review.

2. The SFA shall monitor the contract to ensure that the correct domestic food components contracted for are delivered as required by 2 *CFR*, Section 200.318(b) unless the FSMC has received prior approval from the SFA for nondomestic agricultural commodity or product.

3. The SFA must ensure FSMC compliance with the Buy American Provision in accordance with their procurement procedures. These procedures, at a minimum, must include the requirement to include Buy American Provision language in solicitations and contracts as well as the process for requiring FSMCs to certify the domestic percentage of the agricultural food component of products.

VI. U.S. Department of Agriculture Foods

C. Food Service Management Company Responsibilities

1. The FSMC shall fully use, to the maximum extent possible, donated foods made available by the SFA solely for the purpose of providing benefits for the SFA's nonprofit school food program (7 *CFR,* Section 210.16[a][6]).

2. In accordance with 7 CFR, Section 250.53, the FSMC shall comply with the following provisions relating to the use of donated foods, as applicable:

   a) The FSMC must credit the SFA for the value of all donated foods (including both entitlement and bonus foods) received for use in the SFA's meal service in the school year or fiscal year. The credit must include the value of donated foods contained in processed end products if the FSMC procures processed end products on behalf of the SFA, or acts as an intermediary in passing on the donated foods value of processed end products to the SFA (7 *CFR,* Section 250.51[a]).

   b) The FSMC shall account for the full value of donated foods (7 *CFR,* Section 250.51) by:

i) Subtracting the value of all donated foods received for use in the SFA's food service from the SFA's (monthly/quarterly) invoice, and

ii) Using the Average Price File for the school year in which the donated foods are received by the SFA. This listing is available from the USDA Food Distribution web page at http://www.fns.usda.gov/fdd/processor-pricing-reports.

3. The FSMC will be responsible for any activities relating to donated foods in accordance with 7 *CFR*, Section 250.50(d), as applicable, and will ensure that such activities are performed in accordance with the applicable requirements in 7 *CFR*, Part 250.

4. The FSMC shall accept liability for any negligence on its part that results in any loss of, improper use of, or damage to donated foods.

5. The FSMC must use all donated beef, pork, and all processed end products, in the recipient agency's food service, and must use all other donated foods, or commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the donated foods, in the recipient agency's food service (unless the contract specifically stipulates that the donated food, and not such commercial substitutes, be used) (7 *CFR*, Section 250.51[d]).

6. The FSMC shall ensure that the processing agreement's value will be used in crediting the SFA for the value of donated foods contained in end products (7 *CFR*, Section 250.53[a][7]).

7. The method and frequency of crediting donated foods will be in accordance with 7 *CFR*, Section 250.51(b). The FSMC must ensure that it follows the negotiated method and frequency of crediting agreed upon by the parties.

8. The FSMC will provide assurance that it will not itself enter into the processing agreement with the processor required in subpart C of 7 *CFR*, Part 250 (7 *CFR*, Section 250.53[a][8]).

9. The FSMC will provide assurance that it will comply with the storage and inventory requirements for donated foods (7 *CFR*, Section 250.53[a][9]).

10. The FSMC will maintain records to document its compliance with requirements relating to donated foods, in accordance with 7 *CFR,* Section 250.54(b).

D. School Food Authority Responsibilities

1. The SFA shall retain title to all donated foods and ensure that all donated foods received by the SFA and made available to the FSMC accrue only for the benefit of the SFA's nonprofit school food service and are fully used therein (7 *CFR*, Section 210.16[a][6]).

2. The SFA shall accept and use, in as large quantities as may be efficiently used in its nonprofit food service program, such foods as may be offered as a donation by USDA (7 *CFR*, Section 210.9[b][15]).

3. The SFA will maintain records to document its compliance with requirements relating to donated foods and conduct reconciliation (at least annually and upon termination of the Contract) to ensure that the FSMC has credited the value of all donated foods in accordance with 7 *CFR*, sections 250.54(a) and (c).

4. The SFA will not extend or renew any Contract if the FSMC did not fulfill all Contract provisions relating to donated foods (7 *CFR*, Section 250.53[a][12]).

VII. Meal Responsibilities

A. The FSMC shall:

1. Serve meals on such days and at such times as requested by the SFA.

2. Offer free, reduced-price, and paid (subject to Universal Meals) reimbursable meals to all eligible children through the SFA's food service program.

3. Provide meals through the SFA's food service program that meet the requirements as established in 7 *CFR*, parts 210 and 220, as applicable.

4. Prepare/Serve school staff meals in the staff lounge. Meals will be paid by school employees and should be priced competitively with nearby restaurants.

VIII. Food Service Management Company Employees

A. The FSMC shall only place employees for work at the SFA that meet the minimum professional standards outlined in 7 *CFR*, Section 210.30 which can be viewed at the following web page: School Nutrition Program Professional Standards.

The SFA shall ensure that all employees the FSMC proposes for placement meet the minimum professional standards. The FSMC shall ensure their employees take the required annual training as outlined in the professional standards. The FSMC shall track the trainings completed by each employee and maintain documentation to validate that training was completed. The FSMC shall remove from the SFA premises any employee who fails to take the required training.

The FSMC shall provide the SFA with a list of employees and evidence that they meet the professional standards.

B. The SFA reserves the right to interview and approve the on-site food service consultant(s)/employee(s).

C. The FSMC shall provide the SFA with a schedule of employees, positions, assigned locations, salaries, and work hours. The FSMC will provide specific locations and assignments to the SFA 4 calendar weeks prior to the commencement of operation. (Exhibit C: Schedule of FTE)

D. The FSMC shall comply with all wage and hours of employment requirements of federal and state laws. The FSMC will be responsible for supervising and training their personnel.

E. The FSMC agrees to assume full responsibility for the payment of all contributions and assessments, both state and federal, for all of its employees engaged in the performance of this Contract.

F. The FSMC agrees to furnish the SFA, upon request, a certificate or other evidence of compliance with state and federal laws regarding contributions, taxes, and assessments on payroll.

G. The FSMC will be solely responsible for all personnel actions regarding employees on its respective payroll. The FSMC shall withhold and/or pay all applicable federal, state, and local employment taxes and payroll insurance with respect to its employees, insurance premiums, contributions to benefit and deferred compensation plans, licensing fees, and workers' compensation costs, and shall file all required documents and forms. The FSMC shall indemnify, defend, and hold the SFA harmless from and against any and all claims, liabilities, and expenses related to, or arising out of, the indemnifying party's responsibilities set forth herein.

IX. Books and Records

A. The SFA and the FSMC must provide all documents as necessary for an independent auditor to conduct the SFA's single audit. The FSMC shall maintain such records as the SFA will need to support its Claims for Reimbursement. Such records shall be made available to the SFA upon request and shall be retained in accordance with 7 *CFR,* Section 210.16(c)(1).

B. The SFA and the FSMC shall, upon request, make all accounts and records pertaining to the nonprofit food service program available to the CDE, USDA FNS and Office of Inspector General of the United States for audit or review at a reasonable time and place. Each party to this Contract shall retain such records for a period of three (3) years after the date of the final Claim for Reimbursement for the fiscal year in which this Contract is terminated, unless any audit findings have not been resolved. If audit findings have not been resolved, then records shall be retained beyond the three-year period as long as required for resolution of issues raised by the audit (7 *CFR*, Section 210.9[b][17]).

C. The FSMC shall not remove state or federally required records from the SFA premises upon contract termination.

D. The USDA, Inspector General, the Comptroller of the United States, and the CDE, or any of their duly authorized representatives must have the right of access to any documents, papers, or other records of the FSMC and the SFA which are pertinent to the federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the FSMC and SFA's personnel for the purpose of interview and discussion related to such documents (2 *CFR*, Section 200.336[a]).

E. The distributing agency/CDE, recipient agency/SFA, the Comptroller General, the USDA, or their duly authorized representatives, may perform on-site reviews of the FSMC's food service operation, including the review of records, to ensure compliance with requirements for management and use of donated foods (7 *CFR*, Section 250.53[a][10]).

X. Monitoring and Compliance

A. The FSMC shall monitor the food service operation of the SFA through periodic on-site visits in order to develop recommendations for improvement of the food service program.

B. The FSMC warrants and certifies that in the performance of this Contract it will comply with all applicable statutes, rules, regulations, and orders of the United States and the state of California.

C. The SFA shall establish internal controls that ensure the accuracy of lunch counts prior to the submission of the monthly Claim for Reimbursement in accordance with 7 *CFR, Sec*tion 210.8(a). At a minimum, these internal controls shall include all of the following:

- An on-site review of the lunch counting and claiming system employed by each school within the jurisdiction of the SFA (7 *CFR,* Section 210.8[a][1])
- Comparisons of daily free, reduced-price, and paid lunch counts against data that will assist with the identification of lunch counts in excess of the number of free, reduced-price, and paid lunches served each day to children eligible for such lunches
- A system for following up on lunch counts that suggest the likelihood of lunch counting problems

XI. Equipment, Facilities, Inventory, and Storage

A. The SFA will make available to the FSMC, without any cost or charge, area(s) of the premises agreeable to both parties in which the FSMC shall render its services. The SFA shall provide the FSMC with local telephone service. The SFA shall not be responsible for loss or damage to equipment owned by the FSMC and located on the SFA's premises.

B. The FSMC shall notify the SFA of any equipment belonging to the FSMC on the SFA's premises within 10 days of its placement on the SFA's premises.

C. The SFA shall have access, with or without notice, to all of the SFA's facilities used by the FSMC for purposes of inspection and audit.

D. Ownership of the beginning inventory of food and supplies shall remain with the SFA.

E. Ownership of all nonexpendable supplies and capital equipment shall remain with the SFA. However, the FSMC must take such measures as may be reasonably required by the SFA for protection against loss, pilferage, and/or destruction.

XII. Certifications

A. The FSMC warrants and certifies that in the performance of this Contract, it will comply with the rules and regulations of the CDE and the USDA, and any additions or amendments thereto, including but not limited to 2 *CFR,* parts 200 and 400, and 7 *CFR*, parts 210, 215, 220, 245, 250, and USDA FNS Instruction and policy, as applicable. The FSMC agrees to indemnify the SFA and the CDE against any loss, cost, damage, or liability by reason of the FSMC's violation of this provision.

B. The FSMC shall comply with Title VI of the Civil Rights Act of 1964, as amended; USDA regulations implementing Title IX of the Education Amendments; Section 504 of the Rehabilitation Act of 1973; and any additions or amendments to any of these regulations, and statutes.

C. The SFA and FSMC shall comply with all applicable standards, orders, or regulations issued.

For contracts in excess of $150,000, the SFA and FSMC shall comply with the Clean Air Act (42 U.S.C. sections 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. Section 1251) as amended (Appendix II to 2 *CFR*, Part 200).

D. Debarment and Suspension

The parties shall not enter into contracts with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement programs (Executive Orders 12549 and 12689 and 2 *CFR*, Part 200, Appendix II).

E. Lobbying

The Certification Regarding Lobbying and a Disclosure of Lobbying Activities form (2 *CFR*, Section 418) must accompany each subsequent four (4) additional one-year renewals. Contract renewals that do not include this certification will not be accepted for consideration (Appendix II to 2 *CFR* Part 200 Section [I]: Byrd Anti-Lobbying [31 U.S.C 1352]).

XIII. Insurance

The parties shall maintain the following insurances:

A. Workers' Compensation Insurance

Each party shall maintain Workers' Compensation Insurance coverage as required by state law, and Employers' Liability in the amount of one million dollars ($1,000,000.00) for each accident covering all employees employed in connection with child nutrition program operations.

B. Comprehensive or Commercial Insurance

The FSMC shall maintain during the term of this Contract, for protection of the SFA and the FSMC, Comprehensive or Commercial General Bodily Injury and Property Damage Liability Insurance with a Combined Single Limit of not less than five million dollars ($5,000,000.00) for each occurrence, including, but not limited to, Personal Injury Liability, Broad Form Property Damage Liability on the FSMC-owned property, Blanket Contractual Liability, and Products Liability, covering only the operations and activities of the FSMC under the Contract and, upon request, shall provide the SFA with a certificate evidencing such policies. The insurance policies shall contain covenants by the issuing company that the policies shall not be canceled without 30 days prior written notice of cancellation to the SFA. With the exception of Workers' Compensation Insurance, the SFA shall be named as an additional insured under the FSMC's policies of insurance to the extent the SFA is indemnified pursuant to this Contract.

C. Property Insurance

The SFA shall maintain, or cause to be maintained, a system of coverage either through purchased insurance, self-insurance, or a combination thereof to keep the buildings, including the premises, and all property contained therein insured against loss or damage by fire, explosion, or other cause normally covered by standard broad form property insurance.

XIV. Termination

Either party may cancel for cause with a 60-day notification if either party breaches a provision of this Contract (7 *CFR*, sections 210.16[d] and 250.12[f][9]). The nonbreaching party shall give the other party notice of such cause. If the cause is not remedied within 10 days, the nonbreaching party shall give a 60-day notice to the breaching party of their intent to terminate this Contract upon expiration of the 60-day period. This Contract may be terminated, in whole or in part, for convenience by the SFA with the consent of the FSMC, in which case the two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated (2 *CFR*, Section 200.339[a][3]). The Contract may also be terminated, in whole or in part, by the FSMC upon written notification to the SFA, setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, in the case of a partial termination, if the SFA determines that the remaining portion of the Contract will not accomplish the purposes for which the Contract was made, the SFA may terminate the Contract in its entirety (2 *CFR*, Section 200.339[a][4]). The rights of termination referred to in this Contract are not intended to be exclusive and are in addition to any other rights or remedies available to either party at law or in equity.

Exhibit A

Scope of Work

1. Overview of El Camino Real Charter High School Food Service Program

A. Scale. The SFA employs 0 persons who provide food service to approximately 3,700 children at one site. The food service prepares approximately 68,000 Breakfasts and 173,000 Lunches annually.

B. Financial Goals. The FSMC is to manage all food waste, and invoice the SFA each month for the number of meals served.

C. Management Goals. The FSMC is expected to properly manage all aspects of the NSLP, SBP in accordance with USDA and CDE regulations. Daily meal production records, daily temperatures are to be recorded and maintained on site. These records are to be kept for 3 years. All meals served are to contain all components using Offer vs Serve, to create a reimbursable meal. All meals are to follow the USDA meal pattern. FSMC staff is to treat all students with respect and maintain all confidentiality when serving meals.

D. Food Service Office and Staff. The food service staff is provided by the FSMC. The FSMC should analyze the meals needed and determine how many staff is appropriate to properly serve this site.

E. National School Lunch Program and School Breakfast Program.

Participation

PROGRAM	GRADES	MAX ENROLLMENT*	AVERAGE DAILY PARTICIPATION	FULL PAY*	FREE*	REDUCED*
National School Lunch (NSLP)	9-12	3,700	793	256	394	144
School Breakfast Program (SBP)	9-12	3,700	572	136	320	115

2. Description of FSMC Responsibilities

General: Under the direction of the SFA's Operations Director, the FSMC selected pursuant to this RFP will provide the following: The FSMC is expected to properly manage all aspects of the NSLP, SBP, USDA FDP, in accordance with USDA and CDE regulations. Daily meal production records, daily temperatures are to be recorded and maintained on site. These records are to be retained for an additional 3 years from the last date of the contract. All meals served are to contain all components using Offer vs Serve, to create a reimbursable meal. All meals are to follow the USDA meal pattern. FSMC staff is to treat all students with respect and maintain all confidentiality when serving meals. Assist the SFA in student meal collections. In addition, the FSMC will employ qualified professionals to cook, prepare, serve and count all meals.

A. Purchasing of Supplies for the Food Service Program

Recommend (or be responsible for) purchasing standards and specifications that will result in the best quality of products and services at the lowest price for the food service program.

All transactions shall be conducted in a manner so as to provide maximum open and free competition as provided by statute and regulation.

The grade, purchase unit, style, weight, ingredients, formulation, etc., shall be in compliance with applicable statutes and regulations.

Purchase food and/or supplies (if applicable); if authorized by the SFA, the FSMC shall purchase food used by the food service operation and the purchasing of food shall not displace SFA staff or delegate responsibilities of the SFA to the FSMC.

Recommend new or improved procedures for the requisition, receipt, and verification of all supplies used by the food service operation

B. Contracting With Small, and Minority Businesses, Women's Business Enerprises, and Labor Surplus Area Firms

The FSMC shall comply with 2 *CFR*, Section 200.321 (as applicable).

C. Buy American

The SFA participates in meal programs that require the use of nonprofit school food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A 'domestic commodity or product' is defined as one that is either produced in the U.S. or is processed in the U. S. substantially (51 percent or more by weight or volume) using

agricultural commodities that are produced in the U. S. as provided in 7 *CFR*, sections 210.21(d) and 220.16(d). The FSMC must:

1. **Submit certification statements for all processed agricultural products**. The FSMC must provide written documentation to the SFA at the time of delivery for each processed agricultural product certifying that the food product was processed 100 percent domestically and that the percentage of domestic content in the food component of the processed food product is over 51 percent, by weight or volume.

   OR:

2. **Request SFA approval prior to delivering a nondomestic agricultural commodity or product.** If the FSMC cannot comply with #1 above, the FSMC must notify the SFA in writing 10 days prior to delivering a nondomestic agricultural commodity or product. This written notification must include the following:

   a) Whether the request to deliver a nondomestic food is because the product is not produced or manufactured domestically in sufficient and reasonably available quantities of a satisfactory quality, or competitive bids reveal the costs of a domestic product are significantly higher than the nondomestic product

   b) The pricing of both domestic and nondomestic products and/or availability data to justify the use of one of the two allowable exceptions

   c) A list of alternative domestic substitutes for the SFA to consider for delivery instead of the nondomestic agricultural product

D. Facility or Site Operations

The FSMC shall recommend:

- Safety programs for employees
- Sanitation standards for housekeeping, preparation, storage, and equipment
- Adjustments to practices and operation of equipment as required
- A Food Safety Plan and participate in the development, implementation, and maintenance of said plan
- Methods to increase participation at all levels of the SFA’s food service programs, improve food quality, and upgrade equipment and facilities

- Hours and number of positions at each site to meet food service operational needs

E. Menus

Adhere to the 21-day cycle menu for the first 21 days of meal service; thereafter, the FSMC may only make changes with the SFA's approval (7 *CFR*, sections 210.10, 210.16[b][1] and 220.8, if applicable)**.**

Provide recommendations for menu development that will result in the best quality of products and services at the lowest price for the food service program**.**

Seek student and parent input on successful menu variation and planning.

Provide, upon request by the SFA, recommended menus to assure compliance with all applicable statutes and regulations; include menu recommendations to meet the needs of students with special dietary needs or disabilities.

F. Quality Control

Recommend or establish a formal structure to routinely and continuously gather input from students, staff, and parents about food services.

Recommend or establish a structure or process to routinely and continuously gather input from food service employees to ensure the most effective and efficient operation possible.

G. Staff

Recommend management staff and structure that will enhance the SFA's food service programs and ensure that the SFA's food service programs are of consistent top quality and held in positive regard by students, staff, and the public.

Recommend or establish and conduct management and staff training programs that will ensure staff development, proper supervision, professional and health certifications, and consistent quality control both in production and service.

H. Records

Maintain full and complete financial and inventory records sufficient to meet federal and state requirements and that are in accordance with generally accepted accounting procedures.

Maintain employment records that show FSMC staff have all professional and health certifications as required by federal or state law and the SFA.

I. Education

Recommend actions or events to promote the nutrition education aspects of the food service program, and recommend or cooperate with efforts to merge these actions or events with classroom instruction; the FSMC will work in partnership with the SFA to educate students, parents, teachers, and the community about efforts to promote better nutrition and health.

Coordinate meeting times with the Food Service Director, other SFA staff, and parents or students to discuss ideas to improve the food service program; arrange meetings between an acceptable management representative of the FSMC and the Food Service Director, other SFA staff, and the school board, upon request.

J. Reports

Collect and provide, in the required format, information necessary for school food service claims for reimbursement from state and federal agencies and maintain records of past information; at the end of each month the number of meals to be claimed will be submitted to the SFA contact by the FSMC consultant/representative on or before the **10**th of each month (7 *CFR,* 210.16[c][1]).

Provide the SFA with monthly operating statements and other information determined by the SFA regarding the food service programs.

K. Point of Service

Provide and/or implement an accurate point of service meal and milk count; such meal and milk counting system must eliminate the potential for the overt identification of free and reduced-price eligible students under 7 *CFR,* Section 245.8.

3. Specific FSMC Tasks

Staff Training. All FSMC staff must receive their food handlers certificate, and submit proof of the required training prior to school start. All FSMC must also have all background checks conducted prior to school start, July 1, 2021.

Exhibit B

Schedule of Fees

The costs included in the Cost per Meal table comprise the fixed price per meal. The fees are agreed upon by both parties and represent allowable food service costs in accordance with 2 *CFR*, Part 200.

All costs are based on the average daily participation of 1365 students in the district and 180 school days.

Cost per Meal

Note: Prices must **not** include values for donated foods, and must include all meal programs.

LINE ITEM	UNITS*	RATE	TOTAL
Breakfast	98,886	$	$
Lunch	151,114	$	$
Snacks		$	$
Seamless Summer Feeding Option		$	$
Nonreimbursable Meals	3,904	$	$
TOTAL	253,904	$	$

*Units to be provided by SFA



School Food Services Proposal

2022-23 Food Service Management Company

Prepared Specially For:



FreshStart
HEALTHY MEALS

13294 Ralston Ave
Sylmar, California 91342
(818) 797-5881

*This presentation is proprietary information and only intended for the person it is presented to.

Breakfast | Lunch | Supper | Snack



A. Cover Letter

April 20, 2022

Dear El Camino Real Alliance,

On behalf of K12 School Services DBA Fresh Start Healthy Meals, we are delighted to submit for your consideration, this proposal to provide food services for El Camino Real Alliance. and would like to extend our gratitude for the opportunity.

Our program is broad in capability and expansive in offerings, which we are confident will prove Fresh Start Healthy Meals as the ideal partner for El Camino Real Alliance. We build each meal program around your wants and needs; working closely with your staff, parents, and students to find ways to increase participation in addition to enhancing menu appeal. It is through competitive pricing, great flexibility, and dedication to providing the ultimate customer service that we have excelled in an ever-changing business.

We follow the New Meal Pattern without sacrificing taste, quality, or presentation. Offering menus that are fully compliant with the School Breakfast Program (SBP), the National School Lunch Program (NSLP), the After-school Meal Supplements (AMS), the Seamless Summer Feeding Option (SSFO) and the Child and Adult Care Food Program (CACFP). We also assist our schools in utilizing USDA Commodities for their meal programs, saving them thousands of dollars each year.

Should you or your team have any questions or require additional information, please do not hesitate to contact us. Proprietary documents in this proposal will be marked “Proprietary”.

We thank you again for the opportunity and relish the chance to work with El Camino Real Alliance. It is our belief that with this partnership and through our combined efforts, we can build something that will benefit your students and community immensely for years to come.

Sincerely,

Juan Carlos Saucedo
Chief Executive Officer/CEO
Authorized Corporate Officer for Binding Contract

By signing this Cover Letter, I certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company

Federal Tax ID:	82-2725554
SFA Liaison:	Irving Aquino
Mailing Address:	13294 Ralston Ave, Sylmar CA 91342
Contact Numbers:	Direct (818) 624-4762



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5. **Thank you for your Consideration**



"One cannot think well, love well, sleep well, if one has not dined well."
-Valerie Woolf



Attachment A: Attachments Checklist

K12 School Services DBA Fresh Start Healthy Meals
Respondent Company Name

Please complete this checklist to confirm that the items listed below have been included in your proposal. Place a checkmark or "x" next to each item submitted to the SFA. For your proposal to be considered, all required attachments must be returned, including this checklist. Submit one copy of your proposal in a sealed package.

Attachment	Attachment Name
X A	Attachments Checklist
X B	Mandatory Tour
X C	Minimum Qualifications
X D	FSMC Professional Standards
X E	Proposal Questionnaire
X F	Respondent References
X G	Authorization Agreement
X H	Fee Proposal
X I	Certifications Regarding Lobbying Activities, Debarment, Suspension and Other Responsibility Matters
X J	Certificate of Independent Price Determination
X K	21–Day Cycle Menu (Include)

Attachment B: Mandatory Tour

TOURED SCHEDULE

Tour began at March 17, 2022 at 1:00pm
Where: El Camino Real Charter High School
5440 Valley Circle Blvd.
Woodland Hills, CA 91367
On-line (Virtual) Tour began at March 17, 2022 at 1:00pm
Where: El Camino Real Charter High School
5440 Valley Circle Blvd.
Woodland Hills, CA 91367

Attachment C: Minimum Qualifications:

A Respondent must meet all of the following minimum qualifications to the SFA's satisfaction to be given further consideration. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

As of July 1, 2022, both the Respondent's company and its key personnel meet all of the following minimum qualifications:

1. The Respondent has at least five years of experience with food service programs.

   Yes X No _____

2. The Respondent has the resources and ability to provide 250,000 meals per fiscal year.

   Yes X No_____

3. The Respondent has knowledge and experience with the National School Lunch and School Breakfast Programs and USDA Commodities.

   Yes X No _____

4. The Respondent has professional references that demonstrate and evidence the ability to perform the required services.

   Yes X No _____

5. The Respondent is licensed to do business in the state of California.

   Yes X No _____

Attachment D: FSMC Professional Standards

FSMC Employees Professional Standards

Federal Register Vol. 80, No. 40, dated March 2, 2015, referred to as the "Final Rule," establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs. In the Final Rule, the following definitions are established:

1. **School Nutrition Program Director**. The school nutrition program director is any individual directly responsible for the management of the day-to-day operation of school food service for all participating schools under the jurisdiction of the school food authority.

2. **School Nutrition Program Manager**. The school nutrition manager is any individual directly responsible for the management of the day-to-day operation of school food service for a participating school(s).

3. **School Nutrition Program Staff**. School nutrition program staff are those individuals, without managerial responsibilities, involved in day-to-day operations of school food service for a participating school(s).

The Final Rule establishes that these definitions apply to the function/role rather than the specific title within the school food service structure, and that the definitions apply whether or not the school food service is operated by an FSMC. Therefore, as of the effective date of this contract, the minimum professional standards established by the Final Rule, and described therein, shall apply to FSMC staff performing any of the duties described above.

The FSMC shall only place staff for work in the school district that meet the minimum professional standards outlined in 7 *CFR*, Section 210.30, which can be viewed at the following Web page: http://www.fns.usda.gov/sites/default/files/cn/profstandards_flyer.pdf.

- The SFA shall ensure that all staff the FSMC proposes for placement meet the minimum professional standards.

- The FSMC shall ensure their employees take the required annual training as outlined in the professional standards and provide certification of such training to the SFA. The FSMC shall remove from the SFA premises any staff who fail to take the required annual training.

- The FSMC shall provide the SFA with a list of proposed employees and evidence that they meet the professional standards.

Fresh Start at a Glance

Company Profile

30,000+ | Number of school meals produced daily

40,000+ | Square feet of the Fresh Start Meals kitchen, warehouse and distribution facility

140 | Number of members on the Fresh Start Team

120+. | Number of school sites to which Fresh Start Meals delivers

10+. | Total counties served by Fresh Start Meals (Los Angeles, San Bernardino, Alameda, Contra Costa, San Diego, Orange Counties, etc)

Fresh Start Healthy Meals was born from the idea that our children deserve more than tasteless, frozen food aisle, cookie cutter meals and founded on the belief that our kids are entitled to a freshly made meal that is prepared with the freshest ingredients, daily. Our SQF certified facility, with over 30,000 sq. ft of production space producing over 30,000 meals per day and over 7 million school meals annually.





Attachment E: Proposal Questionnaire

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment C, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.

Fresh Start makes a full-hearted effort to craft the program that best fits you. Offering flexible menu options, daily variety, vegetarian menus and even salad bars to add a little something extra to your day-to-day service. The Fresh Start team has an inimitable expertise in understanding and meeting the needs of the School Breakfast Program, National School Lunch Program, the After-school Meal Supplements, the Seamless Summer Feeding Option, the Summer Food Service Program and the Child and Adult Care Food Program. We strive to fulfill the varying wishes of our schools, providing supreme customer service and a personal touch that no one can duplicate. Since our team first began servicing schools, we have always been at the forefront of innovation and have always sought to be a full support provider. By that we mean taking on several more duties and responsibilities than a usual vendor would to lighten the burden that can come with maintaining a working food program. We have worked with schools in their first year, guiding them through their CNIPS process, letting them know what to expect during their health inspections and Administrative Reviews and seen them grow to triple or quadruple their original size. On the other end of the spectrum, we have worked with large, long established CMO's that while they may fall under the same umbrella, have individual sites with varying needs and personalities.

Whether your school is big or small, our approach remains the same: provide exceptional customer service and do everything in our power to deliver the best meal experience your scholars could possibly have. We are overjoyed with the prospect of potentially partnering with your school and thank you for the opportunity to submit this proposal. The Fresh Start Team has been supplying reimbursable meals for the National School Lunch Program, School Breakfast Program, After school Meal Supplements, Seamless Summer Feeding Option and Child and Adult Care Food Program for over 20 years.

Fresh Start Healthy Meals, stays focused on customer relations, attentiveness and flexibility, we work together with school administrators to reach program goals which include feeding every eligible recipient, reducing costs and staying in compliance to avoid fiscal penalties after Administrative Reviews/audits. While our Nutrition Department ensures that all menus are compliant with SBP, NSLP and CACFP standards in relation to the New Meal Pattern and provides guidance on Administrative Reviews. Our Nutrition Department has processed numerous audits and Six Cent Certification packets for schools. Fresh Start has submitted all our menus, recipes, nutritional CN Labels, etc. for these audits and they have all been approved. We are in excellent standing with the State of California Department of Education.

Fresh Start currently works with schools to utilize USDA Commodities program offering by way of backcalling, which is the process of picking up commodities at the school site are returning them to our facility for use in our meals; providing our schools with thousands of dollars in savings. We are currently in the process of becoming an approved USDA processor in the state of California and expect to be approved no later than June 2022.



Juan Carlos Saucedo is a businessman and entrepreneur. A native of Mexico City, at age 9, a young Juan Carlos would immigrate to Los Angeles, California and the self-educated entrepreneur would start to work from a young age. Juan Carlos held a lengthy stint at the Los Angeles Equestrian Center, where he became fluent in the culture of the American kitchen. This experience was followed by employment at the Warner Brothers Studios, delivering meals between the Studios' workspaces.

To expand his early career, Mr. Saucedo independently bid on cafeteria contracts outside of Warner Brothers Studios. In time, Mr. Saucedo would be approached by a consortium of charter schools to provide food services to their students. This initial project would mark Saucedo's first independent foray into the food service business by delivering meals on his bicycle. This would prove to be a pivotal and affirming decision for a self-made entrepreneur long involved in this industry. In 2004, in response to the consortium's request, Saucedo began to focus on school cafeteria lunch programs. The success was both immediate and impressive: his first company, Royal Dining, went from servicing 700 meals per day in 2004, to 70,000 meals per day in 2015.

In 2016, Mr. Saucedo opened a division called Fresh Start Meals, a school food service provider with a focus on providing healthy, nutritious meals to all school children. An established food service provider, the business has blossomed, expanding to include the entirety of Los Angeles County and is now recognized Fresh Start Healthy Meals, Inc. Currently, Fresh Start Healthy Meals Inc. services 30,000 school meals per day throughout Southern California.



Veronica Alcaraz is a business leader, United States Army Veteran and CEO of Fresh Start Healthy Meals Incorporated. Veronica Alcaraz attended the University of California, Los Angeles and earned a Bachelor of Arts degree in English. Shortly after obtaining her college degree, Alcaraz earned her realtor's license and began a dedicated career in real estate, which included owning a real estate firm at the age of 22.

Subsequently, Veronica Alcaraz entered the restaurant and food service industries in 2013. Alcaraz purchased her first commercial manufacturing building at 39-years old in 2020. This building of Fresh Start Healthy Meals Inc., a meal provider that serves 30,000 school meals per day throughout Southern California Alcaraz presently has the distinct honor of being one of the first Latina presidents/owners of a food manufacturing company in the United States. Additionally, Alcaraz is the co-founder of Dough Girl Pizza. Through Dough Girl, Alcaraz has also founded the Dough Girl Foundation, a food-oriented organization designed to give underprivileged members of society employable culinary skills.

Looking to the future, Alcaraz seeks to expand the size, footprint, and profitability of her business endeavors. Additionally, seeking to further partake in philanthropic endeavors, Alcaraz wishes to use her business aptitude to chart a legacy for not only her children and family, but for anybody that is looking for an opportunity or second chance. An advocate of leadership and financial literacy for youth, her passion project is to build an academy that will mold entrepreneurs by providing them with appropriate life skill sets and a mindset to excel through economic empowerment.



2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is(are); the length of time the company has been providing food service management services (consulting, food purchase, etc.) and related services as described in this RFP. In addition, provide the duration and extent of experience the company has with similar SFA food management services.

K12 School Services DBA Fresh Start Healthy Meals was founded in 2017 by Juan Carlos Saucedo with the intent of utilizing over 15 years of extensive experience in working with the National School Lunch Program, School Breakfast Program, After school Meal Supplements, Seamless Summer Feeding Option, Summer Food Service Program and USDA Commodities Program to assist schools in need affordable food service management and consulting. In 2020, at the onset of the COVID-19 pandemic, those services expanded to the manufacturing, packaging, and delivery of fully compliant meals.

Fresh Start Healthy Meals assisted our partners at the YMCA transition several of their locations to community distribution centers along with our school partners all throughout California. We provided a variety of tasty take home meals, as well as box sets that supplied a combination of prepackaged items and fresh food offerings that gave families 5- or 7-days' worth of breakfast, lunch, and snack options.

As schools began to re-open, we equipped them with warmers, ovens, and refrigeration units. We reopened our hot kitchen and provided schools with ready to serve pre-pack and family-style options. While navigating an uncertain landscape Fresh Start Healthy Meals was able to begin expanding our menu options while competitors began becoming more restrictive.

Our team has decades of experience working with some of the largest CMOs in California and assisting schools operate a successful food management program.

3. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.

Fresh Start Healthy Meals has a management team with over 50 years of combined experience in the food industry providing entrées and meals to schools. We can deliver meals ready to eat or provide equipment for ready to heat meals that are delivered cold in refrigerated trucks. Fresh Start Healthy Meals will work with every site to plan the appropriate logistics to suit their school set up and student needs. We believe we have enough resources, cash flow and financial resources to provide services with ease as stated on our financial statements.

4. P**rovide a complete list of SFAs that have discontinued or terminated your company's services in the last five years and the reason(s) why**

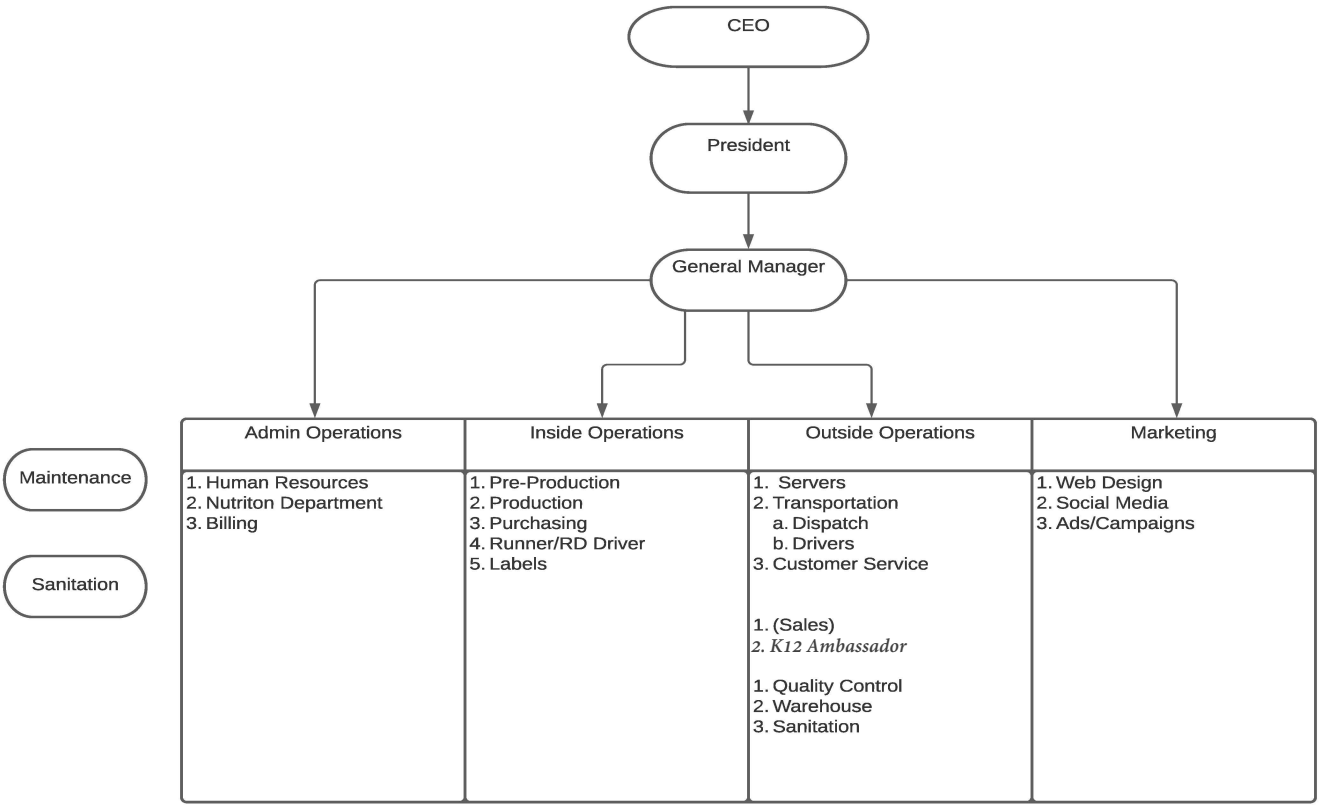
A. Alliance Judy Ivie Burton Tech - Contract ended

B. Alliance Morgan McKinzie High School - Contract ended

C. Alliance Patti & Peter Neuwirth High School - Contract ended



5. Provide an organization chart for your company, a description of the lines of communication, and the responsibilities at each corporate level.



CEO – Oversee entirety of company

President – Oversees the Quality Assurance Field Team, Account Specialist, and Business Development Departments.

General Manager – Oversees day to day operations and oversees operation managers.

- **Admin Operations –Oversees the Admin teams and billing.**
- **Inside Operations – Oversees Shift Managers who oversee Pre=production, prodution, purchasing, runners, labels**
- **Outside Operations - Oversees Servers, Transportation, Customer Service, Sales, Quality Control. Warehouse and Sanitation.**
- **Shift Managers- coordinate the different production stations and personnel**
- **K12 Ambassadors – Charged with visiting and problem solving for school sites.**
- **Client Services: Client Service Manager – Oversees the Client Service Representatives and Server Manager.**
- **Server Supervisor – Oversees Servers and POS Personnel**
- **Nutrition: Nutrition Manager – Oversees Nutrition Department and creation of monthly menus.**



6. Provide a complete balance sheet or annual report (verified by a certified public accountant if applicable) for the last three years of operation.

PLEASE SEE FINANCIALS ON NEXT PAGE



K12 Schools Services DBA Fresh Start Healthy Meals
CONSOLIDATED BALANCE SHEETS

	Year Ended December 31, 2021 (Unaudited)	Year Ended December 31, 2020 (Unaudited)	Year Ended December 31, 2019 (Unaudited)
ASSETS			
Current assets:			
Cash	$ 419,245.24	$ 130,289.85	$ -
Accounts receivable, net of allowances	$ 1,991,454.57	$ 1,217,772.41	$ -
Inventories	$ 250,000.00	$ 250,000.00	$ -
Prepaid expenses	$ (89.86)	0	
Total current assets	$ 2,660,609.95	$ 1,598,062.26	$ -
Long-term portion of Loans from shareholders	$ 770,549.27	$ 33,987.26	$ -
Property and Equipment, net	$ 955,223.56	$ 122,517.28	$ -
Other long term assets	$ 96,430.77		
Total assets	$ 4,482,813.55	$ 1,754,566.80	$ -
LIABILITIES AND STOCKHOLDERS' EQUITY			
Current liabilities:			
Current portion of loans			
Accounts Payable	$ 568,844.99	$ 396,718.06	$ -
Total current liabilities	$ 55,698.21	$ 86,093.38	$ -
Long-term portion of Loans	$ 135,500.00	$ 269,441.19	$ -
Long-term portion of Loans from shareholders		.	.
Long-term Loans	$ 731,423.02		
Total liabilities	$ 1,491,365.52	$ 752,252.63	$ -
Stockholders' equity:			
Capital Stock	$ 164,705.00	$ 164,705.00	$ -
Common stock:			
Retained earnings	$ 837,609.17	$ 192,740.00	$ -
Total liabilities and stockholders' equity	$ 2,493,679.69	$ 1,109,697.63	$ -
Net Income	$ 1,989,133.86	$ 644,869.17	$ -
TOTAL LIABILITIES AND EQUITY	$ 4,482,813.55	$ 1,754,566.80	$ -

See notes to consolidated financial statements.

K12 Schools Services DBA Fresh Start Healthy Meals
CONSOLIDATED STATEMENTS OF OPERATIONS

	Year Ended **December 31, 2021** (Unaudited)	Year Ended **December 31, 2020** (Unaudited)	Year Ended **December 31, 2020** (Unaudited)
Net Sales	$ 15,849,982.07	$ 5,819,628.96	$ -
Cost of sales and related occupancy expenses	$ 6,720,812.29	$ 2,247,013.49	$ -
Gross profit	$ 9,129,169.78	$ 3,572,615.47	$ -
Selling expenses			
General and administrative expenses	$ 7,140,380.91	$ 2,932,746.40	$ -
Income (loss) from operations			
Interest expense			
Other income	$ 48.99	$ 5,000.10	$ -
Income (loss) before income taxes	$ 1,988,837.86	$ 644,869.17	$ -
Income tax(expense) benefit			
Net income (loss)			

See notes to consolidated financial statements.

Los Angeles, California March 16, 2022

K12 Schools Services DBA Fresh Start Healthy Meals
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

1. BASIS OF PRESENTATION AND OPERATIONS

General— The Company, as consolidated, operates a food preparation and distribution business in California. The Company operates two divisions segregated mainly by the markets they serve. Fresh Start Healthy Meals a California corporation, serving school nutrition programs throughout California. And, K12 School Services, a California corporation, serving school districts, convenience retail markets and local institutions. The Company operates a warehouse and a food manufacturing facility in Sylmar, California.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Use of Estimates—The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Consolidation Policy—the consolidated financial statements include the two divisions, Fresh Start Healthy Meals and K12 School Services. All significant intercompany balances and transactions have been eliminated.

Cash—represents cash on hand and cash held in banks.
Estimated fair value of financial instruments—the carrying value of cash, accounts receivable, accounts payable

3. PRO FORMA INFORMATION

The objective of the pro forma information is to show what the significant effects on the historical information might have been had the Company not been treated as an S corporation for tax purposes.

4. FINANCIAL AGREEMENTS

As of December 31, 2021, the Company has credit agreements with financial institutions, for the purchase of vehicles to be used in Fresh Start Healthy Meals operations. Facility is operated out of building owned by stockholders allowing great flexibility long term stability.

5. COMMITMENTS AND CONTINGENCIES

Leases— Facility is operated out of building owned by stockholders allowing great flexibility long term stability.

Contingencies—The Company is party to various legal proceedings arising from normal business activities. Management believes that the resolution of these matters will not have an adverse material effect on the Company’s financial position or results of operations.

7. Provide a description of promotional and/or marketing materials you will use to attract students to the program.







Student & Community Engagement

Fresh Start utilizes various materials and methods to grow interest in the meal program. We provide a great many additional services, such as, our Three Level Workshop that is meant to familiarize ourselves with every aspect of a school and allows parents, students and staff a taste of the Fresh Start treatment. Some of the added services we offer are: pizza Fridays, fundraisers, toy drives, and more!

Special Events

Fresh Start prides itself on being an all-around partner to our schools and are available to provide catered food service (with times and prices to be mutually agreed upon) for a vast array of events including fundraisers, PTA Meetings, Open House Night, Graduation and any other special events that may arise throughout the school year. We offer several types of breakfast, lunch and appetizer caterings. We can do a cut fruit platter, cookie platter, assortment of bagels & muffins or a full on deluxe breakfast with eggs, country potatoes, sausage links, coffee and orange juice. We can provide cut sandwich platters, a buffet with your choice of main entrée, vegetarian option, sides and drinks or one of our famous BBQs. Whatever your needs, Fresh Start Healthy Meals has you covered.

Field Trips

Fresh Start Healthy Meals invites our schools to schedule class trips for a chance to tour our facility in Sylmar and get a first-hand look at where their meals are made. We take students and staff through each department, allow them to prepare their own meals and finally, get the chance to eat what they made!

Raffles and Giveaways

Fresh Start Healthy Meals has had great success in building excitement for our meal programs by engaging students in raffles during breakfast and lunch. We have used point systems that allow for students that participate regularly to be entered into a raffle or allow entrance into a monthly workshop that allows them to provide feedback and be treated to a taste test. We have also utilized randomly marked plates and containers to mark entrants. All of these serve the goal of bringing students to the line and from there, getting them to eat.

School BBQs

Fresh Start Healthy Meals is always happy to offer one of our signature BBQs for your students. Whether for an end of the semester celebration, for grade promotions or any other reason you can think of, a BBQ is always a treat! If inviting parents or other community members to participate, the school can order meals for them as well at a minimal cost. Fully compliant BBQs are available to replace the regularly scheduled lunch option for the day. Schools can choose to use this option up to two (2) times during the school year. To schedule a BBQ, we require at least 2 weeks prior notice and are subject to availability.



PROPRIETARY INFORMATION

At Fresh Start, we take student participation and feedback very seriously. In addition to our Student Workshop, we offer follow up meetings with the students for menu planning. We provide surveys to assist us in identifying which meals your kids are enjoying and bring samples of potential new items they might like to see added to their menu.

Our staff will go through each day allowing the students to directly choose what they will be eating, providing suitable alternatives and guiding them through the menu planning process. This takes pressure off school management and staff to construct a menu that the students will enjoy and allows the kids a chance to communicate.

Three Level Workshops

Fresh Start has managed to increase and maintain participation throughout our schools by employing a Three Level Workshop model that is meant to educate students, parents and staff on the SBP and NSLP programs.

We offer parent orientations to introduce the food program to the family of the students. We address the New Meal Pattern, explain the program guidelines and give them a chance to try the food that their students will be eating every day. This way, the parents get involved with making sure their kids eat daily and lets them know that the school is providing their child delicious, nutritious meals.

Building on our parent orientation, we work closely with the school's Student Council and ASB programs to allow your students an avenue to provide their feedback and inspire them to go out and encourage their fellow classmates to participate.
Lastly, we provide a workshop to the school staff and point of service (POS) personnel, educating them on Offer Versus Serve protocols, what constitutes a compliant meal, proper line set up and POS strategies to improve line flow.
Utilizing such a program allows us to connect with the entire school community and identify how to best serve them in the coming year.

Offer vs. Serve



Is a concept that pertains to the meal patterns used in the School Nutrition Programs, which allows students to decline two of the five food components offered in a school lunch, while still allowing programs to claim those meals as complete and reimbursable. The program goals are to reduce food waste and allow students to choose foods that they prefer.
Fresh Start is committed to helping schools implement the Offer vs. Serve concept to ensure that schools allow students to eat only the meal components they want and receive full meal reimbursement.

Share Table

To reduce the amount of food waste and encourage the consumption of food served, many school food service operations have established "sharing tables." Sharing tables are carts and/or tables where children can place unconsumed food and beverage items (pre-packaged food and beverages, unopened wrapped food and beverages, or food items with a peel) that they choose not to eat/drink. These tables provide an opportunity for other children to take additional helpings of food or beverages at no cost to them. In many instances, food and beverage items, especially unopened milk, have been reused by food service operations as part of a reimbursable meal, served a la carte, and/or used in cooking.





8. Provide a recommended transition plan that describes the steps the Respondent will take to begin providing the services described in this RFP.

Our goal is to establish a smooth transition and offer the best customer service possible...

PROPRIETARY INFORMATION

Transition Plan

When Fresh Start is chosen, our first step is establishing our on-site contact for each school and working with them to identify that school's needs for the coming year. Finding out our first day of service and bell schedule, we will begin to shape the best possible transportation route and delivery times. Our Server Supervisor will procure the necessary number of servers for each individual site.

A member of our Business Development team will visit the school sites to assess serving area and schedule Parent and Student Workshops to build interest in the food program and ingratiate ourselves with the community. This is beneficial in that it allows parents to see what their students will be eating at school, giving them confidence that their child will be provided with healthy and flavorful meals daily. This also gives us the opportunity to get feedback directly from our most valued clientele, the students. During this visit, we will also establish where deliveries will be made, if there are any special delivery instructions (e.g., gate requires a code, certain meals must be placed in a different area upon delivery, etc.), possible serving area locations, rainy day procedures and items that need to be posted in the serving area.

A Client Service Representative will be assigned and will assist the school contact in constructing a favorable menu to ensure the school year starts on a high note. Based on enrollment, the previous year's average counts and free/reduced percentage of the site, initial counts will be generated. Participation will be monitored by the Client Service Representative, who will adjust the counts accordingly in the first couple weeks of the new school year to avoid waste or shortages.

Fresh Start will provide the school with a utensil dispenser, floor racks, table cloths and chafer stands for the service area. After assessing the service area, if needed, Fresh Start can assist in acquiring tables, canopies, reusable food trays, warmers, refrigerators and other equipment at minimal cost to the school. Fresh Start Meals will provide our servers with sanitizer, towels, hairnets, gloves and a thermometer to be used for the meal program.
Our servers can assist with the organizing, cleaning and dismantling of the serving area, but cannot assist with janitorial services outside of said serving area.



"Tell me what you eat, and I will tell you what you are."
–J.K. Chesterton



- Pandables with Broccoli, Carrots and Chicken, Beef or Tofu.
- Fresh Salads and Pastas
- Papa John's Pizza or Dominos Pizza



Menu Ordering

We understand that no two clients are alike. That is why we prefer an individualized approach instead of a cookie cutter system. We work closely with administrators to find ways to increase participation and enhance menu appeal. Be it through student surveys, orientations or workshops; Fresh Start is committed providing each one of our schools a highly-personalized experience and the attention they deserve.

During the first full week of each month, Fresh Start Healthy Meals releases an electronic file of our menu for the subsequent month. Fresh Start Healthy Meals asks each school to submit their orders to their assigned client service representative by the 15th of each month.

Schools can make changes to their menu selections 5 school days prior to the actual day of service. Count changes are permitted by 2pm, 2 school days prior to the day of service.

Expanded Vegetable & Fruit Options

Fresh Start Healthy Meals is committed to providing our schools with a variety of fruit and vegetable options that appease the appetites of your students. By offering items such as cut fruit, we are able to expand the usual fruit rotation as some fruit drop in and out of season.

We also offer our schools a Salad Bar option, which provides a plethora of healthy vegetable and dressing options, as well as additional pasta and fruit serving on occasion.
For schools that qualify, we assist in the participation of the fruit and vegetable program.

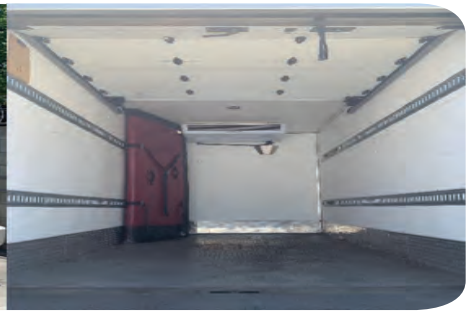
Transportation

We operate a large fleet of temperature-controlled vans and trucks to ensure on-time meal delivery to every school. All food is checked for the appropriate temperature and recorded onto the Transportation Record before leaving our facility.

Upon arrival at the school, the temperatures are measured again and recorded on the same document. A copy for the school is left at the delivery site for their records and another is retained at Fresh Start for three years.

In case of any emergency, shortage/missing component or any incident that may affect your meal service, drivers are provided with an emergency card for emergency purchases. Fresh Start is also able to provide shelf stable meals that can be used to replace individual components or act as a fully compliant meal for days where more students participate than expected.





Attachment F. Respondent References

List three references to which the Respondent has provided food service management services within the past 3 year(s).

Failure to complete and return this Attachment will cause your proposal to be rejected.

PROPRIETARY INFORMATION

Reference 1		
Name of Reference	Alta Public Schools	
Street Address	2410 Broadway	
City Huntington Park	State CA	Zip Code 90255
Contact Person Xavier Reyes	Contact Title CEO/Executive Director	Contact Phone Number (323) 839-3286
Brief Description of Services Provided	Provide breakfast, lunch, snack and supper meals, as well as, serving staff. We provide prepackaged and family style meals to 4 different sites.	
Dates of Service	2013- Present	

Reference 2		
Name of Reference	Academia Avance Charter Schools	
Street Address	115 N. Avenue 53	
City Los Angeles	State CA	Zip Code 90042
Contact Person Ricardo Mireles	Contact Title CEO/Executive Director	Contact Phone Number (323) 216-8177
Brief Description of Services Provided	Provide breakfast snack, lunch, snack and supper meals, as well as serving staff to 2 School Sites.	
Dates of Service	2013 - Present	

Reference 3		
Name of Reference	Los Angeles Academy of Arts & Enterprise	
Street Address	1200 Colton Building 3 (Royal Learning Center)	
City Los Angeles	State CA	Zip Code 90026
Contact Person David Defrenz	Contact Title Principle	Contact Phone Number (310) 614-2855
Brief Description of Services Provided	Provide breakfast and lunch as well as serving staff to 2 School Sites.	
Dates of Service	2016 - Present	

Attachment G: Authorization Agreement

Request for Proposal for Food Service Management Company

RFP Number: RFP#2022-001

We, K12 School Services DBA Fresh Start Healthy Meals, by our signature on this document certify the following:

1. That we will operate in accordance with all applicable California state and federal laws, regulations, and statutes.

2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.

3. That the proposal submitted is a firm and irrevocable offer good for one year.

4. That we have carefully examined all terms and conditions set forth in the Model Fixed-price Contract issued by **El Camino Real Alliance..**

5. That we have made examinations and verifications, and are fully conversant with all conditions under which services are to be performed for **El Camino Real Alliance..**

6. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

FSMC Name: K12 School Services DBA Fresh Start Healthy Meals

Address: 13294 Ralston Avenue

City: Sylmar State: CA Zip: 91342

E–mail Address: Irving@fshealthymeals.com

Web Site Address: fshealthymeals.com

Name of Authorized Representative: Juan Carlos Saucedo

Title of Authorized Representative: CEO

Signature of Authorized Representative

Date Signed: 04/20/2022

Attachment H: Fee Proposal

All costs are based on average daily participation of 1365 number of meals served on 180 number of school days.

COST BREAKDOWN			
Respondent Instructions ⇨ **Provide a breakdown of all costs included in the fixed price, including personnel costs.** ⇨ **Provide the cost per meal; base all food costs** on the attached 21–day cycle menu**.** ⇨ Clearly identify all costs			
Item #	**Description** *(Include All Goods and Services included in the Fixed Price, Family Style Meals)*		**Annual Cost**
1.	Breakfast		**$** 217,549.20
2.	Lunch		**$** 544,010.40
3.	Snacks		**$** 63,000.00
4.	Non-reimbursable Meals		**$** 14,054.40
	Sub Total		**$** 838,614.00
	Personnel Costs		**Annual Cost**
5.	Management Fee Per Meal (includes Personal)	$1.03	$ 253,071.00
6.	Consultant Fee Per Meal	$0.00	
	Sub Total	$	
	GRAND TOTAL		**$1,091,685.00**

Additional Pricing Disclosure:

> Soy/alternative/Shelf Stable milk: $0.80 per milk (medical waiver required)

COST PER MEAL			
Respondent Instructions: ⇨ **Provide the cost per meal; base all food costs** on the attached 21–day cycle menu**.** ⇨ **Prices must not include values for donated foods and must include all meal programs applicable. (Identify Estimated Commodity Credits Separately)**			
1. LINE ITEM	2. UNITS	3. RATE	4. TOTAL
Breakfast	98,886	$ 2.20	$ 217,549.20
Lunch	151,114	$ 3.60	$ 544,010.40
Snacks	70,000	$ 0.90	$ 63,000.00
Nonreimbursable Meals	3,904	$ 3.60	$ 14,054.40
TOTAL	253,904	$	$ 838,614.00

YOUR GUARANTEE – BREAK EVEN

If the foodservice operation should result in an amount less than a break-even financial position, Fresh Start Healthy Meals shall reimburse El Camino Real Alliance for the difference up to $10,000.

Attachment I: Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters

CERTIFICATION REGARDING LOBBYING

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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding 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 of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, 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, United States 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.

Organization: K12 School Services DBA Fresh Start Healthy Meals

Street address: 13294 Ralston Avenue

City, State, Zip: Sylmar, CA 91342

CERTIFIED BY: (Type or Print) Juan Carlos Saucedo

TITLE: CEO

(Signature) 04/20/2022 (Date)

DISCLOSURE OF LOBBYING ACTIVITIES AND INSTRUCTIONS

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

Approved by OMB

1. Type of Federal Action: a. Contract b. Grant c. Cooperative agreement d. Loan e. Loan guarantee f. Loan insurance N/A	2. Status of Federal Action: a. Bid/Offer/Application b. Initial Award c. Post-Award N/A	3. Report Type: a. Initial filing b. Material change For Material Change Only: Year_____ Quarter_____ Date of last report_____ N/A
4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee ☐ Tier, if known Congressional District, if known: N/A		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known: N/A
6. Federal Department/Agency: N/A		7. Federal Program Name/Description: N/A CFDA Number, if applicable:
8. Federal Action Number, if known: N/A		9. Award Amount, if known: N/A $
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): N/A		b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI)
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.		Signature: Print Name: Juan Carlos Saucedo Title: CEO Telephone No: (818)294-2065 Date: 04/20/2022
FEDERAL USE ONLY:		*Authorized for Local Reproduction* Standard Form (SF—LLL (Rev. 7-97)

INSTRUCTIONS
Disclosure of Lobbying Activities (SF-LLL)

This disclosure form shall be completed by the reporting entity, whether sub awardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to 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 (OMB) 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 sub award recipient. Identify the tier of the sub awardee, e.g., the first sub awardee of the prime is the first tier. Sub awards include but are not limited to subcontracts, sub grants, and contract awards under grants.

5. If the organization filing the report in item 4 checks “Sub awardee,” 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, U.S. Department of Agriculture, Food and Nutrition Service.

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., RFP number; Invitation for Bid (IFB) 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.

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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 phone number.

According to the Paperwork Reduction Act, as amended, no persons are 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 OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 7 *CFR*, Section 3017.510, for prospective participants in primary covered transactions, as defined at 7 *CFR* Section 3017.200:

A. The contractor certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

K12 School Services DBA Fresh Start Healthy Meals

Contractor/Company Name

Award Number, Contract Number, or Project Name

Juan Carlos Saucedo, CEO

Name(s) and Title(s) of Authorized Representatives



Signature(s)

04/20/2022

Date

Attachment J: Certificate of Independent Price Determination

Both the SFA and FSMC shall execute this Certificate of Independent Price Determination.

K12 School Services DBA Fresh Start Healthy Meals	El Camino Real Alliance
Name of FSMC	Name of SFA

A. By submission of this offer, the offeror (FSMC) 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, directly or indirectly to any other offeror or to any competitor; and

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 on behalf of the offeror certifies that:

1. He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein and 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 the 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.

To the best of my knowledge, this vendor and its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency, and have not, in the last three years, been convicted or found liable for any act prohibited by state or federal law, in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows (provide detail):

_____

Signature of FSMC's Authorized Representative	Title	Date
	CEO	04/20/2022

In accepting this offer, the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred to above.

Signature of SFA's Authorized Representative	Title	Date

Note: Accepting a Respondent's offer does not constitute award of the contract.

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Attachment K: 21 Day Cycle Menu
Please attach to your Proposal

SEE MENUS ON NEXT PAGE

Attachment K: 21 Day Cycle Menu Please attach to your Proposal

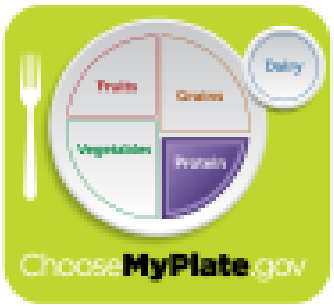
Sample 21 Day Cycle	School	GRADE: K-12	Menu
	B= L= S=		Serve w/ Milk & Fruit

Menus subject to change.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
B	1 Banana Muffin & WG Crackers	2 Cinnamon French Toast w/Syrup	3 Multi Grain Cheerios & WG Crackers	4 Bean & Cheese Burrito	5 Fruit Yogurt Graham Parfait
L	Herb Chicken Breast with Brown Rice Pilaf (1/2c) & Mixed Vegetables (1c)	Cheeseburger with Tater Tots (3/4c)	Beef Meatball & Cheese Hoagie Sandwich with Sweet Potato (3/4c)	Hawaiian Chicken with Brown Rice Pilaf (1/2c) & BBQ Baked Beans (3/4c)	Turkey & Cheese Croissant with Carrot Sticks (1/2c) & Ranch
S					
B	8 Bagel with Cream Cheese	9 Pancakes & Sausage w/Syrup	10 Reduced Sugar Trix & WG Crackers	11 Cheese & Bean Quesadilla	12 Cinnamon Pop Tart & String Cheese
L	Spanish Chicken Adobo with Brown Rice Pilaf (1/2c) & Mixed Vegetables (1c)	Chili Hot Dog with Sweet Potato (3/4c)	Beef Lasagna with Steamed Broccoli & Carrots (1c)	Chicken Tamal with Pinto Beans (1/2c) & Mexican Corn	Pepperoni Bagel Pizza with Green Salad (1 12c)
S					
B	15 Pumpkin Spice Muffin	16 Cinnamon French Toast w/Syrup	17 Rice Chex & WG Crackers	18 Egg & Sausage Croissant Sandwich	19 Strawberry Concha
L	Chipotle Macaroni & Cheese (1c) with Mixed Vegetables (1c)	Peperjack Cheesburger with Sweet Potato (3/4c)	Chicken Parmesan Sandwich with Whole Kernel Corn (3/4c)	Chicken Quesadilla with Pinto Beans (3/4c)	Chicken Teriyaki with Brown Rice Pilaf (1/2c) & Steamed Broccoli & Carrots (1c)
S					
B	22 Bagel with Cream Cheese	23 Pancakes & Sausage w/Syrup	24 Reduced Sugar Cinnamon Toast Crunch & WG Crackers	25 Chicken Tamal	26 Egg & Cheese Burrito
L	Creamy Chicken Chipotle (1/2c) over Penne Pasta (1/2c) with Mixed Vegetables (1c)	Breaded Chicken Patty Sandwich with Mashed Potatoes (3/4c)	Beef (2oz) & Cheese (.5oz) Nachos (1oz) with Pinto Beans (3/4c)	Italian Turkey, Ham & Cheese Hoagie Roll Sandwich with Carrot Sticks (1/2c) & Ranch	Chicken Fettuccine (1c) Alfredo with Steamed Broccoli & Carrots (1c)
S					
B	29 **Coco Puffs & WG Crackers**	30 Coffee Cake & String Cheese	31 Lucky Charms & WG Crackers		
L	**Honey BBQ wings with Mash/ Roll(1c)**	Cajon Chicken Pasta with Carrot Sticks (1c) & Ranch	Spaghetti(1c) & Meatballs with Steamed Carrots (3/4c)		
S					

this institution is an equal opportunity provider.

Breakfast fruit/juice portions: 1 cup & Lunch fruit/juice portions: 1/2 cup (Juice cannot exceed 50% of total weekly servings.) Milk (1 Cup) (1%/Non-fat/Non-fat Choc)



School Notes:

"Eat Right, Be Bright!"

FreshStart MEALS

Powered by BoardOnTrack
248 of 959
El Camino Real Charter High School - Special Board Meeting - Agenda - Thursday June 2, 2022 at 4:30 PM

April 2021

GRADE: K-12

CACFP Menu

B= Breakfast | S= Supper | S1=Snack | Serve w/ Milk & Fruit

Last updated: 2/26/21 at 1:11 pm

Menus subject to change.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	29	**30**	31	**1**	**2**
B	Strawberry Muffin	Pancakes (2)	Coffee Cinnamon Crumble	Bean & Cheese Burrito	Mexican Concha
S	BBQ Chicken on a HB Bun w/carrots (1/2c)	Chicken Parmesan Sandwich w/mashed potato (1/2c)	Teriyaki Chicken Chow Mein w/broccoli (1/2c)	Creamy Chicken Chipotle w/brown rice (1/2c) & pinto beans (1/2c)	Pepperoni Pizza Bagel w/carrot sticks (1/2c)
S1	Scooby Doo Crackers	Apple Muffin	Goldfish Crackers	Cinnamon Pop Tart	Animal Crackers
	5	**6**	7	**8**	**9**
B	Cheese Quesadilla	Waffles (2)	Coffee Cinnamon Crumble	Grilled Cheese Sandwich	Mexican Concha
S	Cheeseburger w/carrots (1/2c)	Turkey & Cheese Bagel Sandwich w/bbq corn salad (1/2c)	Penne Pasta and Meat Sauce (3/4c) w/broccoli (1/2c)	Beef & Cheese Nachos w/pinto beans (1/2c)	Turkey & Cheese Hoagie Sandwich w/carrot sticks (1/2c)
S1	Blueberry Muffin	Cheez-it-Crackers	Strawberry Pop Tart	Scooby Doo Crackers	Cinnamon Graham Bug Bites
	12	**13**	**14**	**15**	**16**
B	Breakfast Burrito	Banana Muffin	Chicken Tamal	Coffe Cake and String Cheese	Bagel & Jelly
S	Creamy Chicken Chipotle over Penee Pasta (1c) with mixed Vegtables (1c)	Chicken & Waffles w/mashed potatoes (1/2c)	Vegetarian Lasagna w/broccoli (1/2c)	Southwestern Chicken w/brown rice (1/2c) & pinto beans (1/2c)	Garlic Pesto Cheese Pasta w/carrots (1/2c)
S1	Banana Muffin	Vanilla Wafers	Oatmeal Cookie	Chocolate Gripz Graham Bitz	Goldfish Crackers
	19	20	21	**22**	**23**
B	Cheese Quesadilla	Cinnamon French Toast (2)	Coffee Cinnamon Crumble	Grilled Cheese Sandwich	Apple Cinnamon Tamal
S	Honey BBQ Wings w/dinner roll & carrot sticks	Chicken Parmesan Sandwich with Tater Tots	Spaghetti and Meatballs w/broccoli	Cilantro Chicken Salad Hoagie Sandwich w/bbq bean salad (1/2c)	Chicken Alfredo Pasta w/mixed vegetables
S1	(1/2c) Cheeze it Crackers	(1c) Orange Muffin	(1/2c) Animal Crackers	Vanilla Wafers	(1/2c) Scooby Doo Crackers
	26	**27**	28	**29**	**30**
B	Bagel & Jelly	Banana Muffin	Croissant Sausage Egg and Cheese	Bean & Cheese Burrito	Grapre Crescent
S	Marinara Cheese Pasta w/carrots (1/2c)	Chicken Nuggets w/whole kernel corn (1/2c)	Lemon Pepper Chicken & Brown Rice (1/2c) w/ broccoli (1/2c)	Breaded Chicken Patty on a HB Bun w/bbq baked beans (1/2c)	Chicken Teriyaki & Brown Rice (1/2c) w/ mixed vegetables (1/2c)
S1	Strawberry Pop Tart	Goldfish Crackers	Oatmeal Cookie	Animal Crackers	Blueberry Muffin

Earth Day

This institution is an equal opportunity provider.

Breakfast fruit/juice portions: 1/2 cup & Lunch fruit/juice portions: 1/4 cup (Juice cannot exceed 50% of total weekly servings.) Milk (1 Cup) (1%/Non-fat/Non-fat Chc

School Notes:

-
-
-
-
-
-
-
-

Spring Break

ChooseMyPlate.gov

FreshStart HEALTHY SCHOOL MEALS

eat right, be bright!

Powered by BoardOnTrack

El Camino Real Charter High School - Special Board Meeting - Agenda - Thursday June 2, 2022 at 4:30 PM

MENU ORDER FORM

Orders not submitted before 5 day deadline will receive the first option for that particular week. Order counts may be changed within a 48 hour notice. All grains/breads are whole grain rich food items. Fruits are subject to change depending on availability of product. All breakfast and lunches are served with milk and fruit.

FreshStart MEALS

MONTH

Grades 9 - 12	School Name:				
	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 Options	Starchy	Dark Green	Red & Orange	Beans & Peas	Other Veggies
Breakfast			Reduced Sugar Trix & WG Crackers	Bean & Cheese Burrito	Mexican Concha
Hot Lunch			***Honey BBQ Chicken Wings (4) with Dinner Roll, Carrot Sticks (1c) & Ranch***	***Beef Meatball & Cheese Hoagie Sandwich with Tater Tots (1c)***	***Chicken Teriyaki with Brown Rice Pilaf (1c) & Steamed Broccoli & Carrots (1c)***
Hot Lunch			***Michael B's / Bestway***	***Michael B's / Bestway***	***Pandables***
			Breaded Chicken Patty Sandwich with Sweet Potato (1c)	*Double Dog Chicken Hot Dogs with Tater Tots (1c)*	*Chicken Fettuccine (1c) Alfredo with Green Salad (2c)*
Cold Lunch			***Michael B's / Bestway***	***Michael B's / Bestway***	
			Ham & Cheese Croissant Sandwich with Green Salad (1 1/2c)	Turkey & Cheese Sandwich with Carrot Sticks (3/4c) & Ranch	Creamy Basil Chicken Tortilla Wrap with Carrot Sticks (1/2c) & Ranch
			Michael B's / Bestway		
Daily Salad			**Chinese Chicken Salad with a Wheat Dinner Roll**	**Greek Chicken Salad with a Wheat Dinner Roll**	**Santa Fe Chicken Salad with a Wheat Dinner Roll**
Snack			**Scooby Doo Crackers**	**Animal Crackers**	**Apple Muffin**
Week 2 Options	**Starchy**	**Dark Green**	**Red & Orange**	**Beans & Peas**	**Other Veggies**
Breakfast	Mini Bagels w/Cinnamon Cream Cheese	Pancakes (2) with Syrup	Reduced Sugar Cinnamon Toast Crunch & WG Crackers	Beef, Cheese & Chili Flaquito	Coffee Cake & String Cheese
Hot Lunch	***Chicken Parmesan Sandwich with Mashed Potatoes (1c)***	***Penne Pasta (1c) & Turkey Meat Sauce (3/4c) with Green Salad (1 1/2c)***	***Pepperoni Pizza with Carrot Sticks (1c) & Ranch***	***Chicken Tamal with Black Beans (1c)***	***Chicken (1/2c) Chow Mein (1c) & Steamed Broccoli & Carrots (1c)***
			Papa Johns WG Slice	***Michael Bs Food Products***	***Pandables***
Hot Lunch	*Beef Hot Dog with Tater Tots (1c)*	*Lemon Pepper Chicken with Brown Rice Pilaf (1c) & Mixed Vegetables (1c)*	Orange Chicken with Brown Rice Pilaf (1c) & Steamed Carrots (1c)	Beef (2oz) & Cheese (.5oz) Nachos (2oz) with Black Beans (1c)	*Creamy Chicken Chipotle (1/2c) over Penne Pasta (1c) with Steamed Broccoli & Carrots (1c)*
	Michael Bs Food Products	***Pandables***	***Prepack Wednesday***		
Cold Lunch	Parmesan Chicken Pasta with Basil Corn Salad (1c)	Cilantro Turkey Tortilla Wrap with Green Salad (1c)	*Turkey Salad Sandwich with Carrot Sticks (3/4c) & Ranch*	*Ham & Cheese Torta with Cilantro Bean Salad (3/4c)*	Oriental Chicken Wheat Tortilla Wrap with Carrot Sticks (1/2c) & Ranch
	Michael Bs Food Products		***Michael Bs Food Products***		
Daily Salad	**Caesar Chicken Salad with a Wheat Dinner Roll**	**Chef Turkey & Ham Salad with a Wheat Dinner Roll**	**Chinese Chicken Salad with a Wheat Dinner Roll**	**Greek Chicken Salad with a Wheat Dinner Roll**	**Santa Fe Chicken Salad with a Wheat Dinner Roll**
Snack	**Goldfish Crackers**	**Scooby Doo Crackers**	**Cinnamon Pop Tart**	**Vanilla Educational Snack**	**Banana Muffin**
Week 3 Options	**Starchy**	**Dark Green**	**Red & Orange**	**Beans & Peas**	**Other Veggies**
Breakfast	Chocolate Crescent	Cinnamon French Toast w/Syrup	Rice Chex & WG Crackers	Egg & Sausage Burrito	WG Apple Cinnamon Donut
				Johnny Ringos	
Hot Lunch	***Green Wet Chicken Burrito with Whole Kernel Corn (1c)***	***Chicken Fettuccine (1c) Alfredo with Green Salad (2c)***	***Beef & Bean Chili with WG Saltines (6pkts) & Green Salad (1c)***	***Philly Cheese Steak Sandwich with Sweet Potato (1c)***	***Orange Chicken with Brown Rice Pilaf (1c) & Steamed Broccoli & Carrots (1c)***
		Michael B's / Bestway	***Prepack Wednesday***	***Michael Bs Food Products***	***Pandables***
Hot Lunch	*Beef Taquitos (2) with Whole Kernel Corn (1c)*	*Chicken Teriyaki with Brown Rice Pilaf (1c) & Mixed Vegetables (1c)*	*Red Chicken & Cheese Enchiladas with Pinto Beans (3/4c)*	*Corn Dog Nuggets (6) with Sweet Potato (1c)*	*Spaghetti (1c) & Meatballs with Green Salad (1 1/2c)*
	Michael Bs Food Products	***Pandables***			***Michael Bs Food Products***
Cold Lunch	Cajun Chicken Pasta with BBQ Corn Salad (1c)	Ham & Cheese Sandwich with Green Salad (1 1/2c)	Turkey, Cheese & Spinach Ciabatta Sandwich with Cilantro Bean Salad (3/4c)	Italian Turkey, Ham & Cheese Hoagie Roll Sandwich with Carrot Sticks (3/4c) & Ranch	Caesar Chicken Tortilla Wrap with Carrot Sticks (1/2c) & Ranch
	Michael Bs Food Products		***Prepack Wednesday***		
Daily Salad	**Caesar Chicken Salad with a Wheat Dinner Roll**	**Chef Turkey & Ham Salad with a Wheat Dinner Roll**	**Chinese Chicken Salad with a Wheat Dinner Roll**	**Greek Chicken Salad with a Wheat Dinner Roll**	**Santa Fe Chicken Salad with a Wheat Dinner Roll**
Snack	**Berry Rice Krispies Granola Bar**	**Oatmeal Cookie**	**Animal Crackers**	**Cinnamon Graham Bug Bites**	**Blueberry Muffin**
Week 4 Options	**Starchy**	**Dark Green**	**Red & Orange**	**Beans & Peas**	**Other Veggies**
Breakfast		Waffles (2) with Syrup	Coco Puffs & WG Crackers	Maple Pancake Corn Dog	Cherry Strudel
Hot Lunch		***Macaroni & Cheese (1c) with BBQ Baked Beans (1c)***	***Pepperoni Pizza with Carrot Sticks (1c) & Ranch***	NEW! ***Beef & Cheese Chimichanga with Whole Kernel Corn (1c)***	***Mongolian Beef (1/2c) Chow Mein (1c) with Steamed Broccoli & Carrots (1c)***
			Papa Johns WG Slice		***Pandables***
Hot Lunch	Happy MLK Day	*Chicken Tamal with Pinto Beans (1c)*	*Hawaiian Chicken with Brown Rice Pilaf (1c) & Steamed Carrots (1c)*	*Spanish Chicken Adobo with Brown Rice Pilaf (1c) & Whole Kernel Corn (3/4c)*	*Pesto Chicken Penne Pasta (1c) with Steamed Broccoli & Carrots (1c)*
		Michael Bs Food Products	***Pandables***	***Michael Bs Food Products***	
Cold Lunch		*Creamy Basil Chicken Tortilla Wrap with Green Salad (1c)*	*Turkey & Cheese Sandwich with Carrot Sticks (3/4c) & Ranch*	Chicken Breast Pita Sandwich with Cilantro Bean Salad (3/4c)	Roasted Pepper Chicken Tortilla Wrap with Carrot Sticks (1/2c) & Ranch
				Michael Bs Food Products	
Daily Salad		**Chef Turkey & Ham Salad with a Wheat Dinner Roll**	**Chinese Chicken Salad with a Wheat Dinner Roll**	**Greek Chicken Salad with a Wheat Dinner Roll**	**Santa Fe Chicken Salad with a Wheat Dinner Roll**
Snack		**Chocolate Chip Gripz Graham Bits**	**Scooby Doo Crackers**	**Strawberry Sport Graham Cr**	**Orange Muffin**
Week 5 Options	**Starchy**	**Dark Green**	**Red & Orange**	**Beans & Peas**	**Other Veggies**
Breakfast	Zucchini Loaf	Pancakes (2) with Syrup	Multi Grain Cheerios & WG Crackers	Green Chile Egg & Cheese Burrito	Mini Cinnamon Rolls
				Johnny Ringos	
Hot Lunch	***Beef (2oz) & Cheese (.5oz) Nachos (2oz) with Pinto Beans (1c)***	***Spaghetti (1c) & Meatballs with Green Salad (1 1/2c)***	***Chicken & Waffles with Mashed Potatoes (1c)***	***Pepperjack Cheeseburger with Sweet Potato (1c)***	***Chicken Teriyaki with Brown Rice Pilaf (1c) & Steamed Broccoli & Carrots (1c)***
		Michael Bs Food Products	***Prepack Wednesday***		***Pandables***
Hot Lunch	Beef, Bean & Cheese Burrito with Pinto Beans (1c)	*Orange Chicken with Brown Rice Pilaf (1c) & Mixed Vegetables (1c)*	*Chicken Parmesan Sandwich with Mashed Potatoes (1c)*	*Honey BBQ Chicken Wings (4) with Dinner Roll, Carrot Sticks (1c) & Ranch*	*Chicken Fettuccine (1c) Alfredo with Green Salad (2c)*
		Pandables	***Prepack Wednesday***		
Cold Lunch	*Spinach Chicken Pasta with Cilantro Bean Salad (1c)*	*Turkey Salad Sandwich with Green Salad (1 1/2c)*	*Ham & Cheese Torta with BBQ Corn Salad (3/4c)*	Turkey & Cheese Croissant Sandwich with Carrot Sticks (3/4c) & Ranch	Oriental Chicken Tortilla Wrap with Carrot Sticks (1/2c) & Ranch
	Michael Bs Food Products			***Michael Bs Food Products***	
Daily Salad	**Caesar Chicken Salad with a Wheat Dinner Roll**	**Chef Turkey & Ham Salad with a Wheat Dinner Roll**	**Chinese Chicken Salad with a Wheat Dinner Roll**	**Greek Chicken Salad with a Wheat Dinner Roll**	**Santa Fe Chicken Salad with a Wheat Dinner Roll**
Snack	**Apple Cin. Rice Krispies Granola Bar**	**Elf Chocolate Graham Crackers**	**Cheez-it Crackers**	**Strawberry Pop Tart**	**Banana Muffin**

All entrées are 2oz eq M/MA (protein). Snacks are served with juice unless it is fruit and then it will be given with milk. Fruits are subject to change depending on availability of product.



Additional Documents



HCCP Plan

02/15/2022

We reassessed our HACCP program and made changes to our food safety system, to better streamline our environmental process and met our critical limits. We now have 3 critical limits which is defined below and identification of supporting documentation for critical limits chosen for hazards we have identified as reasonably likely to occur:

CCP 1-**165*F Critical limit, cook process- FSIS Directive 7111.1 Appendix A**

CCP 2 **– During cooling, the product's maximum internal temperature should not remain between 135*F and 70*F for more than 2 hours (120 min) nor between 70*F and 45*F for more than 4 hours. This cooling rate can be applied universally to cooked products process-FSIS Directive 7111.1option 1. appendix B Additionally, we have some products where a heat treatment only is applied, products may not reach the 135*F temperature, but may reach temperatures above 70*F in less than 120 minutes (2.0 hours) then follow from 70*F to 45*F in less than 4 hours.**

CCP3**- 44.6*F Critical Limit- Bruce Tompkins Study**

In-house validation

Verification Procedures: Monitoring of our Critical Control Limits at the critical control point locations will be performed per each in process or finished meat/poultry products produced, and documented: in process meat/poultry/non-meat- Raw/Fully Cooked and Cooling Record Report (CCP 1 & 2) Finished cooked meat/poultry products- production Report for USDFA Assembled Products (CCP3)

Direct observation-Daily

Calibration – Daily

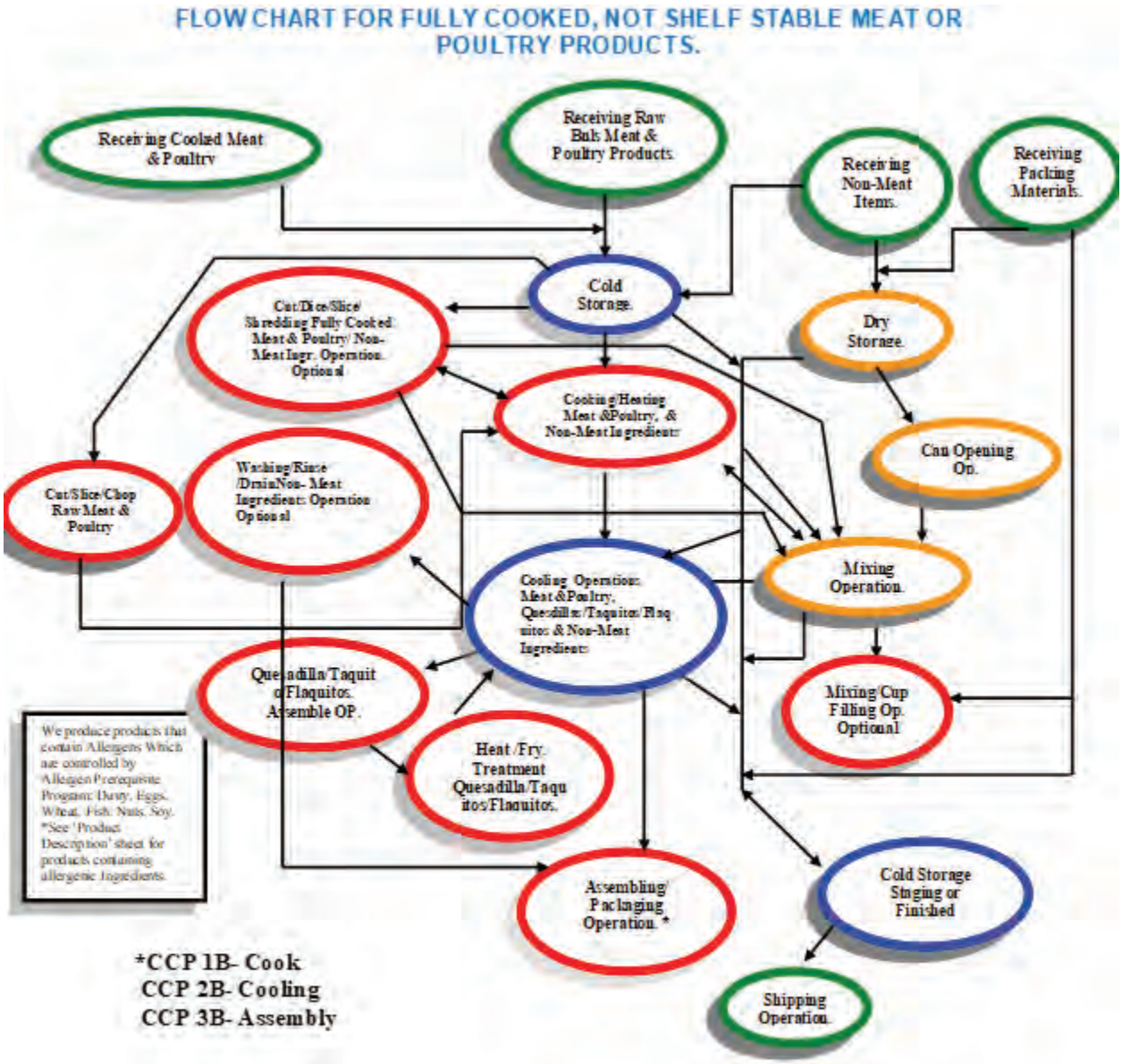
Record Review: Daily

Pre-shipment Review: Daily (Unless a FSIS sample is taken then we will abstain until results are reported by FSIS)

FSIS states, "That identification of Hazards not reasonably likely to occur could be covered by a control-point program or prerequisite program." The following programs are supported with on going documentation. They are defined as follows and maybe found in titled program books.

Listeria monocytogenes prerequisite program-Alternative 3
Allergen prerequisite Program
Receiving and Temperature control point program
Cooler/ Freezer Storage Control Point Program
Letters of Guarantee from our Suppliers
Establishment does not accept "Returned Product" that has left establishment control.

DATE 4/05/2022 SIGNATURE Q.A Eduardo Covarrubias -



02/15/2022

Date

FRESH START HEALTHY MEALS

HACCP PLAN-FRESH START

PROCESS CATEGORY: FULLY COOKED, NOT SHELF STABLE MEAT OR POULTRY PRODUCTS.
PRODUCT NAME: FULLY COOKED, NOT SHELF STABLE MEAT OR POULTRY PRODUCTS. Page 1

PROCESS STEP	Hazard Description Biological (B) Chemical (C) Physical (P)	CCP NO.	CRITICAL LIMITS	MONITORING PROCEDURES & FREQUENCY. PERSON RESPONSIBLE.	CORRECTIVE ACTIONS & PERSON RESPONSIBLE.	HACCP RECORDS	VERIFICATION PROCEDURES & PERSON RESPONSIBLE.
COOKING/ HEATING / COOKED MEAT & POULTRY, PASTAS, RICE, SALSAS OPERATION	**B. Biological** (Listeria Monocytogenes, Salmonella, E. Coli 0157:H7, STEC s, Campylobacter, C. Perfringens)	**1B**	**B. The meat or poultry food products and scrambled egg are to be cooked. 158°F for Meat and scrambled egg and at least 165 °F for Chicken. All Fresh Start Hot Cater Meals will be heating to a minimum internal temperature of 180*F. Rice and Pasta: Vegetative pathogens survival, Rice is pasteurized at ≥ 165 °F for 15 seconds.** **Directive 7111.1 Appendix A, USDA Poultry Cooking Guidelines and FDA 2009, 3.401.11**	B. Trained establishment official will monitor the internal temperature of the product being cooked/ heated at the end of the cooking/heating cycle for each kind of product. A)FOR HOT CATER MEALS Per our correlation data the responsible personnel will monitor the internal product temperature of the product for each batch and document the lowest temperature. The second temperature will monitor at the end of loading into cambrios and document the lowest temperature. B)FOR COOKING Each batch or lot responsible personnel will at least pick up one largest piece of cooked meat or poultry product and check the internal temperature. For each batch or lot, responsible personnel will at least pick up three largest light color pieces of scrambled egg from the top layer, check the internal temperature and document the lowest temperature.	Trained establishment official will make corrective actions to be in compliance with HACCP Regulations Part 417.3(a)(1-4) Establishment official will identify the cause of deviation, bring CCP under control and implement controls if needed to prevent re-occurrence. Product will be inventoried to assure all product is under establishment control. SEE "HACCP Corrective Action Report"	**Trained establishment official will record date, time of observation, and all the pertinent information required for the correct completion of the** COOKING /HEATING COOLING REPORT **initial or sign all documentation including any corrective action in the** HACCP CORRECTIVE ACTION REPORT. CALIBRATION THERMOMETER RECORD.	**Trained establishment official will perform a direct observation at least once per day observe the designated person, or by a plant official monitor the procedures listed in the "Monitoring Procedures & Frequency…" block to see if these procedures are being followed including any corrective action implemented by the designated person or management.** **Trained establishment official will perform record review verification at least once per day on the monitoring documents, direct observation, thermometer calibration form, and any corrective actions required or more often if necessary to assure that the documentation complies with regulatory requirements. NOTE: Record Review Must be performed by someone other than the person performing the monitoring.** **Trained establishment official will calibrate the thermometer for accuracy at least once per day. Adjust and record the findings in the** CALIBRATION THERMOMETER RECORD.

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FRESH START HEALTHY MEALS

HACCP PLAN-FRESH START

PROCESS CATEGORY: FULLY COOKED, NOT SHELF STABLE MEAT OR POULTRY PRODUCTS.
PRODUCT NAME: FULLY COOKED, NOT SHELF STABLE MEAT OR POULTRY PRODUCTS. Page 2

PROCESS STEP	Hazard Description Biological (B) Chemical (C) Physical (P)	CCP NO.	CRITICAL LIMITS	MONITORING PROCEDURES & FREQUENCY. PERSON RESPONSIBLE.	CORRECTIVE ACTIONS & PERSON RESPONSIBLE.	HACCP RECORDS	VERIFICATION PROCEDURES & PERSON RESPONSIBLE.
COOLING OPERATION FOR MEAT/POULTRY AND NON-MEAT INGREDIENTS	**B. Biological** (listeria Monocytogenes, *C. Perfringens, C. Botulism*)	2B	B. Cooked meat or non-meat ingredients should be cooled as per FSIS Directive 7111.1 Appendix B Option 1 From 130°F to 80 °F not to exceed 1½ hours. From 80 °F to 40 °F not to exceed 5 hours.	B. Trained establishment official will monitor the internal temperature of each batch or lot of the meat product being cooled, to assure that the critical control limit is met. Check at least one piece of the product being cooled from each lot or batch at every step of the cooling cycle by inserting a hand held thermometer in the middle of the product. Record the highest temperature if more than one temperature is checked per cooling step.	Trained establishment official will make corrective actions to be in compliance with HACCP Regulations Part 417.3(a)(1-4) Establishment will identify the cause of deviation, bring CCP under control and implement controls if needed to prevent re-occurrence. Product will be inventoried to assure all product is under establishment control. SEE "HACCP Corrective Action Report"	Trained establishment official will record date, time of observation, and all the pertinent information required for the correct completion of the COOKING/COOLING REPORT initial or sign all documentation Document any deficiency or corrective actions in the HACCP CORRECTIVE ACTION REPORT. CALIBRATION THERMOMETER RECORD.	Trained establishment official will perform a direct observation at least once per day observe the designated person or a plant official monitor at least one step of the cooling process of the procedures listed in the "Monitoring Procedures & Frequency….) block to see if the these procedures are being followed, including any corrective action implemented by the designated person or management. Trained establishment official will perform record review verification at least once per day on the monitoring documents, direct observation records, including the thermometer calibration form and any corrective action to assure that the documentation complies with all the regulatory requirements. NOTE: Record Review Must be performed by someone other than the person performing the monitoring. Trained establishment official will calibrate the thermometer for accuracy at least once per day. Adjust and record the findings in the CALIBRATION THERMOMETER RECORD.

Personal Hygiene

Standard Operating Procedure

1. **Purpose:** To prevent contamination of food by foodservice employees.
2. **Scope:** This procedure applies to foodservice employees who handle, prepare, or serve food.
3. **Key Words:** Personal Hygiene, Cross-Contamination, Contamination
4. **Instructions:**
    a. Train foodservice employees on practicing good personal hygiene.
    b. Report to work in good health, clean, and dressed in clean attire.
    c. Change apron or clothes when they become soiled.
    d. Wash hands properly, frequently, and at the appropriate times.
    e. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
    f. Avoid wearing artificial fingernails and fingernail polish.
    g. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
    h. Do not wear any jewelry except for a plain ring such as a wedding band.
    i. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
    j. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
    k. Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated. Thoroughly wash hands afterward.
    l. Taste food the correct way:
        1) Place a small amount of food into a separate container.
        2) Step away from exposed food and food contact surfaces.
        3) Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
        4) Wash hands immediately.
    m. Wear suitable and effective hair restraints while in the kitchen.
    n. Follow State and local public health requirements.
5. **Monitoring**:
    a. A designated school or foodservice employee will inspect employees when they report to work to be sure that each employee is following this SOP.

The designated foodservice employee will monitor that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

6. **Corrective Action**:
    a. Any foodservice employee found not following this procedure will be retrained at the time of the incident. Effected food will be discarded.
7. **Verification and Record Keeping**:
    a. The foodservice manager or other designated personnel will verify that foodservice employees are following this policy by visually observing the employees during all hours of operation.

Washing Hands

Standard Operating Procedure

1. **Purpose:** To prevent foodborne illness by contaminated hands.
2. **Scope:** This procedure applies to anyone who handles, prepares, and / or serves food.
3. **Keywords:** Hand washing, Cross-Contamination
4. **Instructions:**
   a. Fresh Start will train any individual that prepares or serves food on proper hand washing. Training may include viewing a hand washing video and demonstrating proper hand washing procedure.
   b. Post hand washing signs or posters in a language understood by all foodservice staff near all hand washing sinks, in food preparation areas, and restrooms.
   c. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each hand washing sink or near the door in restrooms.
   d. Keep hand washing sinks accessible anytime employees are present.
   e. Wash hands:
      1) Before starting work
      2) During food preparation
      3) When moving from one food preparation area to another
      4) Before putting on or changing gloves
      5) After using the toilet
      6) After sneezing, coughing, or using a handkerchief or tissue
      7) After touching hair, face, or body
      8) After smoking, eating, drinking, or chewing gum or tobacco
      9) After handling raw meats, poultry, or fish
      10) After any clean up activity such as sweeping, mopping, or wiping counters
      11) After touching dirty dishes, equipment, or utensils
      12) After handling trash
      13) After handling money
      14) After any time the hands may become contaminated
   f. Follow proper hand washing procedures as indicated below:
      1) Wet hands and forearms with warm, running water (at least 100 ºF) and apply soap.
      2) Scrub lathered hands and forearms, under fingernails, and between fingers for at least 20 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
      3) Dry hands and forearms thoroughly with single-use paper towels.
      4) Dry hands for at least 30 seconds if using a warm air hand dryer.
      5) Turn off water using paper towels.

6) Use paper towel to open door when exiting the restroom.

g. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:

1) Use hand sanitizers only after hands have been properly washed and dried.

2) Use only hand sanitizers that comply with the *2005 FDA Food Code*. Confirm with the manufacturers that the hand sanitizers used meet these requirements. Use hand sanitizers in the manner specified by the manufacturer.

5. **Monitoring**:

a. A designated employee will visually observe the hand washing practices of the foodservice staff during all hours of operation.

b. In addition, the designated employee will visually observe that accessibility of hand washing sinks and supplies during all hours of operation.

6. **Corrective Action**:

a. Employees that are observed not washing their hands at the appropriate times or using the proper procedure will be asked to wash their hands immediately.

b. Employee will be re-trained to ensure proper hand washing procedure.

7. **Verification and Record Keeping**:

a. The foodservice manager or other personnel will routinely complete the Food Safety Checklist to indicate that monitoring is being conducted as specified.

Using and Calibration of Thermometers

Standard Operating Procedure

1. **Purpose:** To prevent foodborne illness by ensuring that the appropriate type of thermometer is used to measure internal product temperatures and that thermometers use are correctly and routinely calibrated for accuracy for the safety of food being served to children.
2. **Scope:** This procedure applies to foodservice employees who use thermometers in the designated food preparation area.
3. **Key Words:** Calibration, Thermometer
4. **Instructions:**
   a. Train foodservice employees on using the procedures in this SOP.
   b. Follow State or local health department requirements.
   c. Follow the food thermometer manufacturer's instructions for use. Use a food thermometer that measures temperatures from 0 ºF (-18 ºC) to 220 ºF (104 ºC) and is appropriate for the temperature being taken. For example:
      1) Temperatures of thin products, such as hamburgers, chicken breasts, pizza, filets, nuggets, hot dogs, and sausage patties, must be taken using a thermistor or thermocouple with a thin probe.
      2) Bimetallic, dial-faced stem thermometers are accurate only when measuring temperatures of thick foods. They may not be used to measure temperatures of thin foods. A dimple mark located on the stem of the thermometer indicates the maximum food thickness that can be accurately measured.
      3) Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven.
   d. Have food thermometers easily-accessible to foodservice employees during all hours of operation.
   e. Clean and sanitize food thermometers before each use. Refer to the *Cleaning and Sanitizing Food Contact Surfaces SOP* (see APPENIDX 4) for the proper procedure to follow.
   f. Store food thermometers in an area that is clean and where they are not subject to contamination.
5. **Monitoring:**
   a. The foodservice manager or other designated personnel will review the Thermometer Calibration Record / Menu routinely to ensure that thermometers were calibrated.
   b. Employees will calibrate thermometers routinely using the following steps as demonstrated during training by Fresh Start Healthy Meals:
      1) Ice-Point Method
         a) The ice-point method of calibrating thermometers is used.
            1 tap Fill a large glass (at least 6" in diameter) with crushed ice. Add cold, clean water until the glass is full. Stir the mixture well so that it will be at 32°F.

2 Put the end of the clean thermometer or probe stem into the ice water so that the sensing area is completely submerged, but the stem does not touch the bottom or sides of the glass. Wait 30 seconds. The thermometer stem or probe stem must remain in the ice water submerged past the sensing area indicator (indentation on dial thermometers).Allow the temperature reading to stabilize before reading temperature.

3 Hold the adjusting nut on a dial thermometer, located under the indicator head of the thermometer, securely with a small wrench or pliers, and rotate the head of the thermometer until it reads 32°F (0°C).

4 Temperature measurement should be 32 ºF (+ 2 ºF) [or 0 ºC (+ 1 ºC)]. If not, adjust according to manufacturer's instructions.

5 Press the reset button on a digital thermometer to adjust the readout.

6 Record calibration, including date and initials, on the Thermometer Calibration Record. See TAB H to APPENDIX 25.

6. **Corrective Action**:
   a. Retrain any foodservice employee found not following the procedures in this SOP.
   b. For an inaccurate, bimetallic, dial-faced thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench.
   c. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions.
   d. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer's instructions for having the thermometer calibrated.
   e. Retrain employees who are using or calibrating food thermometers improperly.
7. **Verification and Recordkeeping. :**
   a. Foodservice employees will record the calibration temperature and any corrective action taken, if applicable, on the Thermometer Calibration Log each time a thermometer is calibrated.
   b. The foodservice manager will verify that foodservice employees are using and calibrating thermometers properly by making visual observations of the employees during the calibration process and all operating hours.
   c. The foodservice manager will review and initial the Calibration Log daily. The Calibration Log will be kept on file a minimum of 1 year.
   d. The foodservice manager or designee will complete the Food Safety Checklist daily.
   e. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

Cleaning and Sanitizing Food Contact Surfaces

Standard Operating Procedure

1. **Purpose:** To prevent foodborne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.
2. **Scope:** This procedure applies to foodservice employees involved in cleaning and sanitizing food contact surfaces.
3. **Key Words:** Food Contact Surface, Cleaning, Sanitizing
4. **Instructions:**
   a. Train foodservice employees on using the procedures in this SOP.
   b. Follow State or local health department requirements.
   c. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to *Storing and Using Poisonous or Toxic Chemicals SOP*. See APPENDIX 7.
   d. If State or local requirements are based on the *2001 FDA Food Code*, wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
      1) Before each use
      2) Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
      3) Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
      4) Any time contamination occurs or is suspected
   e. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
      1) Wash surface with detergent solution.
      2) Rinse surface with clean water.
      3) Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
   f. Place wet items in a manner to allow air drying. If a 3-compartment sink is used, setup and use the sink in the following manner:
      1) In the first compartment, wash with a clean detergent solution at or above 110 ºF or at the temperature specified by the detergent manufacturer.
      2) In the second compartment, rinse with clean water.
      3) In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label or by immersing in hot water at or above 171 ° F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.
5. **Monitoring:**
   a. Foodservice employees will:

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1) During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2) In a 3-compartment sink, on a daily basis:

b. Visually monitor that the water in each compartment is clean.
   1) Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
   2) If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
   3) If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. Refer to *Using and Calibrating Thermometers SOP* .

6. Corrective Action:

a. Retrain any foodservice employee found not following the procedures in this SOP.
b. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
c. In a 3-compartment sink:
   1) Drain and refill compartments periodically and as needed to keep the water clean.
   2) Adjust the water temperature by adding hot water until the desired temperature is reached.
   3) Add more sanitizer or water, as appropriate, until the proper concentration is achieved.

7. Verification and Record Keeping:

a. Foodservice employees will record monitoring activities and any corrective action taken on the Food Contact Surfaces Cleaning and Sanitizing Log.
b. The foodservice manager or designee will verify that foodservice employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Food Contact Surfaces Cleaning and Sanitizing Log.
c. The foodservice manager or designee will complete the Food Safety Checklist daily.
d. The Food Contact Surfaces Cleaning and Sanitizing and Food Safety Checklist are to be kept on file for a minimum of 1 year.

Washing Fruits and Vegetables

Standard Operating Procedure

1. **Purpose:** To prevent or reduce risk of foodborne illness or injury by contaminated fruits and vegetables.
2. **Scope:** This procedure applies to foodservice employees who prepare or serve food.
3. **Keywords:** Fruits, Vegetables, Cross-Contamination
4. **Instructions:**
   a. Train foodservice employees who prepare or serve food on how to properly wash and store fresh fruits and vegetables.
   b. Wash hands using the proper procedure.
   c. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce, such as:
      1) cutting boards,
      2) knives, and,
      3) sinks.
   d. Follow manufacturer's instructions for proper use of chemicals.
   e. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
   f. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the *2005 FDA Food Code.*
   g. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
   h. Follow State and local public health requirements.
5. **Monitoring:**
   a. The foodservice manager will visually monitor that fruits and vegetables are being properly washed during all hours of operation.
   b. In addition, foodservice employees will check daily the quality of fruits and vegetables in cold storage.
6. **Corrective Action:**
   a. Unwashed fruits and vegetables will be removed from service and washed immediately before being served.
   b. Unlabeled fresh cut items will be labeled and dated.
7. **Verification and Record Keeping:**
   a. The foodservice manager or other designated personnel will routinely complete the Food Safety Checklist to indicate that monitoring is being conducted as specified in this procedure. See TAB A to APPENDIX 25.

Cooking & Preparing Foods

Standard Operating Procedure

1. **Purpose:** To prevent foodborne illness by ensuring that all foods are cooked to the appropriate internal temperature and to prevent or reduce the risk of foodborne illness during preparation.
2. **Scope:** This procedure applies to foodservice employees who prepare or serve food.
3. **Key Words:** Cross-Contamination, Temperatures, Cooking
4. **Instructions:**
   a. Fresh Start Food Service Manager will train foodservice employees who prepare or serve food on how to use a food thermometer and cook foods using this procedure.
   b. Ensure all food stored or prepared in facility is from approved sources.
   c. Food equipment, utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.
   d. Frozen food is thawed under refrigeration, cooked to proper temperature (165^{o}F) from frozen state, or in cold running water.
   e. Thawed food is not refrozen.
   f. Food is tasted using the proper procedure.
   g. Food is handled with suitable utensils, such as single use gloves or tongs.
   h. Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor.
   i. The temperature of food is tested with a calibrated food thermometer. The internal temperature of food being cooked is monitored and documented.
5. **Monitoring:**
   a. Use a clean, sanitized, and calibrated probe thermometer.
   b. Take the internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product (usually the center). Be sure that thermometer is inserted completely in product.
   c. Record temperature of each food item on the Production Record or the Cooking - Reheating Temperature Log.
6. **Corrective Action:**
   a. Continue cooking food until the internal temperature reaches the required temperature.
7. **Verification and Record Keeping:**
   a. Foodservice employees will record product name, time, temperatures, and any corrective action taken on the Cooking - Reheating Temperature Log or in the appropriate space on the Food Production Record. See TAB G to APPENDIX 25.
   b. Foodservice manager will verify that foodservice employees have taken the required cooking temperatures by visually monitoring foodservice employees and preparation

procedures during the shift and reviewing, initialing, and dating the temperature log or Production Record regularly.

1) The Cooking – Reheating Temperature Logs are kept on file for a minimum of 1 year.
2) Production Records are kept on file for 3 years plus the current year.

Cooking & Preparing Foods

Standard Operating Procedure

1. **Purpose:** To prevent foodborne illness by ensuring that all foods are cooked to the appropriate internal temperature and to prevent or reduce the risk of foodborne illness during preparation.
2. **Scope:** This procedure applies to foodservice employees who prepare or serve food.
3. **Key Words:** Cross-Contamination, Temperatures, Cooking
4. **Instructions:**
   a. Fresh Start Food Service Manager will train foodservice employees who prepare or serve food on how to use a food thermometer and cook foods using this procedure.
   b. Ensure all food stored or prepared in facility is from approved sources.
   c. Food equipment, utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.
   d. Frozen food is thawed under refrigeration, cooked to proper temperature (165^{o}F) from frozen state, or in cold running water.
   e. Thawed food is not refrozen.
   f. Food is tasted using the proper procedure.
   g. Food is handled with suitable utensils, such as single use gloves or tongs.
   h. Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor.
   i. The temperature of food is tested with a calibrated food thermometer. The internal temperature of food being cooked is monitored and documented.
5. **Monitoring:**
   a. Use a clean, sanitized, and calibrated probe thermometer.
   b. Take the internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product (usually the center). Be sure that thermometer is inserted completely in product.
   c. Record temperature of each food item on the Production Record or the Cooking - Reheating Temperature Log.
6. **Corrective Action:**
   a. Continue cooking food until the internal temperature reaches the required temperature.
7. **Verification and Record Keeping:**
   a. Foodservice employees will record product name, time, temperatures, and any corrective action taken on the Cooking - Reheating Temperature Log or in the appropriate space on the Food Production Record. See TAB G to APPENDIX 25.
   b. Foodservice manager will verify that foodservice employees have taken the required cooking temperatures by visually monitoring foodservice employees and preparation

procedures during the shift and reviewing, initialing, and dating the temperature log or Production Record regularly.

1) The Cooking – Reheating Temperature Logs are kept on file for a minimum of 1 year.
2) Production Records are kept on file for 3 years plus the current year.

Transportation of Foods to Locations

Standard Operating Procedure

1. **Purpose:** To ensure that food will be transported in a manner that maintains quality and safety.
2. **Scope:** Employees involved in the production or transportation of food from a central or regional kitchen to a satellite location.
3. **Key Words:** Quality, Food Safety, Temperatures
4. **Instructions:**
   a. Train staff on using the procedures in this SOP.
   b. Follow State or local health department requirements.
   c. Use only food carriers for transporting approved food. Containers should be:
      1) Rigid and sectioned so that foods do not mix
      2) Tightly closed to retain the proper food temperature
      3) Nonporous to avoid leakage
      4) Easy-to-clean or disposable
      5) Approved to hold food
   d. Calibrate thermometers each week or sooner, if dropped or inaccurate.
   e. Use calibrated thermometers to take food temperatures.
   f. Record temperature and time in **Service Temperature Log** with employee initials.
      1) Prior to transport, employees at central or regional kitchen should:
         a) Ensure that all surfaces of the food carrier are clean
         b) Wash, rinse, and sanitize the interior surfaces.
         c) Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier. Refer to the *Holding Hot and Cold Potentially Hazardous Foods SOP* (APPENDIX 12) for the proper procedures to follow when taking holding temperatures
         d) Hot foods should be at or above 135ºF and cold food should be at or below 41ºF.
         e) Place a calibrated stem thermometer in the warmest part of the carrier if used for transporting cold food, or the coolest part of the carrier if used for transporting hot food. Refer to the *Using and Calibrating Thermometers SOP*.
         f) Take temperature of food during loading. Record temperatures in log and initial the entry.
         g) Place food containers in food carriers and transport the food in clean trucks, if applicable, to remote sites as quickly as possible.

2) Employees at Satellite Location:

   a) Follow *Receiving Deliveries SOP* when food arrives at remote site.

   b) Take and record food temperatures upon arrival at the satellite location. Employee should initial entry.

   c) Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier.

   d) Refer to the *Holding Hot and Cold Potentially Hazardous Foods SOP* (APPENIDX 12) for the proper procedures to follow when taking holding temperatures.

   e) Record and Discard leftover food.

5. **Monitoring**:

   a. Retrain any foodservice employee found not following the procedures in this SOP.

   b. Continue heating or chilling food carrier if the proper air temperature is not reached.

   c. Reheat food to 165 ºF for 15 seconds if the internal temperature of hot food is less than 135 ºF. Refer to the *Reheating Potentially Hazardous Foods SOP*.

   d. Cool food to 41 ºF or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 ºF.

   e. Refer to the Cooling Potentially Hazardous Foods SOP for the proper procedures to follow when cooling food.

   f. Discard foods held in the danger zone for greater than 4 hours.

   g. The foodservice manager or other designated personnel will:

      1) Review logs to ensure the temperatures and corrective actions are being met.

      2) Follow up as necessary.

      3) File temperature logs in HACCP file.

6. **Verification and Record Keeping:**

   a. Before transporting food to remote sites, foodservice employees will record food carrier temperature, food product name, time, internal temperatures, and any corrective action taken on the Hot and Cold Holding Temperature Log.

   b. Upon receipt of food at remote sites, foodservice employees will record receiving temperatures and corrective action taken on the Receiving Log.

   c. The foodservice manager or designee at sites will verify that foodservice employees are following this SOP by visually observing employees and reviewing and initialing the Hot and Cold Holding Temperature Log daily.

   d. The foodservice manager or designee at the remote site(s) will verify that foodservice employees are receiving foods at the proper temperature and following the proper receiving procedures by visually observing receiving practices during the shift and reviewing and initialing the Receiving Log daily.

e. The foodservice manager or designee will complete the Food Safety Checklist daily.
f. All logs and Food Safety Checklists are to be kept on file for a minimum of 1 year.

Holding Hot and Cold Potentially Hazardous Foods

Standard Operating Procedure

1. **Purpose:** To prevent foodborne illness by ensuring that all potentially hazardous foods are held under the proper temperature.
2. **Scope:** This procedure applies to foodservice employees who prepare or serve food.
3. **Key Words:** Cross-Contamination, Temperatures, Holding, Hot Holding, Cold Holding, Storage
4. **Instructions:**
   a. Fresh Start Food Service Management staff will train foodservice employees who prepare or serve food about proper hot and cold holding procedures. Included in the training is a discussion of the temperature danger zone.
   b. State or local health department requirements regarding required hot and cold holding temperatures will be followed. If State or local health department requirements are based on the *2005 FDA Food Code*:
      1) Hold hot foods at 135 ºF or above after initial heating to 165ºF; and
      2) Hold cold foods at 41 ºF or below.
   c. Use heating blankets supplied by Fresh Start Healthy Meals to keep hot food hot and cold food cold before service.
5. **Monitoring:**
   a. Use a clean, sanitized, and calibrated probe thermometer, available through Fresh Start Healthy Meals Customer Service to measure the temperature of the food.
   b. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
   c. For hot foods held for service:
      1) All hot potentially hazardous foods should be 135 ºF or above before placing the food out for display or service.
   d. For cold foods held for service:
      1) Chill foods, if applicable.
      2) All cold potentially hazardous foods should be between 32 ºF and 41 ºF before placing the food out for display or service.
      3) Take the internal temperature of the food before placing it onto any cold serving line and at least every 2 hours thereafter.
   e. For cold foods in storage:
      1) Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
      2) Chill food if the food is not 41 ºF or below.
6. **Corrective Action:**
   a. For hot foods:

1) Reheat the food to 165 ºF for 15 seconds if the temperature is found to be below 135 ºF and the last temperature measurement was 135 ºF or higher and taken within the last 2 hours.
2) Discard the food if it cannot be determined how long the food temperature was below 135 ºF.

b. For cold foods:

1) Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 ºF and the last temperature measurement was 41 ºF or below and taken within the last 2 hours:

a) Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.

2) Discard the food if it cannot be determined how long the food temperature was above 41 ºF.

7. Verification and Record Keeping:

a. If food is to be held before service, foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log.

b. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs.

c. Foodservice manager or other designated personnel will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs regularly.

d. Maintain the temperature logs for a minimum of 1 year.

Serving Food

Standard Operating Procedure

1. **Purpose**: To prevent foodborne illness by ensuring that all foods are served in a sanitary manner.
2. **Scope:** This procedure applies to foodservice employees who serve food.
3. **Key Words**: Cross-Contamination, Service
4. **Instructions**:
   a. Train foodservice employees on using the procedures in this SOP. Refer to the Personal Hygiene SOP.
   b. Follow State or local health department requirements.
   c. Follow the employee health policy, if applicable. (Employee health policy is not included in this resource.)
   d. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the *Washing Hands SOP*.
   e. Serve food on clean surface with clean and sanitized utensils and containers.
   f. Avoid touching ready-to-eat foods with bare hands. Refer to the *Using Suitable Utensils when Handling Ready-To-Eat Foods SOP*.
   g. Handle food containers by the edge or bottom and utensils by the handles.
   h. Store utensils with the handles up or by other means to prevent contamination.
   i. Hold potentially hazardous food at the proper temperature. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP.
   j. Wipe up spills and serving surfaces between serving lines.
   k. Count and record leftovers on the Meal Production Record. Discard cooked leftovers and other foods left in the temperature Danger Zone (41˚- 135˚) for longer than 4 hours.
5. **Monitoring**:
   a. A designated foodservice employee will visually observe that food is being served in a manner that prevents contamination during all hours of service.
6. **Corrective Action**:
   a. Retrain any foodservice employee found not following the procedures in this SOP.
   b. Replace improperly handled trays, utensils or food containers.
   c. Discard ready-to-eat food that has been touched with bare hands.
   d. Follow the corrective actions identified in the *Washing Hands SOP*; *Using Suitable Utensils When Handling Ready-To-Eat Foods*; and *Holding Hot and Cold Potentially Hazardous Foods SOP*.

7. **Verification and Record Keeping**:
   a. The foodservice manager or other designated person will periodically check the storage and use of utensils during service and will monitor procedures during serving.
   b. If food is to be held before service, foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log.

Administrative Reviews & Corrective Action Response

We understand that these reviews can at times be stressful, so addition to assisting with requested paperwork and preparation, your assigned School Ambassador will attend all Administrative Review site visits to provide additional support and make themselves available to answer any questions the reviewer has if needed.

In the event of an Administrative Review, Fresh Start will provide all the support necessary and required documents to ensure that the review is successful. This includes:

- Daily menus for the month of review for the selected sites
- Menu production records, recipes, Nutrition Facts labels and documentation of the contribution to the meal pattern for all meals served for the week during the review period for all selected sites
- Dietary Specifications Assessment Tool for sites selected for targeted menu review
- Any additional documentation that the auditor may request regarding the Meal Programs

Our Nutrition Department has processed numerous audits and Six Cent Certification packets for schools. Fresh Start has submitted all our menus, recipes, nutritional CN Labels, etc. for these audits and they have all been approved.

The most common corrective actions come from human error which requires retraining and re-inspection to correct. For example, a server forgetting to review her transportation record to see which serving spoon is needed for a particular item and under or over-serving as a result. Another example being a broken latch that was missed upon inspection leading to hot air escaping from the cambro and causing meal temperatures to drop and resulting in meals being below serving temperature.

We hold multiple trainings at our facility and provide on-site training regularly when conducting site visits to limit the likelihood of such things and work hard to make sure that when issues do arise, we are quick with our response. That can include replacing equipment, adjusting schedules, assigning personnel to supervise certain accounts or steps in production process and creating new protocols to include in our HACCP and SOP for the future.

Client#: 1011467 PRESHSTA0

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 07/01/2021

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services LLC-CL Lic # 0G11911 21700 Oxnard Street, Suite 1200 Woodland Hills, CA 91367	CONTACT NAME: Dolores Gonzalez PHONE (A/C, No, Ext): 818 251-3071 FAX (A/C, No): E-MAIL ADDRESS: Doloers.Gonzalez@usi.com
INSURED Fresh Start Healthy Meals, Inc. 13924 Ralston Avenue Sylmar, CA 91342-7607	INSURER A : Pacific Employers Insurance Co — NAIC # 22748 INSURER B : ACE Property & Casualty Insurance Co — NAIC # 20699 INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **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.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	X		D95372533	05/01/2021	05/01/2022	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
							MED EXP (Any one person)	$5,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR			D95444775	05/01/2021	05/01/2022	EACH OCCURRENCE	$4,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$4,000,000
	DED X RETENTION $0							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N / A					E.L. EACH ACCIDENT	$
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$

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

City of Inglewood, SBWIB, Inc., its Employees, Officers and Agents and the County of Los Angeles, its Special Districts, Officers and Employees are included as additional insured. Attached Additional insured endorsement CG 20 26 & CG 20 20 Additional Insured Endorsements

Loc# 1 - 13294 Ralston Avenue; Sylmar, CA

Building # 1 Office & Industrial Bakery/Food Production Warehouse

CERTIFICATE HOLDER

CANCELLATION

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

Gary D. Patterson

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ACORD 25 (2016/03) 1 of 1 #S32630469/M32630453

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D2GJA

COUNTY OF LOS ANGELES
Public Health

THIS PERMIT MUST BE CONSPICUOUSLY DISPLAYED ON THE PREMISES

PUBLIC HEALTH LICENSE
FY 2021/2022
Valid Until 6/30/2022

PR Number: PR0241280
Program ID: FRESH START HEALTHY MEALS, INC
Description: FOOD PROCESSING WHOLESALE (6,000 + SQ. FT.)

Facility Owner - Mail Address
FRESH START HEALTHY MEALS, INC
5762 VALERIE AVE
SYLMAR, CA 91342

WFA

Facility Location
FRESH START HEALTHY MEALS, INC
13294 RALSTON AVE
SYLMAR, CA 91342



Buy American Policy

PROPRIETARY INFORMATION

Fresh Start Healthy Meals
13294 Ralston Ave, Sylmar, CA 91342

The Richard B. Russell National School Lunch Act provides in Section 12(n) the Buy American Provision which requires that school food authorities (SFAs) operating school meals programs purchase domestically produced (grown) and process foods, to the maximum extent practicable. The Buy American provision was codified in the National School Lunch Program regulations at 7CFR 210.21(d). A "domestic commodity or product" is defined in the Federal regulations as:

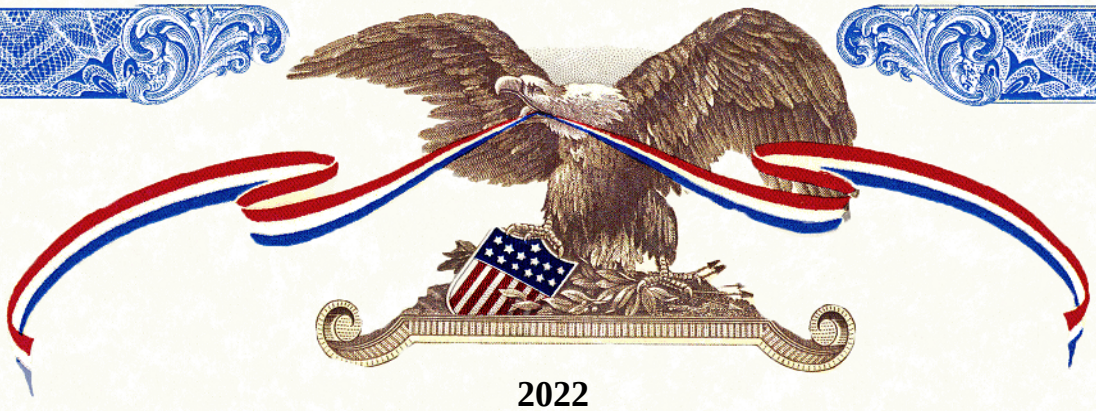
(i) An agricultural commodity that is produced in the United States (U.S.); **and**
(ii) A food product that is processed in the U.S.>, substantially using agricultural commodities that are produced in the U.S., 7 CFR 210.21(d).

Product Certification

We certify that our U.S. processed Fresh Start Healthy Meals have at least 95% U.S., content

Signature	Purchasing Director Title

Mayra Perez	04/20/2022	(818) 797-5881
Printed Name	Date	Phone Number



2022

CERTIFICATE OF REGISTRATION

This certifies that:

Fresh Start Healthy School Meals, Inc.
13294 Ralston Ave.
Sylmar, CA 91342
United States

is registered with the U.S. Food and Drug Administration pursuant to the Federal Food Drug and Cosmetic Act, as amended by the Bioterrorism Act of 2002 and the FDA Food Safety Modernization Act, such registration having been verified as currently effective on the date hereof by Registrar Corp:

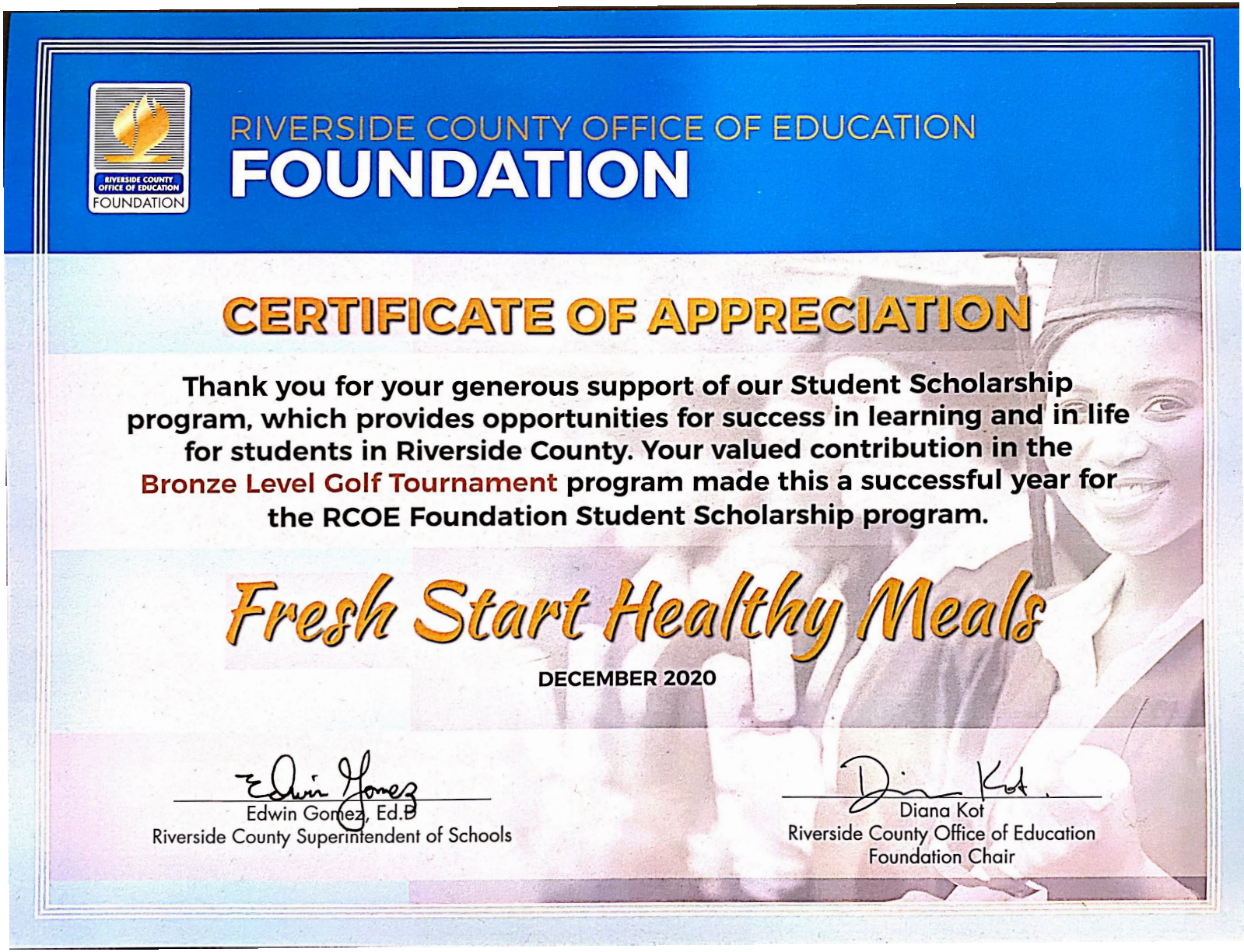
U.S. FDA Registration No.:	**19829765260**
U.S. Registration Agent:	**Registrar Corp** 144 Research Drive, Hampton, Virginia, 23666, USA Telephone: +1-757-224-0177 • Fax: +1-757-224-0179

This certificate affirms that the above stated facility is registered with the U.S. Food and Drug Administration pursuant to the Federal Food Drug and Cosmetic Act, as amended by the Bioterrorism Act of 2002 and the FDA Food Safety Modernization Act, such registration having been verified as effective by Registrar Corp as of the date hereof, and Registrar Corp will confirm that such registration remains effective upon request and presentation of this certificate until December 31, 2022, unless such registration has been terminated after issuance of this certificate. Registrar Corp makes no other representations or warranties, nor does this certificate make any representations or warranties to any person or entity other than the named certificate holder, for whose sole benefit it is issued. Registrar Corp assumes no liability to any person or entity in connection with the foregoing. The U.S. Food and Drug Administration does not issue a certificate of registration, nor does the U.S. Food and Drug Administration recognize a certificate of registration. Registrar Corp is not affiliated with the U.S. Food and Drug Administration.

Registrar Corp
144 Research Drive, Hampton, Virginia, 23666, USA
Telephone: +1-757-224-0177 • Fax: +1-757-224-0179
info@registrarcorp.com • www.registrarcorp.com

David Lennarz
Executive Director
Registrar Corp
Dated: March 11, 2022

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RIVERSIDE COUNTY OFFICE OF EDUCATION
FOUNDATION
CERTIFICATE OF APPRECIATION
Thank you for your generous support of our Student Scholarship program, which provides opportunities for success in learning and in life for students in Riverside County. Your valued contribution in the Bronze Level Golf Tournament program made this a successful year for the RCOE Foundation Student Scholarship program.
Fresh Start Healthy Meals
DECEMBER 2020
Edwin Gomez, Ed.D
Riverside County Superintendent of Schools
Diana Kot
Riverside County Office of Education
Foundation Chair

City of Compton

Appreciation Proclamation

Presented to

Fresh Start Healthy School Meals

Thank you for your contribution to the
City of Compton.
We commend you for your outstanding food,
, Neighborly generosity, and
Commitment to our community,
To make our city the unique place that it is.
At the request of Councilman Galvan,
On behalf of the 100,000 Citizen
Of the great City of Compton,
A host of family and friends.
We congratulate, honor and pray that God continues to
Richly bless you with peace, prosperity, and Success!

Resolved *this* 10th *day of* **June**, 2021

Isaac Galvan
Council Member – District 2

Michelle Chambers
Council Member – District 1

Tana McCoy
Council Member – District 3

Emma Sharif
Council Member – District 4

Aja Brown
Mayor

CALIFORNIA LEGISLATURE

Assembly

CERTIFICATE OF RECOGNITION

Fresh Start Healthy Meals, Inc

For your unwavering dedication to providing healthy and delicious meals to schools in the San Fernando Valley! Your commitment to children and families in the 39th Assembly District is truly admirable. It is an honor to represent you in the CA State Legislature. I wish you continued success in all future endeavors!

Presented Friday September 17, 2021

Luz Rivas
Member of the Assembly
39th Assembly District

City of Los Angeles
State of California

Certificate of Recognition
is hereby presented to

Fresh Start

On behalf of the City of Los Angeles and the Seventh Council District, I extend this certificate of recognition for your work. The program helps bring fresh, healthy food options to the youth in the community. Your dedication to the students is admirable. I extend my best wishes and success in all your future endeavors.

September 17, 2021

CITY OF LOS ANGELES
FOUNDED 1781

MONICA RODRIGUEZ
Councilmember 7th District

U.S. HOUSE OF REPRESENTATIVES

Certificate of Special Congressional Recognition

is hereby presented to

Fresh Start Healthy Meals

As the Representative of the 29th Congressional District, I am delighted to extend my sincerest congratulations on the occasion of your Ribbon Cutting.

Your hard work and dedication to providing nutrition to the students of the San Fernando Valley is truly commendable.

May you continue making lasting contributions to the surrounding communities for many years to come. Best wishes for success and growth!

September 17, 2021

Tony Cárdenas

TONY CÁRDENAS
MEMBER OF CONGRESS

"Enriching Lives"

County of Los Angeles

FreshStart
HEALTHY SCHOOL MEALS

Fresh Start Healthy Meals Inc.

GRAND OPENING AND RIBBON CUTTING

With sincere congratulations and best wishes the Board of Supervisors of the County of Los Angeles does hereby join in your celebration.

SEPTEMBER 17, 2021

Sheila Kuehl

SHEILA KUEHL
Supervisor, Third District

Thank you for your consideration in the El Camino Real Alliance bid process!

(818) 797-5881
www.fshealthymeals.com



chartwells
serving up happy & healthy

A Foodservice Proposal for El Camino Real Charter High School



Section 1 – Administrative Requirements

A. Cover Letter

Serving Up Happy & Healthy

Food is a big part of everyone's well-being, and students need a place to eat where they can connect with others, recharge and enjoy a sense of happiness in their school. That's why we serve food kids love to eat and create programs that encourage fun and discovery. Most importantly, we believe that happy cafeterias start with our people so we empower them to go above and beyond to bring their personal "extra" for even more creativity and joy at mealtime. **Our goal** ***every day*** **is to make sure that students leave the cafeteria happier and healthier than when they came in.**

chartwells

April 29, 2022

Gregory Wood
Chief Business Officer
El Camino Real Charter High School
5440 Valley Circle Blvd.
Woodland Hills, CA 91367

Proposal - Foodservice Management Company 2022-001

Dear Greg and School Nutrition Program Committee Members:

Name of Proposing Company: Chartwells School Dining Services

Organizational Structure: Corporation

Federal Employee Identification Number: 56-1874931

Primary Liaison:

Rafael Negroe, District Manager
332 S. Fairvale Ave.
Azusa, CA 91702
Phone: 626-627-3186
Email: rafael.negroe@compass-usa.com

Authorized Contract Respondent:

Belinda Oakley, CEO
1301 W. 22nd St., Suite 710
Oak Brook, IL 60523
Phone: 630-993-7532
Email: belinda.oakley@compass-usa.com

Chartwells has the willingness, ability and resources to perform the services described in this RFP and those specifically required in the scope of work, including availability of staff and other required resources, to meet all deliverables as described in this RFP.

This proposal, designed specifically for El Camino Real Charter High School, contains portions that are confidential and proprietary to Compass Group USA Inc. These portions of the proposal have been clearly marked. Except with prior written approval by Compass Group, dissemination to others outside of your organization is not allowed.

It has been a special privilege to be your current partner. Chartwells has enjoyed a rewarding partnership with El Camino Real Charter High School. The environment of mutual trust and integrity, your willingness to be open to new ideas and your desire to challenge us to be better at what we do has made Chartwells a much better organization today. That is a true partnership – one we are proud to be a part of with the school and the community you serve.

We understand that during the required RFP process, others may offer promises to you, but with Chartwells, you know you have a partner committed to you, your school and community. We value the relationships we have developed with the students, staff and administrators. We know you, we know your school, we know the culture, and we share your vision for how this program can continue to evolve.

Powered by BoardOnTrack

Our proposal to you is built around our unique knowledge of the school, providing a nutrition services program featuring healthy, nutritious food with innovative marketing techniques and a commitment to operational excellence while being fiscally sound to support your mission. We will continue to bring the highest quality of people, food, service and innovation to El Camino Real Charter High School for as long as we have the privilege of serving you.

You will see in this proposal that we have presented you with a vision for the future. We are the company that can partner with you to bring this vision to fruition. Your vision is our vision, and with that end in mind, we respectfully ask that you retain Chartwells as your foodservice partner.

By signing this cover letter, we certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

Sincerely,

Belinda Oakley
CEO

Ashley Hartle
West Division Vice President

Paul Tapia
Pacific Region Vice President

Rafael Negroe
District Manager



Powered by BoardOnTrack

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Serving Up Happy & Healthy

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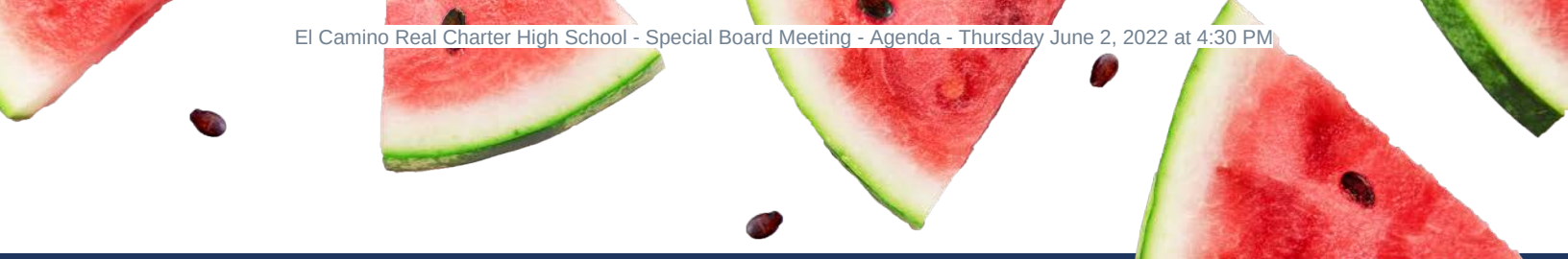
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This proposal, designed specifically for El Camino Real Charter High School, is confidential and proprietary to Compass Group USA Inc. (Compass). Any unauthorized dissemination to others outside your organization would irreparably harm Compass and entitle Compass to judicial equitable relief, including injunction and specific performance. This proposal is valid for 90 days after its presentation and/or delivery to you.

In keeping with Chartwells' sustainability efforts and green initiative, your proposal is printed double-sided on recycled paper.



Proposal Criteria

We know how important this decision is to you because you care about your students, their education and the nourishment they receive.

We also know that caring for those students means you have much more on your plate than just the evaluation of our proposal. To make it as easy as possible for you to assess our vision for the future of our partnership, please find below a pull-out reference card to help guide you as you review our response to your award criteria.

CONFIDENTIAL

Evaluation Criteria	Topics & Programs	Proposal Section
Cost **35 Points**	• A responsible fixed cost per meal rate of $2.48 for breakfast meals served. • A responsible fixed cost per meal rate of $4.057 for lunch meals served. • A responsible fixed cost per meal rate of $4.057 for equivalent meals served. • Immediate investment of $ 20,000 at Chartwells' expense for a complete signage upgrade • An attractive proposed foodservice program return of $188,710 • Commitment to the best value for our partners	Pages 20, 97-102
Administrative Requirements **5 Points**	• Chartwells has included all required information in accordance with the general instructions and proposal requirements	Page 3
Experience with School Breakfast and National School Lunch Programs **20 Points**	• Chartwells has been feeding kids in California since 1974 and under the Chartwells name for the past 20 years • Chartwells serves more than 2 million K-12 meals each day • Over 675 district partners nationwide, including smaller district partners with fewer than 1,000 students and larger districts like Duval County Public Schools in Florida with over 130,000 students • Employ over 16,000 K-12 associates • We know California, the culture and climate • Experience serving California kids in any and all environments • Procured over $10.4 million in grants for our K-12 partners last school year	Pages 19, 45 and 117-177

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Evaluation Criteria	Topics & Programs	Proposal Section
Proposal Questionnaire Responses and the Cover Letter **5 Points**	• Cover letter has all required information requested in RFP • All questions from the Proposal Questionnaire have been responded to within the page limit given in the RFP	Pages 3, 67-83
Financial Condition/ Stability **5 Points**	• Compass Group PLC is $24.8 billion strong and the world leader in hospitality services • Three years of financial statements provided to demonstrate long-term stability • Long-term commitment to partnership, transparency and success	Pages 31, 78-79
Corporate Capability **5 Points**	• Over 40 years of experience in California • Parent company, Compass Group, is headquartered in Charlotte, North Carolina • Experienced on-site leadership team and regional corporate resources • A comprehensive strategic plan • A customized foodservice solution • A food-first, culinary culture • Menus customized locally • Recognized by Food Management as one of the Top 50 Foodservice Management Companies • Experienced on-site leadership team and regional corporate resources • The largest and most innovative network of chefs and culinary experts, we have a culinary culture • The largest team of registered dietitians in the K-12 industry • Award-winning commitment to serving local foods • Industry-leading quality assurance and food safety standards	Pages 14, 87 and 72-73
Taste Test, Food Quality and Appeal (attachment L) **25 Points**	• Attended and presented at the taste test event on April 19	Pages 179-181

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Executive Summary

Serving Up Happy & Healthy for El Camino Real Charter High School Students

Food is a big part of everyone's well-being, and students need a place to eat where they can connect with others, recharge and enjoy a sense of happiness in their school. That's why we serve food **El Camino Real Charter High School** students love to eat and create programs that encourage fun and discovery. Most importantly, we believe that happy cafeterias start with our people so we empower them to go above and beyond to bring their personal "extra" for even more creativity and joy at mealtime. **Our goal** *every day* **is to make sure that El Camino Real Charter High School students leave the cafeteria happier and healthier than when they came in.**

This is our mission and it guides everything we do. You'll see it throughout the proposal as a reminder of our commitment to El Camino Real Charter High School and to our shared values.

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El Camino Real Charter High School & Chartwells

Serving Up Happy & Healthy

You want the very best for your students, and we're here to help you provide the nourishment they need to succeed in the classroom and beyond. You can trust Chartwells to continue to provide nutritious, kid-approved food, innovative programs and responsible fiscal stewardship. We're dedicated to serving up happy and healthy to every El Camino Real Charter High School student, every day.

Your cafeterias should be inviting spaces that students look forward to visiting. With Chartwells, they are served food they love in a relaxing environment where they can recharge with friends. We inspire them to develop lifelong healthy habits through nutrition education, introducing them to new flavors in fun, engaging ways. All of this is possible because our associates are empowered to bring their unique perspectives and personalities to the cafeteria and are always provided the tools they need to succeed.

It is our honor to serve the students of El Camino Real Charter High School as your partner, helping you reach your goals through a customized program designed specifically to meet your needs.



A True Partnership

For the past six years, Chartwells has been committed to El Camino Real Charter High School. We are proud of our collaborative efforts to build a dining program that reflects and supports the evolution of the district and, most importantly, the needs of the almost 3,700 students we serve each day.

One healthy meal can improve a child's day. The more than 310,000 meals served in El Camino Real Charter High School each year can improve an entire community.

Through our partnership, we hope El Camino Real Charter High School has come to know that partnering with Chartwells means partnering with a strong local team led by Director of Dining Services Chef Eduardo Rojas and District Manager Rafael Negroe. Not only do Chef Eduardo, Rafael and the on-site team have the passion, experience, stability and insight to drive innovation, they also are backed by our West Region leadership support team, our national network of chefs, dietitians and operations experts, as well as our parent company, Compass Group. We use the vast array of resources this brings to continue to bring your vision and mission to life every single day.

The El Camino Real Charter High School mission serves as the foundation for the success of our partnership.

To prepare our diverse student body for the next phase of their educational, professional, and personal journey through a rigorous, customized academic program that inspires the development of students' unique talents and skills, builds character, and provides opportunities for civic engagement and real-world experiences.

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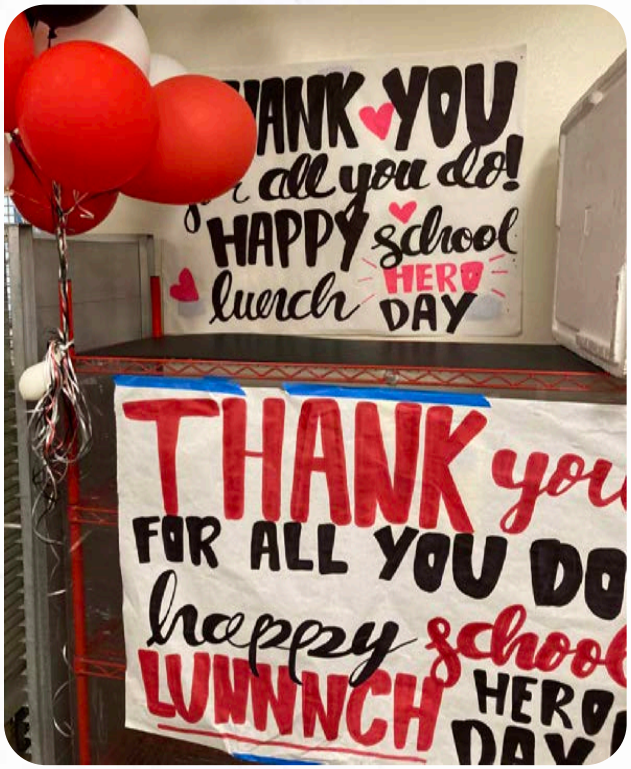
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Corporate Capability and Experience

We Are Team El Camino Real Charter High School

Over the course of our six-year partnership, we have demonstrated our ability to consistently deliver results while understanding and appreciating the unique needs and expectations of El Camino Real Charter High School. Never content with the status quo and always inspired by our shared mission, we will continue to bring new and creative programs and innovations to El Camino Real Charter High School. Unlike any other company, our clear understanding of your culture, school objectives and strategic plan enables us to continue our partnership seamlessly. It is with this unmatched knowledge, experience and insight that we have developed this proposal. We have your specific needs and goals in mind every step of the way.

All of our solutions have been selected with the explicit intent to further align with your mission, provide food kids love to eat, offer fun and engaging programs and create inviting environments.



Local Dedicated Leadership

Chef Eduardo Rojas has rightfully established high expectations, and we have built a strong foundation of support for him to meet and exceed those expectations, while serving up happy and healthy to El Camino Real Charter High School students every day. Your desire to provide a safe and innovative environment for students is supported by our ambition to create impactful programs and deliver experiences that resonate.

We are more than a business partner – we are part of the El Camino Real Charter High School family. Our team members have professional and personal interests in your success, and they are proud to be your neighbors. They are residents with family who work and live in the community, and they know your students. We are all truly committed to El Camino Real Charter High School.

For more information on our Corporate Capability and Experience, see pages 72-73 and 87.



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El Camino Real Charter High School Chartwells Team



Eduardo Rojas • Director of Dining Services

Eddie has over 30 years of management experience in foodservice from corporate dining to K-12. With his culinary background, he has owned his own restaurant where he was the chef and general manager. Chef Eddie earned his degree in electrical engineering at Cal State Long Beach and has been in foodservice management since 1989. He has expertise with turning units around and great leadership skills throughout a variety of environments. Eddie currently resides in Burbank where he has lived since 1988. In his free time he enjoys running, testing new recipes, hiking, watching movies and barbecuing with his wife and sons.



Rafael Negroe • District Manager

Rafael has more than 20 years of experience in contract management and leading a diverse portfolio. He has a passion for exceptional customer service, operational excellence and inclusivity. Rafael has a culinary background and worked as an executive chef in the healthcare and hospitality industries. He holds certifications in foodservice, environmental services and project management and earned his Bachelor of Science in business administration at the University of Phoenix.

Rafael has been a district manager since 2014, demonstrating strong expertise and leadership in a variety of environments. Rafael has lived in the Los Angeles metropolitan area since 1988 and enjoys hiking with his wife and children. He spends his free time reading novels and books on self-improvement.

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Chartwells' West Regional Support Team



Ashley Hartle • Division Vice President



Paul Tapia • Pacific Region Vice President



Betsy Myers • Regional Dietitian



Brent Hoover • Regional Financial Analyst



Bruce Oravetz • Regional Executive Chef



Leah Winchell • Director of Field Marketing



Chris Maggard • Client Relations Manager

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Food First: Our Culinary Culture

Student-Approved Menus!

Menus are the foundation of the El Camino Real Charter High School foodservice program. Each city in California has its favorite local foods, and every district and school has different goals and objectives. With all these variations, it's clear a one-size-fits-all approach to menu planning won't meet El Camino Real Charter High School's needs.

That's why we approach menus regionally and customize locally. Menus are developed, adjusted and fine-tuned locally based on student tastes, demographics and the particular culture of the El Camino Real Charter High School cafeterias.

El Camino Real Charter High School food items are selected based on:

- Optimizing the use of USDA foods
- Incorporating fresh, local fruits and vegetables
- Complying with local wellness policies
- Responding to El Camino Real Charter High School student tastes and preferences, thus increasing participation
- Implementing the latest food trends



We listen, and we respond!

"Food is at the forefront of everything we do, and our recipe is simple: Wholesome ingredients, innovative menus and engaged associates create a great experience!"

– Chef Peter Gilhooly, VP of Culinary

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We're El Camino Real Charter High School's Procurement Advocate

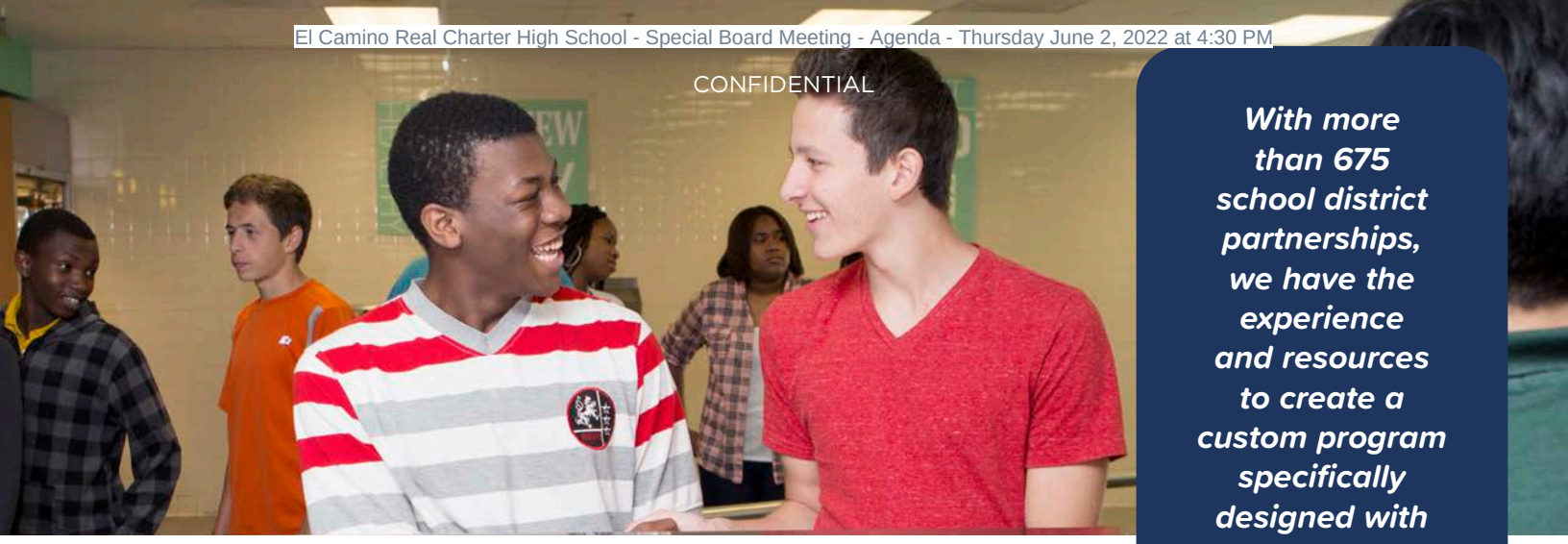
El Camino Real Charter High School's unique specifications are our first priority when purchasing food for your program. Together, we will analyze culinary trends, nutritional goals, operating habits and customer requirements, then Foodbuy will source from the world's premier suppliers to meet your specific needs.

Quality and Variety of Food Procurement

Your partnership with Chartwells provides best-in-class purchasing power through Foodbuy, our group purchasing organization and subsidiary of Compass Group. Foodbuy is the largest foodservice procurement organization in North America, and its partnerships with manufacturers, suppliers and distributors allow us to provide the highest-quality ingredients and goods at the best possible price for our partners. We further drive down cost through volume and expert commodity usage.

Foodbuy offers the stability and purchasing power of a large corporation without sacrificing individualized care and attention. Your unique specifications are our first priority when purchasing food for your program. Together, we will analyze culinary trends, nutritional goals, operating habits and customer requirements, then Foodbuy will source from the world's premier suppliers to meet your specific needs.

High-quality products at a lower cost is only part of our pledge. We're dedicated to responsible sourcing, from purchasing produce from local farmers to following the guidelines of Monterey Bay Aquarium's Seafood Watch program. We'll work to reduce food waste and initiate food recovery, while school gardens and farmers markets put the focus on fresh, delicious and local produce.



With more than 675 school district partnerships, we have the experience and resources to create a custom program specifically designed with your students, goals and school community in mind.

Years of Experience of Working with Child Nutrition Programs

About Compass Group & Chartwells

Chartwells proudly serves more than 2 million meals a day to K-12 students from coast to coast in an effort to create a happier and healthier generation. We are committed to students, faculty and administrators, and we are passionate about improving the well-being of the families and communities we serve.

Partnering with us means partnering with an experienced local and regional team with the stability, innovation and resources of the K-12 industry leader. Every day, we help drive participation, promote healthy lifestyles, engage your community and foster joy – one meal at a time.

We provide a happier and healthier future for your students through:

- The largest and most innovative network of chefs and culinary experts.
- The largest team of registered dietitians in the K-12 industry.
- Experienced, professional K-12 foodservice management.
- Best-in-class associate training and professional development.
- Engaging marketing and promotional programs for all grade levels.



National Experience

We're proud to have some of the longest-running school district partnerships in the industry. Chartwells has 363 district partnerships that have lasted more than a decade, and we've established 203 new partnerships in the past five years. When you speak with our district partners, you'll hear that we consistently provide dependable and excellent service through customized programs that align with the needs of their schools and the desires of their students, delivering on our commitment to serve up happy and healthy. No matter the length of our partnerships, we're focused on meeting – and exceeding – expectations every day by caring for students and associates.

Our Experience with El Camino Real Charter High School

- Six years of partnership with El Camino Real Charter High School
- 30 collective years of foodservice experience of El Camino Real Charter High School's on-site staff
- Over 30 years of doing business in California
- 13 school districts in California

For more information on our Experience with School Breakfast and National School Lunch Programs, see pages 45 and 117-177.

Cost

Our strong partnership with El Camino Real Charter High School has been a journey to excellence. We are proud to have successfully worked together to create a foodservice program that has evolved over the years based on the unique needs of the school. This foundation will continue to evolve as we grow the program together. Chartwells is the only company able to provide a proven price proposal you can trust and depend on for your foodservice program.

Our pricing strategies and proprietary operational processes have been molded to align with our true understanding of the El Camino Real Charter High School foodservice program. Our national experience working with more than 675 school district partners gives you the security, efficiency and experience demonstrated by our history of great financial results. Our financial solution, as detailed in the Cost/Financial section of our proposal, is a balanced distribution of quality, service and price.

The entire Chartwells team is poised and ready to build on the foundation of our solid, collaborative partnership.



Partnership Commitment

Choosing to renew your partnership with Chartwells affords El Camino Real Charter High School a number of benefits that could not be offered by another provider:

- A competitive but responsible price to the school that ensures no reduction in service and quality
- A food cost that ensures we continue to meet quality and variety expectations
- Retention of your dedicated and experienced Director of Dining Services Chef Eduardo Rojas and District Manager Rafael Negroe
- An attractive projected return of $188,710
- Competitive wages and benefits that attract and keep quality frontline staff
- Appropriate benefit packages that enrich the lives of our frontline staff
- An unmatched California network of support experts and resources, including marketing and communications, culinary, nutrition and wellness, regulatory, human resources, procurement, client relations, safety and operations



For our full financial offer, see pages 97-102 of our proposal.



Promotion of Child Nutrition Programs

Chartwells is proud to play a vital role in the El Camino Real Charter High School business model, and we are pleased to present our encompassing financial strategy, including the required submittals outlined in the RFP, to support a vibrant and innovative student dining experience.

We combine a competitive financial proposal with our continued commitment to fund best-in-class programs that guarantee an increase in student participation across the entire school. We constructed our financial package using the information provided in the RFP and our unique knowledge of your expectations to enable continuous quality improvement.

We understand better than anyone else what it takes to deliver quality, local and fresh meals to every student, every day at El Camino Real Charter High School. We take our responsibility to honor and protect the integrity of your reputation seriously and have not compromised your student experience or financial stability in pursuit of the lowest price.

Preparing Lifelong Learners

Our mission supports your mission. We want every student to leave the cafeteria happier and healthier than when they arrived. That means they enter the classroom nourished, focused and ready to learn so you can prepare them for their futures as productive, responsible and participating members of society. We also ensure they cultivate lifelong healthy habits through memorable nutrition education experiences.

As your partner, we bring our expertise in nutrition to the table so you can focus on your core mission of educating a generation. We serve over 2 million meals a day to more than 675 school districts across the country, but that doesn't mean we've stopped learning. Over the last six years, we've learned what El Camino Real Charter HS needs and we'll continue to listen and grow as we take your foodservice program to the next level together.

Like your students, we are resilient problem solvers, equipped and excited to create and contribute to a successful future for your school, your students and your community.



COVID-19 Response: A Prepared Partner

Although you can't plan for a crisis, you can plan how you will react to one. Our standard emergency preparedness planning and the resources of our parent company, Compass Group, meant we were uniquely positioned to redirect our efforts and continue serving your students throughout the pandemic. We instituted pickup and delivery options to get the families of El Camino Real Charter HS the meals they needed.

We'll continue to help you navigate the evolving regulatory landscape, protect our valued associates and ensure we maintain the safest environment for your students. Our commitment to feeding students healthy, delicious meals doesn't waver during a crisis and you can rely on Chartwells to rise to any challenge with ingenuity and positivity.





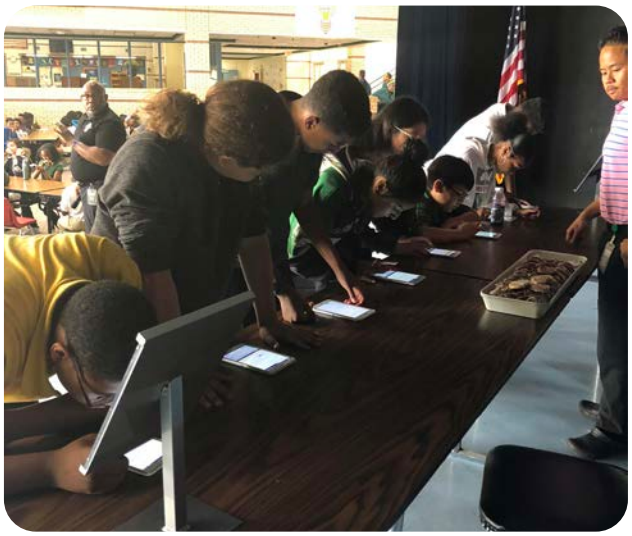
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Increasing Participation – Serving Up Happy & Healthy

No one has more innovative programs to drive participation than Chartwells and we will enjoy great success bringing them to El Camino Real Charter HS. Our signature Discovery Kitchen and Student Choice programs bring fun and interactive engagement to your students. Look out for these student driven programs in the near future!

Student Choice

Fun tasting and voting events amplify the student voice and demonstrate our commitment to serving food they love. Our culinary concepts go head-to-head to see which one will make it on to the menu. We will put student favorites like Mac and Cheesyology versus Big City BBQ to see who will reign supreme. Can the winner remain the reigning favorite as we continue to introduce new and innovative new menus? Your students will decide!







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Discovery Kitchen

Learning experiences that spark curiosity, discovery and a sense of adventure are the cornerstone of our innovative approach to nutrition education. Through Discovery Kitchen, we will engage El Camino Real Charter High School students in hands-on cooking demonstrations and tasting events to introduce them to new foods and flavors. Each month brings a new, exciting theme that blends our menu, promotions and education initiatives together for an immersive experience in the cafeteria, the classroom and at home. When districts transitioned to remote learning, so did we. We started sharing videos as part of our Discovery Kitchen at Home series. We will continue to expand and innovate through this existing platform. Our Healthy Planet video series helps students make choices that are good for them and good for the planet.







Road Trip

Road Trip allows students to experience this great country through the power of food! Take your students on a journey through the quadrants of the U.S., where they will learn about local favorites of each region and, about the geography that allow these regions to produce certain foods for the entire country. Designed to spark curiosity about agriculture and cuisines around the country - Road Trip is packed full of delicious recipes and fun activities for student diners of all ages.

Sports Nutrition Program

Our science-based sports nutrition education program is ideal for competitive athletes working to achieve peak performance but flexible enough for use with the general student population. Sports nutrition education activities promote nutrition and physical activity through presentations to athletic teams, training tables in the cafeterias, and communication resources to reach parents, coaches and students.

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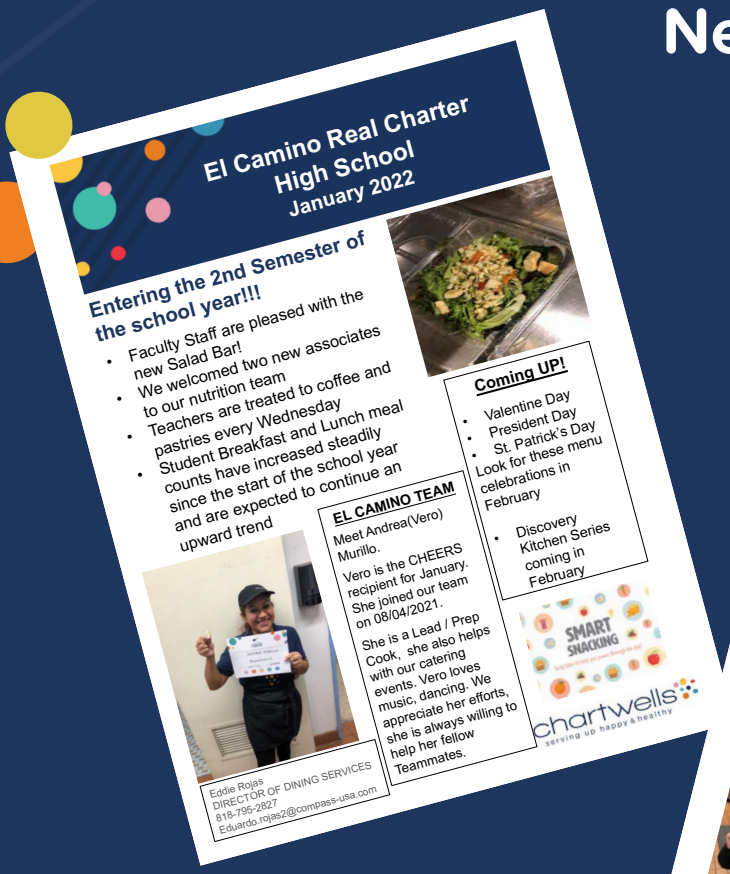
Communications

The success of any foodservice program is based on ongoing, transparent communication. Our relationships are based on honesty, respect, fairness and a commitment to open dialogue. We gather ongoing feedback through surveys and focus groups with students, parents, and faculty. This results in not only an increase in student and faculty satisfaction, but also in student meal participation. We share nutrition tips, program updates, and highlight new research through newsletters, social media, and everyday interactions with students, parents, and faculty.

Strategy	Objective
Monthly Business Review	• Monthly meeting with Chartwells district manager and the director of dining services. • Biweekly meetings with Chartwells director of dining services for financial review and collaboration on continuous program improvement.
Student Board of Directors	• Host regular meetings with the student board to discuss menu feedback, plan tastings and special events and continuously evolve the program to reflect the voice of the students.
Nutrislice	• Educate families and students about Nutrislice, the mobile menu that supports students through allergen identification, nutrition info and cafe communications. • Use web and mobile site to communicate new menu items and special events. Use mobile push notifications to engage users.
Parent Outreach	• Engage parents with website messaging, Nutrislice push notifications, PTO meetings, newsletters, and the good news report. Highlight innovations, recipes, new menu option, price calculators, and special events.
Score Card	• Track the progress of the nutrition program and its impacts on students. Report on how many meals are being served, the financial standing, and the quantity of fruits and vegetables being served to our students in the schools during all meals.
Social Media & PR	• Partner with the school communications team to provide engaging content and storytelling for social media and digital channels. • Collaborate with the PR department to highlight the El Camino Real Charter High School child nutrition program in the local media.

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Sample Monthly Newsletters



El Camino Real Charter High School
January 2022

Entering the 2nd Semester of the school year!!!

- Faculty Staff are pleased with the new Salad Bar!
- We welcomed two new associates to our nutrition team
- Teachers are treated to coffee and pastries every Wednesday
- Student Breakfast and Lunch meal counts have increased steadily since the start of the school year and are expected to continue an upward trend

Coming UP!

- Valentine Day
- President Day
- St. Patrick's Day

Look for these menu celebrations in February

- Discovery Kitchen Series coming in February

EL CAMINO TEAM

Meet Andrea(Vero) Murillo.

Vero is the CHEERS recipient for January. She joined our team on 08/04/2021.

She is a Lead / Prep Cook, she also helps with our catering events. Vero loves music, dancing. We appreciate her efforts, she is always willing to help her fellow Teammates.

Eddie Rojas
DIRECTOR OF DINING SERVICES
818-795-2827
Eduardo.rojas2@compass-usa.com

SMART SNACKING

chartwells serving up happy & healthy



El Camino
September 2021

Welcome Back To School!!!!

- Added to the menu, Breakfast Burrito (Chorizo, Sausage & Ham) individual pizzas (Cheese & Pepperoni) new Waffle, Pancakes & Hot Dogs & the kids are loving the new menu items.
- We added 5 new Associates this year.
- A/C is now working in the Café.
- The kids are loving the new Breakfast meal period.

Coming UP!

- ❑ Teachers Lounge opening on 10/25/21
- ❑ Catering menu Coming soon
- ❑ Discovery Kitchen Series coming on October 28
- ❑ A La Carte Sales to be served ONLY at the WINDOWS!!
- ❑ We will be serving Starbuck's coffee starting 10/14/21
- ❑ Employee Appreciation Day will be 10/21/21. The food will be from Maggiano's Little Italy.
- ❑ Ashley Hartle RVP will be visiting us 10/26/2021

EL CAMINO TEAM

Meet Bianca She was the CHEERS recipient for September. She has been part of the Team since 01/08/2018. She is a Cashier / Prep Cook. She loves music, dancing & is a great Team player. Always willing to helpout her fellow Teammates.

chartwells serving up happy & healthy



El Camino Real Charter High School
October 2021

Entering the 2nd month of the school year!!!

- The team enjoyed our Employee Appreciation dinner
- We are adding 3 new associates within the next few weeks
- Every Wednesday, teachers are served coffee and pastries, courtesy of ECR Friends Group
- The breakfast and lunch action stations in the teacher's lounge are well accepted.

Coming UP!

- ❑ Thanksgiving Break
- ❑ Teacher's Lounge is getting a new Salad Bar in January 2022
- ❑ Discovery Kitchen Series coming in December
- ❑ First QBR meeting coming 12/08/21
- ❑ New Associate's uniforms coming in December 2021
- ❑ District meeting & SAR training on 12/07/21

EL CAMINO TEAM

Meet Ana Flores. she was the CHEERS recipient for October. She has been part of the Team since 08/04/2021. She is a Cashier / Prep Cook and she does the set ups for all the catering events. She loves music, dancing & is a great Team player. Always willing to help out her fellow Teammates.

Eddie Rojas
DIRECTOR OF DINING SERVICES
818-795-2827
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A Vision for the Future

New Food Concepts

Introduction of our hottest new concepts, Revolution Noodle and Mac & Cheesyology!

Noodles are always a good idea!

Revolution Noodle utilizes the freshest produce and specific noodle choices. Of course, authentic broths are the foundation of this Asian noodle cuisine that features elements of Pho, Ramen and Dim Sum. Students will love this fresh meal assembled to order.

REVOLUTION NOODLE



A popular dish, no matter your age, is **all-American macaroni and cheese.**

MAC & CHEESY OLOGY

Comfort food is one of the trends taking over in the restaurant industry. Mac & Cheesyology brings that trend right into our school cafeterias in a new and exciting way. Macaroni and cheese is a timeless staple that has evolved into creative custom dishes with a wide variety of melting cheeses, vegetables, proteins and toppings





"We believe food should be a discovery, an adventure, and that kids learn more when they're experiencing something versus simply taking in information. Our promotions and food education programs are built on this belief and designed to provide engaging and impactful food discovery experiences."

– Belinda Oakley, CEO, Chartwells K12

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GUILD

GUILD



Chartwells K12 has launched a fully-funded foundational education benefit to help their School Lunch Heroes advance their education and career opportunities. The new program was designed in partnership with Guild Education, the nation's leading education and upskilling platform, and provides Chartwells' associates with the opportunity to take advantage of a number of programs to broaden their professional skills and continue their education.

Through Guild, Chartwells will now pay 100% of tuition for a variety of foundational programs through high-quality learning providers. These include self-paced, online, high school completion programs, digital literacy courses, and career prep and soft skills certificates. The program is available to nearly all frontline associates, whether they have been a part of the Chartwells K12 team for one day or many years. Associates will also have access to 1-on-1 coaching services, to help guide them through every step of the process from course selection to completion.

To see what's included and learn more about Chartwells' new program, visit: CompassEd.GuildEducation.com.

A Lifelong Partner

The Chartwells team is proud to be a part of the El Camino Real Charter High School family and it would be a privilege to continue our service to your school, your students and your community. We understand that your highest priority for the foodservice program is getting your students the nutrition they need to become lifelong learners. We'll continue to deliver delicious, nutritious meals and expanded service programs that reach students where they are. Whether we're finding grants to fill backpacks with weekend meals or encouraging students to try something new at the farmers market, we'll be there for you and your community. We can't wait to build on the foundation of our success and create a better future for every student at El Camino.



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Student Engagement at Every El Camino Real Charter High School Grade Level

Today's students, Generation Z, are more interested in the experiential aspects of dining than ever before. That means simply serving meals won't cut it. We create experiences and inspire students to engage and participate by offering great food in a fun atmosphere.

Student Choice

Student Choice gives students a true voice in deciding what culinary concepts are featured on the menu through fun tasting and voting events. Students are savvy consumers with high expectations for the dining experience, and we stay on trend by letting your students take the lead. Winning concepts are served at a Student Choice station or integrated into the menu as a limited-time offer until the next vote. Concepts are regularly refreshed to keep the program exciting.





Discovery Kitchen

Our Discovery Kitchen platform allows us to integrate nutrition education and cooking demonstrations with our promotional calendar through dynamic monthly themes, connecting the lessons students learn with delicious dishes in the cafeteria and at home.

In the Classroom

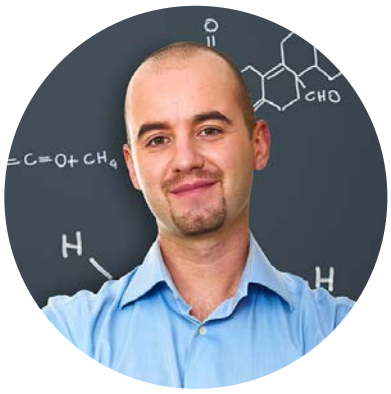
Chartwells will continue to contribute our dietetic resources, knowledge and expertise to the El Camino Real Charter High School school community and be an active participant in your nutrition education efforts. We have and will continue to help you drive your nutrition education efforts and connect the classroom to the cafeteria. Some great examples are: students enjoying a variety of whole-grain items on their menus, such as brown rice or whole-wheat pastas and breads; playing "guess the grains" during a cafeteria demonstration; learning the proper pronunciation of quinoa (keen-wah) during an in-classroom lesson; or practicing pressing their own corn tortillas during a Discovery Kitchen lesson.

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Listening to El Camino Real Charter High School Students

Cafe Chat surveys, On-site Insights focus groups and our Youth Advisory Council are just some of the ways we solicit student feedback to identify opportunities for improvement and measure program success. On average, focus groups result in a 5% increase in participation and higher customer satisfaction by demonstrating that their input is valued and acted upon. Students can rate each menu item via our Nutrislice app and provide additional feedback, which is immediately sent to your director of dining services.



Partnering with El Camino Real Charter High School Administrators

Principals provide feedback on the quality of service and experience they are receiving through our principal scorecards, and we'll follow up with quarterly forums. Additionally, we ensure your administration is always up to date on the program's financial status through monthly and quarterly business reviews. Finally, school nurses can filter our menu for a specific allergen or print a list of carbohydrate counts through Nutrislice, aiding them in their care of students with special dietary needs.



Engaging El Camino Real Charter High School Parents

Parent outreach includes parent nights, back-to-school open houses and family fun nights. We want them to see the services their students have access to each day. We educate families on Nutrislice, ensuring they're getting the most out of this valuable tool. Newsletters help us communicate what's happening in the cafeteria, and we'll help families navigate the application process for free and reduced lunch.



Involving the El Camino Real Charter High School Community

Whether it's supporting the local economy by purchasing local produce or maintaining a presence at the local farmers market, Chartwells seeks to contribute to the entire community. We'll be by your side at special district events and reach out to the community with nutrition and sustainability education at community events.

Financial Condition, Stability & Business Practices

Our parent company, Compass Group PLC, is $24.8 billion strong as of fiscal year 2021 and the world leader in culinary and hospitality services. One of the greatest benefits of a Chartwells partnership is the financial security of a large corporation in tandem with the individualized, local attention of a small company. By choosing to continue our partnership, you are guaranteed financial stability and a long-term commitment to partnership, transparency and success.

We have included three years of financial statements to demonstrate we provide long-term financial stability.

Accounting & Reporting Systems

Detailed, transparent and reliable accounting programs are vital, and we'll ensure you know exactly where your foodservice dollars are being spent by providing just that:

- Monthly operating statement and a monthly meeting to answer questions.
- SAP system utilized as our business management architecture.
- Owner's Management Suite available anytime, anywhere for our managers to oversee people, menus, finances and facilitate communication.
  - This suite of programs provides reports for accounts receivable, inventory, transfers, accounts payable and financial reports including profit and loss.
- Internal Control Review audit site.
- Cash handling policies and monitoring.
- Quarterly forecasts used to evaluate our performance against the budget.
- Preparation of annual budget to anticipate changes in the coming year.

All of these programs, processes and procedures are detailed in the body of the proposal.

For more detailed information on our Financial Conditions and Stability, see pages 78-79.

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Section 2 – Required Attachments

Serving Up Happy & Healthy

Food is a big part of everyone's well-being, and students need a place to eat where they can connect with others, recharge and enjoy a sense of happiness in their school. That's why we serve food kids love to eat and create programs that encourage fun and discovery. Most importantly, we believe that happy cafeterias start with our people so we empower them to go above and beyond to bring their personal "extra" for even more creativity and joy at mealtime. **Our goal** *every day* **is to make sure that students leave the cafeteria happier and healthier than when they came in.**

A. Attachments Checklist

Serving Up Happy & Healthy

The SFA will score and rank selected proposals by assigning a score between zero and the maximum score to each proposal criterion. The SFA will recommend awarding the contract to the most responsive and responsible Respondent with the highest total proposal score.

Attachment A

Attachment A: Attachments Checklist

Chartwells K-12

Respondent Company Name

Please complete this checklist to confirm that the items listed below have been included in your proposal. Place a checkmark or "x" next to each item submitted to the SFA. For your proposal to be considered, all required attachments must be returned, including this checklist. Submit one copy of your proposal in a sealed package.

Attachment	Attachment Name
x A	Attachments Checklist
x B	Mandatory Tour
x C	Minimum Qualifications
x D	FSMC Professional Standards
x E	Proposal Questionnaire
x F	Respondent References
x G	Authorization Agreement
x H	Fee Proposal
x I	Certifications Regarding Lobbying Activities, Debarment, Suspension and Other Responsibility Matters
x J	Certificate of Independent Price Determination
x K	21–Day Cycle Menu (Include)



B. Mandatory Tour

Serving Up Happy & Healthy

It is optional for the SFA to hold a mandatory tour (Attachment B). The tour schedule includes the sites. Prospective Respondents may not contact any sites or employees outside of the scheduled visit. The SFA requests that Respondents do not take pictures during the tour as the SFA has not obtained releases from parents, students, and employees.

Attachment B: Mandatory Tour/On-line meeting

The Mandatory Tour will include an escorted tour.

- The tour schedule includes the sites listed below.
- Prospective Respondents may not contact any sites or employees outside of the scheduled visit.
- The SFA requests that Respondents do not take pictures during the tour as the SFA has not obtained releases from parents, students, and employees.

TOUR SCHEDULE

Tour begins at March 17, 2022 at 1:00pm
Where: El Camino Real Charter High School
5440 Valley Circle Blvd.
Woodland Hills, CA 91367

On-line (Virtual) Tour begins at March 17, 2022 at 1:00pm
Where: El Camino Real Charter High School
5440 Valley Circle Blvd.
Woodland Hills, CA 91367

The SFA thanks all Respondents for abiding by our request to keep the disruption caused by the visit to a minimum.

Chartwells attended the mandatory tour on March 17th, 2022 at 1:00 PM



C. Minimum Qualifications

Serving Up Happy & Healthy

The SFA will only consider Respondents that meet all minimum qualifications (as listed on Attachment C).

Attachment C: Minimum Qualifications

A Respondent must meet all of the following minimum qualifications to the SFA's satisfaction to be given further consideration. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

As of July 1, 2022, both the Respondent's company and its key personnel meet all of the following minimum qualifications:

1. The Respondent has at least five of experience with food service programs.

Yes __x__ No _____

We have been feeding kids in California since 1974 and under the Chartwells name for the past 20 years.

2. The Respondent has the resources and ability to provide 250,000 of meals per fiscal year.

Yes __x__ No _____

Chartwells serves over 10 million meal annually in California.

3. The Respondent has knowledge and experience with the National School Lunch and School Breakfast Programs and USDA Commodities.

Yes __x__ No _____

Chartwells has experience with the National School Lunch, School Breakfast Program and USDA commodities for over 40 years.

4. The Respondent has professional references that demonstrate and evidence the ability to perform the required services.

Yes __x__ No _____

Chartwells has provided the required references in the Respondent References section of this proposal.

5. The Respondent is licensed to do business in the state of California.

Yes __x__ No _____

A copy of the Chartwells license to do business can be found on page 110.



D. FSMC Professional Standards

Serving Up Happy & Healthy

Attachment D: FSMC Professional Standards

FSMC Employees Professional Standards

Federal Register Vol. 80, No. 40, dated March 2, 2015, referred to as the "Final Rule," establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs. In the Final Rule, the following definitions are established:

1. **School Nutrition Program Director**. The school nutrition program director is any individual directly responsible for the management of the day-to-day operation of school food service for all participating schools under the jurisdiction of the school food authority.

2. **School Nutrition Program Manager**. The school nutrition manager is any individual directly responsible for the management of the day-to-day operation of school food service for a participating school(s).

3. **School Nutrition Program Staff**. School nutrition program staff are those individuals, without managerial responsibilities, involved in day-to-day operations of school food service for a participating school(s).

The Final Rule establishes that these definitions apply to the function/role rather than the specific title within the school food service structure, and that the definitions apply whether or not the school food service is operated by an FSMC. Therefore, as of the effective date of this contract, the minimum professional standards established by the Final Rule, and described therein, shall apply to FSMC staff performing any of the duties described above.

The FSMC shall only place staff for work in the school district that meet the minimum professional standards outlined in 7 *CFR,* Section 210.30, which can be viewed at the following web page:
http://www.fns.usda.gov/sites/default/files/cn/profstandards_flyer.pdf.

- The SFA shall ensure that all staff the FSMC proposes for placement meet the minimum professional standards.

- The FSMC shall ensure their employees take the required annual training as outlined in the professional standards and provide certification of such training to the SFA. The FSMC shall remove from the SFA premises any staff who fail to take the required annual training.

- The FSMC shall provide the SFA with a list of proposed employees and evidence that they meet the professional standards.

Chartwells acknowledges and agrees to be fully compliant with the professional standards requirement outlined above.

Management Team

Our Leaders Help El Camino Succeed

One of the many things that sets apart Chartwells is the experience, expertise and dedication of our people. While we're proud of the breadth and depth of skills and services we bring to you, what motivates and inspires us is your students. Our managers truly care about your students and work hard to create a fun and welcoming environment where they can enjoy great food with friends.

Our approach is to build a program that reflects your specific needs. We value our role in the community and view our partnership as an opportunity to provide culinary, nutrition, marketing and operational expertise on a local, regional and national level to ensure we are meeting your goals.

Your students deserve the best, and our managers are committed to making that happen. Chartwells brings an unparalleled depth of resources to our partnerships, including:

- Nutrition and menu development
- Quality food and culinary support
- Accounting and finance
- Human resources and labor relations
- Purchasing
- Training
- Wellness initiatives
- Quality assurance, safety and sanitation
- Technology
- Marketing
- Customer service and communication





Your Local Team

Your local team – led by District Manager Rafael Negroe and Director of Dining Services Chef Eduardo Rojas – will continue to be the cornerstone of your program throughout our partnership. The team will bring exciting, cutting-edge experiences to your schools and provide the support necessary to deliver a best-in-class program. We will consistently demonstrate why we are the first choice for quality, service, value and innovation.

Other companies may promise satisfaction with the on-site staff, but only Chartwells has the quantity and quality of resources to ensure the success of those managers. The most important decision you can make is to select the right company. Chartwells understands and embraces the fact a great team is necessary to bring you a quality foodservice program.

"Thank you so much for sending us a rock star. She has stepped into LCSD with such power and energy that you can't help but want to be on her team. You have set the bar high!"

– Tim Logan, Deputy Superintendent at Lyon County School District about Director of Dining Services Akiko Miyagi

Eduardo Rojas, Director of Dining Services

Eduardo will be the key on-site person in your school. As an active member of your community and administrative team, Eduardo will balance the needs of students, administrators and associates to ensure exceptional service and satisfaction. Eduardo focuses on these key areas:

Customer satisfaction	***Financial execution***	***Merchandising and food presentation***	***Management relations and leadership skills***	***Employee development***



Training

Creating a happy and healthy environment for students and associates begins by hiring people who genuinely care about the students and school they serve. Our associates are the heart and soul of our program, and we empower them to bring their own unique flavor of hospitality to the cafeteria.

We know that when they succeed, we succeed. That is why we have the most robust associate and manager training programs in the industry. We want to ensure they have the knowledge and tools to provide your students with healthy, well-balanced meals every day.

Every Chartwells associate completes a dedicated training schedule each year. Special attention is given to our newest associates with custom onboarding plans and side-by-side work experience with our veteran foodservice professionals.

A list of training topics has been provided here and additional topics may be added throughout the year as required and/or needed to ensure the foodservice associates at El Camino Charter have the most current knowledge and skills needed to be successful.

Orientation and Preopening

Orientation Training kicks off the learning process for our newest team members. We provide information to help acclimate new associates and set them on the path of their professional journey with Chartwells. Passport training for frontline associates includes:

- Learning Your Job
- Food Safety and Sanitation
- Embrace Diversity
- Living Well
- Harassment and the Workplace
- Workplace Safety
- Cross-Training/Skill Building
- Food Allergy Management
- USDA Compliance

As required by the USDA, **Professional Standards Training** is provided to each school foodservice manager, and leads receive a minimum of 10 hours of training. These topics assist associates in performing their daily job duties and enhancing the student experience.

We offer **Back to School Training** for our team during the school's in-service day. Our teams use this time to provide great meals to teachers and administrators, while also taking time to share information and provide training for the new school year.

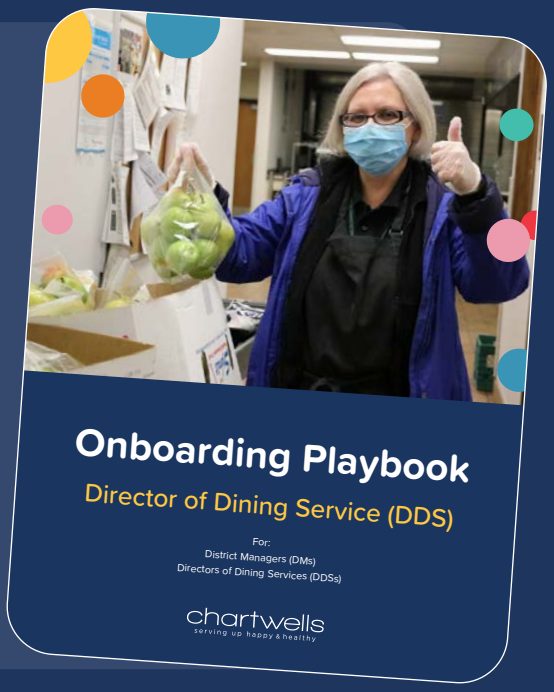
Role-Based Training: Director of Dining Services

Your director of dining services will coordinate training topics to ensure they are customized for your schools. Specific, custom training is provided in collaboration with school principals and administration for intruder safety practices, fire drills and use of fire extinguishers.

Onboarding Playbook

Our Onboarding Playbook for your director of dining services focuses on their first 90 days of employment. It includes a mix of activities through an Experience Map to help the leader with the foundations of our business – field operations, nutrition and culinary excellence, financial processes, human resources, key contacts, safety, marketing and communications. It also emphasizes unit/account leadership and personnel engagement.

The playbook leverages the Nudge Rewards platform to reinforce key role concepts using push messages during the leader's first 30 days and is customizable (we can add or subtract activities) to fit the needs and expectations of El Camino Charter.



Onboarding Experience Checklist | Director of Dining Services (DDS)

	Pre-Boarding	Day 1	Day 2-5	Day 6-30	Day 31-60	Day 61-90+
DDS (New Hire)	Complete onboarding policies before **Day 1**: ❑ Offer Letter signature ❑ Drug/Alcohol Test Consent ❑ Chartwells K12 Background and Fingerprint ❑ School Background and Fingerprint ❑ I-9 (Section 1) ❑ Health Report Agreement ❑ Receipt of Employee Handbook ❑ Annual Legal Acknowledgement ❑ Health Interview Record ❑ Emergency Contact ❑ Benefits Enrollment ❑ Payroll Enrollment	❑ Meet DM and tour school(s) ❑ Finalize I-9 (Section 2), W4, payroll, and other Day 1 employment forms ❑ Meet kitchen team ❑ Meet Principal(s) and key administration ❑ Meet your HRBP ❑ Setup office ❑ Ensure system access and finalize MyFinance, MyReports, MyOrders, Webtrition, MyStaff, MyI9, PeopleHub, others ❑ Setup Nudge and tour the app	❑ Daily check-in with DM – financials, account details, support team intro ❑ Daily check-in with Kitchen Leads – challenges and needs ❑ Schedule 1-1s with K12 contacts – culinary, marketing, nutrition, and finance ❑ Acclimate to systems ❑ Meet additional school admin and union, if applicable ❑ Access MyLMS and begin Annual Required Training ❑ Access Chartwells Safety site ❑ Review Nudge messages	❑ Begin, resume, and complete Annual Required Training ❑ Begin and complete DDS Role Playbook (TBD) ❑ Review Chartwells Cheers program ❑ Daily/weekly check-in with DM ❑ Daily/weekly check-in with Kitchen Lead(s) ❑ Check-in with Principal(s) and key administration ❑ Bi-weekly or monthly check-in with culinary, marketing, nutrition, and finance ❑ Review Nudge messages	❑ Check-in with DM – Recap last 30 days (learning, team challenges, questions and concerns) ❑ Check-in with Principal(s) and key administration ❑ Bi-weekly or monthly check-in with culinary, marketing, nutrition, and finance ❑ Access D&I site ❑ Passport Port of Call 1 – Our Story ❑ Passport Port of Call 2 – Our Companies ❑ Passport Port of Call 3 – Our People ❑ Passport Port of Call 4 – Our Strategy ❑ Passport Port of Call 5 – Our Success ❑ Video: Who is SSC? ❑ Video: Who is Higher Ed	❑ Check-in with DM – Recap last 30 days (learning, team challenges, questions and concerns) ❑ Check-in with Principal(s) and key administration ❑ Bi-weekly or monthly check-in with culinary, marketing, nutrition, and finance
DM (Manager/Supervisor)	❑ Refer to Pre-Boarding Countdown Checklist	❑ Greet DDS and provide school/account tour ❑ Provide role summary and work introduction ❑ Finalize I-9 (Section 2), W4, payroll, and other Day 1 employment forms ❑ Provide computer and swag ❑ Introduce K12 team and HRBP ❑ Introduce Principal(s) and key administration, if necessary ❑ Provide key K12 contact list including culinary, marketing, nutrition, and finance	❑ Daily check-in w/ DDS ❑ Ad-hoc system training and role support ❑ Introduce DDS to additional school/account contacts as applicable ❑ Send email introducing DDS to other DDSs in the region	❑ Daily/weekly check-in w/ DDS ❑ Review Chartwells Cheers program ❑ Ad-hoc system training and role support ❑ Introduce DDS to additional school/account contacts as applicable	❑ Daily/weekly check-in w/ DDS ❑ Ad-hoc system training and role support	**MONTH 3** ❑ Provide informal performance feedback and action planning if needed **MONTH 6** ❑ Provide informal performance feedback and action planning if needed **MONTH 9** ❑ Provide informal performance feedback and action planning if needed
Buddy	❑ Talk to DM about Buddy expectations and obtain DDS background	❑ Introduction and check-in with DDS. Determine site visit at Buddy's account (first 30 days)	❑ Check-in: What questions do you have or how can I help?	❑ Check-in: What questions do you have or how can I help? ❑ Introduce to other DDSs	❑ Check-in: What questions do you have or how can I help?	❑ Check-in: What questions do you have or how can I help?

Role Playbook

Our directors are the heartbeat of our organization and here to ensure your culinary and nutritional success. As such, we've documented a comprehensive list of information to help directors navigate their role through three lenses: you, your team, your account. This resource works in tandem with their onboarding plan.

Annual Training Calendar

This calendar for directors provides a list of required and recommended training and specifies when to complete the training throughout the year. The resources are linked directly to our LMS and help El Camino Charter's district manager and director of dining services stay compliant and on-track.

Annual Training Calendar | Director of Dining Services (DDS)

- This calendar provides a list and hyperlinks to required and recommended courses for DDS associates and suggested months to complete during the school year.
- Assumes that school starts in **August**. Shift the calendar if your school starts in July or September, as needed.
- ® = Recommended courses, which are **Required** as a New Hire and recommended thereafter. All other courses listed are **Required** annually, as noted.
- Average total training time for New Hires: **30 hours**

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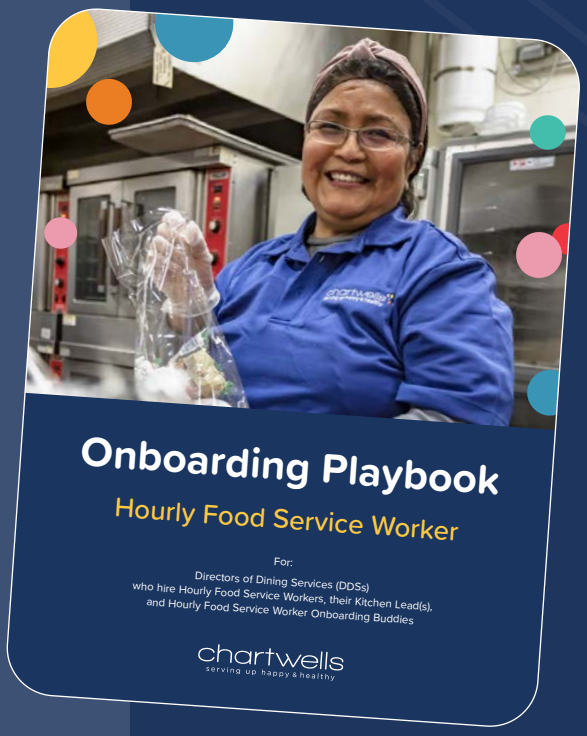
Function	Course	Time (min)	Aug (Start)	Sep	Oct	Nov	Dec (Break)	Jan	Feb	Mar	Apr	May (Summer)	Jun (Summer)	Jul (Summer)
HR & Compliance (Approx. 3 hours)	Workplace Harassment 2021 *(odd years) - IL & NY completed annually*	70 (CA/CT 120 min)	Complete within 30 days as a New Hire.					Access/Review	Complete within 30 days as a New Hire.					
	Wage and Hour 2022 *(even years)*	30	Complete within 30 days as a New Hire.					Access/Review	Complete within 30 days as a New Hire.					
	Food Allergen	45	Complete within 12 months as a New Hire, then every year from that completion date.											
	PCI Compliance *(every 2 years)*	15	Complete within 12 months as a New Hire, then every 2 years from that completion date.											
	Cyber Security *(every 3 years)*	20	Complete within 30 days as a New Hire, then every 3 years from that completion date.											
	ServSafe Manager *(every 3 years)*	8-10 hours	Complete within 30 days as a New Hire, then every 3 years from that completion date.											
	Diversity & Inclusion	10 each		Mitigating Bias			Empathy			Competency			Speaking Up	
Safety (Approx. 2.5 hours)	Blood Borne Pathogens *(First Aid only)*	30	Access/Review	Complete within 30 days as a New Hire.										
	Compass Manager Workplace Safety	30	Access/Review	Complete within 30 days as a New Hire.										
	Hazard Communication	30	Access/Review	Complete within 30 days as a New Hire.										
	COMPASSION – COVID-19 Hospitality	20	Access/Review	Complete within 30 days as a New Hire.										
	COMPASSION – COVID-19 Safety	20	Access/Review	Complete within 30 days as a New Hire.										
	Safety Binder Monthly Reminder	5	Opening	Slip/Trip/Fall	Burns Prev	Struck By	Emergency Res	Stop/Think/Act	Cut Prev	Strain Prev	HAZCOM Ref	Shutdown		
	Alert Driving *(for vehicles 10K lbs+)*	25	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Nutrition (Approx. 7 hours) ® = Recommended	Food Allergy Fundamentals	80	Access/Review	Complete within 30 days as a New Hire.										
	Specific Food Allergy Review	180	Access/Review	Complete within 30 days as a New Hire.										
	Buy American	15	Access/Review	Complete within 30 days as a New Hire.										
	® Meal Pattern Fundamentals	30	Access/Review	Complete within 60 days as a New Hire.										
	® Production Records for Directors	10	Access/Review	Complete within 60 days as a New Hire.										
	® Smart Snacks	15	Access/Review	Complete within 60 days as a New Hire.										
	® USDA Professional Standards	10	Access/Review	Complete within 60 days as a New Hire.										
	® Webtrition 101	90	Access/Review	Complete within 60 days as a New Hire.										
	® Webtrition Refresher	90	Access/Review	Complete annually as a refresher.										
Communications (< 1 hour) ® = Recommended	® Communication Toolkit	20	Access/Review	Complete within 60 days as a New Hire.										
Labor Relations (Approx. 2 hours) ® = Recommended	® Labor Relations Training for Acct Mgrs	120	Access/Review	Complete within 60 days as a New Hire.										
Culinary (Approx. 2 hours) ® = Recommended	Culinary Basics – Knife Safety	8	Access/Review	Complete within 30 days as a New Hire.										
	Culinary Basics – Knife Skills	8	Access/Review	Complete within 30 days as a New Hire.										
	Culinary Basics – Pizza Handling	9	Access/Review	Complete within 30 days as a New Hire.										
	Culinary Basics – Station Standards	9	Access/Review	Complete within 30 days as a New Hire.										
	Food Cost – Pre and Post Cost Menu	6	Access/Review	Complete within 30 days as a New Hire.										
	Quality Assurance – Keep Food Safe	17	Access/Review	Complete within 30 days as a New Hire.										
	Purchasing – MyOrders	8		Access/Review	Complete within 30 days as a New Hire.									
	Purchasing – Foodbuy & BuySmart	7		Access/Review	Complete within 30 days as a New Hire.									
	Purchasing – Compliant Purchasing	3		Access/Review	Complete within 30 days as a New Hire.									
	Purchasing – Order Guide	5		Access/Review	Complete within 30 days as a New Hire.									
	Purchasing – Shopping Lists, Alerts	8		Access/Review	Complete within 30 days as a New Hire.									
	® Food Costs – Managing Cost	23	Complete within 60 days as a New Hire.			Access/Review	Complete within 60 days as a New Hire.							
	® Quality Assurance - Deliveries	6	Complete within 60 days as a New Hire.			Access/Review	Complete within 60 days as a New Hire.							
	® Culinary Basics - Batch Cooking	10	Complete within 60 days as a New Hire.				Access/Review	Complete within 60 days as a New Hire.						
	® Culinary Basics - Kitchen Behaviors	5	Complete within 60 days as a New Hire.					Access/Review	Complete within 60 days as a New Hire.					
	® Culinary Basics - Food Presentation	6	Complete within 60 days as a New Hire.					Access/Review	Complete within 60 days as a New Hire.					
Marketing (Approx. 7 hours) ® = Recommended	® Environment – Program Intro	15	Complete within 60 days as a New Hire.									Access/Review		
	® Environment – Streamline Your Cafe	60	Complete within 60 days as a New Hire.									Access/Review		
	® Environment – 5 Senses	30	Complete within 60 days as a New Hire.									Access/Review		
	® Nutrislice – Menus: Basics + Supplement *(if applicable to acct)*	30	Complete within 60 days as a New Hire.									Access/Review		
	® Nutrislice – Menus: Advance + Supplement *(if applicable to acct)*	30	Complete within 60 days as a New Hire.									Access/Review		
	® Nutrislice – Digital Signage: Basics + Supplement *(if applicable to acct)*	30	Complete within 60 days as a New Hire.									Access/Review		
	® Nutrislice – Digital Signage: Advance *(if applicable to acct)*	30	Complete within 60 days as a New Hire.									Access/Review		
	® Nutrislice – Menus: Map View + Supplement *(if applicable to acct)*	30	Complete within 60 days as a New Hire.									Access/Review		
	® Nutrislice – Marketing Tools + Supplement *(if applicable to acct)*	30	Complete within 60 days as a New Hire.									Access/Review		
	® Nutrislice – Digital Ordering *(if applicable to acct)*	15	Complete within 60 days as a New Hire.									Access/Review		
	® Overview – Marketing Workbook	60	Complete within 60 days as a New Hire.									Access/Review		
	® Programs – Discovery Kitchen	10	Complete within 60 days as a New Hire.									Access/Review		
	® Programs – Mood Boost	10	Complete within 60 days as a New Hire.									Access/Review		
	® Programs – Student Choice	30	Complete within 60 days as a New Hire.									Access/Review		

Page 2 of 4

Role-Based Training: Hourly Foodservice Worker

Onboarding Playbook

Our Onboarding Playbook for hourly foodservice workers focuses on their first 30 days of employment. This resource – similar in format and design to our Onboarding Playbook for directors of dining services – includes a mix of activities through an Experience Map to help the associate with the foundations of our business specific to their role: culinary, nutrition, safety and marketing fundamentals. It also emphasizes customer service and includes a process to move them into the role faster through station shadowing. This playbook leverages the Nudge Rewards platform to reinforce key role concepts using push messages during the associate's first 30 days and is customizable (we can add or subtract activities) to fit the needs and expectations of El Camino Charter.



Onboarding Experience Checklist | Food Service Worker		Name:			Start Date:	
	Pre-Boarding	**Day 1**	**Day 2**	**Day 3-5**	**Week 2**	**Week 3+**
Food Service Worker (New Hire)	Complete onboarding policies before **Day 1**: ❑ Offer Letter signature ❑ Drug/Alcohol Test Consent ❑ Background and Fingerprint ❑ I-9 (Section 1) ❑ Health Report Agreement ❑ Receipt of Employee Handbook ❑ Annual Legal Acknowledgement ❑ Health Interview Record ❑ Emergency Contact ❑ Benefits Enrollment ❑ Payroll Enrollment	**EARLY MORNING** ❑ Meet DDS and clock-in, if possible ❑ Finalize I-9 (Section 2), W4, payroll, and other Day 1 employment forms ***(Chartwells associate only; Ignore for District)*** ❑ Access MyLMS and begin Annual Required Training, if ID is setup with DDS ❑ Setup MyStaff Mobility and tour it if system setup is complete ❑ Setup Nudge and tour it if system setup is complete **LATE MORNING/EARLY AFTERNOON** ❑ Meet Kitchen Lead and team ❑ Tour the kitchen and stations ❑ Meet Buddy and shadow work ❑ Review Nudge message ❑ Clock-out (MyStaff Mobility), if personnel ID is setup	❑ Clock-in (MyStaff Mobility) if system access is active ❑ Meet Kitchen Lead and receive work instructions ❑ Attend daily team meeting ❑ Shadow or rotate station work ❑ Begin, resume, complete Annual Required Training with DDS ❑ Clock-out (MyStaff Mobility) if system access is active	❑ Clock-in (MyStaff Mobility) ❑ Meet Kitchen Lead and receive work instructions ❑ Attend daily team meetings ❑ Begin, resume, complete Annual Required Training with DDS ❑ Shadow and rotate station work; begin independent station work if ready ❑ Review Nudge messages ❑ Clock-out (MyStaff Mobility)	❑ Clock-in (MyStaff Mobility) ❑ Meet Kitchen Lead and receive work instructions ❑ Attend daily team meetings ❑ Resume and complete Annual Required Training with DDS ❑ Shadow and rotate station work or continue independent station work ❑ Review Nudge messages ❑ Clock-out (MyStaff Mobility)	❑ Clock-in (MyStaff Mobility) ❑ Meet Kitchen Lead and receive work instructions ❑ Attend daily team meetings ❑ Begin or continue independent station work ❑ Review Nudge messages ❑ Clock-out (MyStaff Mobility)
DDS (Manager/Supervisor)	❑ Refer to Pre-Boarding Countdown Checklist	**EARLY MORNING** ❑ Greet Food Service Worker ❑ Provide role summary and work introduction (do's/don'ts) ❑ Provide school/district information ❑ Provide building access/fob, if applicable ❑ Finalize I-9 (Part 2), W4, payroll, and other Day 1 employment forms ❑ Finalize system access (follow Pre-Boarding Countdown Checklist) if necessary *If system access is setup*: ❑ Clock-in Food Service Worker ❑ Provide MyLMS intro and begin Annual Required Training ❑ Setup and demo MyStaff Mobility ❑ Setup and demo Nudge	❑ Visit kitchen and check-in with Food Service Worker ❑ Continue to finalize system access (follow Pre-Boarding Countdown Checklist) if necessary ❑ Manually clock-in/out Food Service Worker for Day 1 and/or Day 2 if necessary *If system access is setup*: ❑ Begin, resume, complete Annual Required Training ❑ Setup and demo MyStaff Mobility if necessary ❑ Setup and demo Nudge if necessary	❑ Visit kitchen and check-in with Food Service Worker ❑ Continue to finalize system access (follow Pre-Boarding Countdown Checklist) if necessary ❑ Manually clock-in/out Food Service Worker if necessary ❑ Begin, resume, complete Annual Required Training ❑ Setup and demo MyStaff Mobility if necessary ❑ Setup and demo Nudge if necessary	❑ Visit kitchen and check-in with Food Service Worker ❑ Resume and complete Annual Required Training ❑ Discuss early performance with Kitchen Lead and plan informal feedback with Food Service Worker	**MONTH 1** ❑ Provide informal performance feedback and action planning if needed **MONTH 3 *(Probationary End)*** ❑ Provide informal performance feedback and action planning if needed **MONTH 6** ❑ Provide informal performance feedback and action planning if needed
Kitchen Lead	❑ Refer to Pre-Boarding Countdown Checklist	**LATE MORNING/AFTERNOON** ❑ Introduce team ❑ Tour the kitchen and stations ❑ Introduce Buddy and explain shadow work ❑ Help clock-out Food Service Worker if system access is setup	❑ Greet Food Service Worker and help with clock-in/out if system access is setup ❑ Provide work instructions; explain school rotation if applicable	❑ Provide work instructions and explain school rotation if applicable ❑ Reflect on early performance and station fit(s); ask for team feedback if applicable ❑ Encourage team camaraderie	❑ Provide work instructions and explain school rotation if applicable ❑ Discuss early performance with DDS and plan informal feedback with Food Service Worker ❑ Encourage team camaraderie	❑ Provide work instructions and explain school rotation if applicable ❑ Encourage team camaraderie
Buddy	❑ Talk to Kitchen Lead about expectations and Food Service Worker background	❑ Introduce yourself to the Food Service Worker	❑ Check-in: What questions do you have or how can I help?	❑ Check-in: What questions do you have or how can I help?	❑ Check-in: What questions do you have or how can I help?	❑ Check-in: What questions do you have or how can I help?

Annual Training Calendar

The Annual Training Calendar provides a list of required and recommended training for new and existing associates and specifies when to complete the training throughout the year. The resources are linked directly to our LMS and help El Camino's director of dining services stay compliant and on-track with their associates.

Annual Training Calendar | Food Service Worker

- This calendar provides a list and hyperlinks to required and recommended courses for hourly associates and suggested months to complete during the school year.
- Assumes that school starts in **August**. Shift the calendar if your school starts in July or September, as needed.
- ® = Recommended courses, which are **Required** as a New Hire and recommended thereafter. All other courses listed are **Required** annually, as noted.
- Average total training time for New Hires: **7 hours**

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Function	Course	Time (min)	Aug (Start)	Sep	Oct	Nov	Dec (Break)	Jan	Feb	Mar	Apr	May (Summer)	Jun (Summer)	Jul (Summer)
HR & Compliance (Approx. 1 hour for specific states only)	Workplace Harassment 2021 *CA only*	60	Complete within 30 days as a New Hire, then every 2 years from that completion date.											
	Workplace Harassment 2021 *CT only*	120	Complete within 30 days as a New Hire, one time only.											
	Workplace Harassment 2021 Restaurant and Bar Supplement *IL only*	15	Complete within 30 days as a New Hire, then every year from that completion date.											
	Cyber Security *(every 3 years)*	20	Complete within 30 days as a New Hire, then every 3 years from that completion date.											
Safety (Approx. 2 hours)	Blood Borne Pathogens *(First Aid only)*	30	Access/Review	Complete within 30 days as a New Hire.										
	DAWSO	30	Access/Review	Complete within 30 days as a New Hire.										
	Hazard Communication	30	Access/Review	Complete within 30 days as a New Hire.										
	COMPASSION – COVID-19 Hospitality	20	Access/Review	Complete within 30 days as a New Hire.										
	COMPASSION – COVID-19 Safety	20	Access/Review	Complete within 30 days as a New Hire.										
	Safety Binder Monthly Reminder	5	Opening	Slips & Falls	Burns Prevent	Struck By	Emergency Res	Stop/Think/Act	Cut Prevent	Strain Prevent	HAZCOM Ref	Shutdown		
	Alert Driving *(for vehicles 10K lbs+)*	25	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Nutrition (Approx. 2 hours) ® = Recommended	Group Allergy Training	17	Access/Review	Complete within 30 days as a New Hire.										
	How to Read a Recipe	10	Access/Review	Complete within 30 days as a New Hire.										
	Breakfast Meal Pattern	26	Access/Review	Complete within 30 days as a New Hire.										
	Lunch Meal Pattern	33	Access/Review	Complete within 30 days as a New Hire.										
	Production Records	12	Access/Review	Complete within 30 days as a New Hire.										
	Vegetable Subgroups	6	Access/Review	Complete within 30 days as a New Hire.										
	® Introduction to Child Nutrition	10	Access/Review	Complete within 90 days as a New Hire.										
Culinary (Approx. 1 hour) ® = Recommended	Culinary Basics – Knife Safety	8	Access/Review	Complete within 30 days as a New Hire.										
	Culinary Basics – Knife Skills	8	Access/Review	Complete within 30 days as a New Hire.										
	Culinary Basics – Pizza Handling	9	Access/Review	Complete within 30 days as a New Hire.										
	Culinary Basics – Station Standards	9	Access/Review	Complete within 30 days as a New Hire.										
	Quality Assurance – Keep Food Safe	18	Access/Review	Complete within 30 days as a New Hire.										
	® Culinary Basics - Batch Cooking	10	Access/Review	Complete within 90 days as a New Hire. Recommended to review every 2 years.										
	® Culinary Basics - Kitchen Behaviors	4	Access/Review	Complete within 90 days as a New Hire. Recommended to review every 2 years.										
	® Culinary Basics - Food Presentation	6	Access/Review	Complete within 90 days as a New Hire. Recommended to review every 2 years.										
Marketing (Approx. 1.5 hours) ® = Recommended	® Environment – Program Intro	15	Access/Review	Complete within 90 days as a New Hire. Recommended to review every 2 years.										
	® Environment – Streamline Your Cafe	60		Access/Review	Complete within 90 days as a New Hire. Recommended to review every 2 years.									
	® Environment – 5 Senses	30		Access/Review	Complete within 90 days as a New Hire. Recommended to review every 2 years.									

Page 1 of 1



Ongoing Learning and Skills

We know associates want to grow their knowledge and skills according to their schedules and through training tailored to their learning styles. In addition to on-site training, we also offer an extensive eLearning library that features microlearning opportunities with short, modular trainings; interactive online lessons that allow learners to apply what they've learned; and 24/7 availability through our exclusive learning management system.

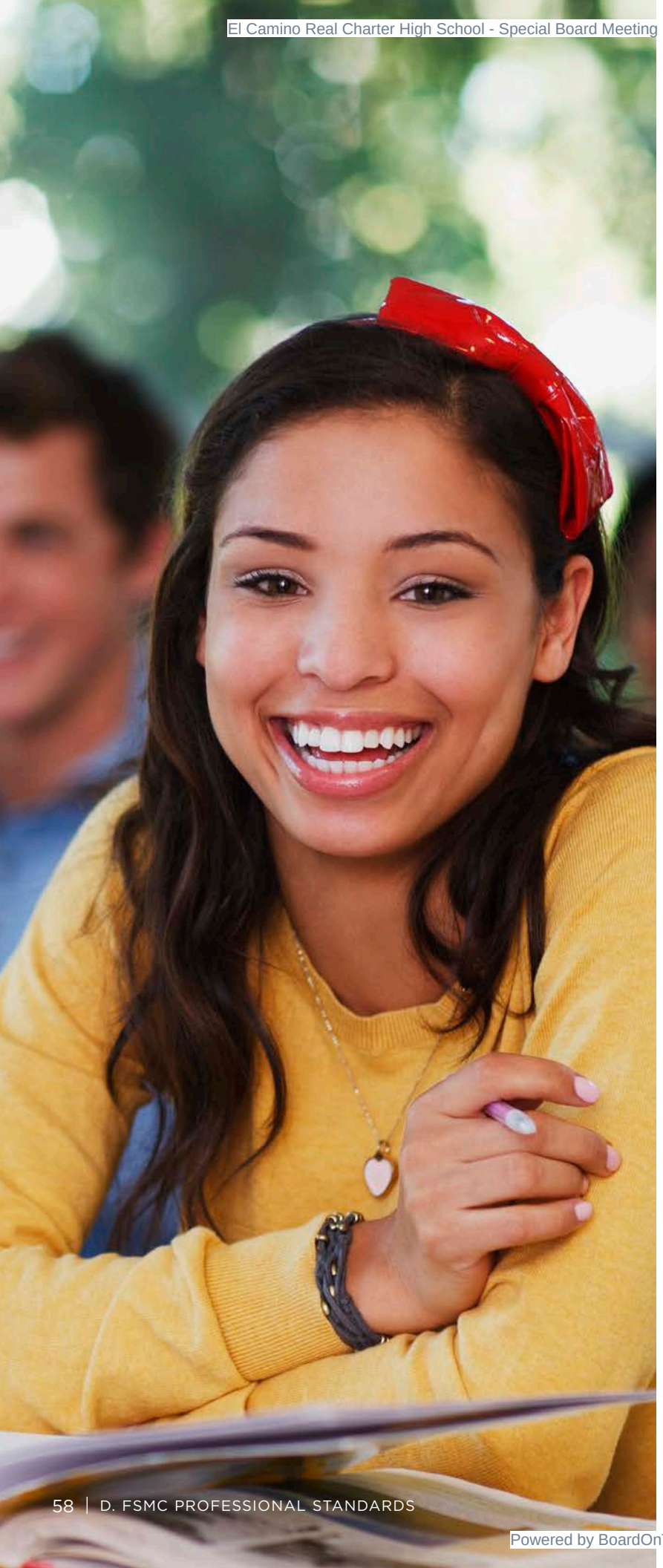
Training opportunities are available in a variety of formats:

On-site training	*eLearning*	*Monthly webinars*	*One-on-one support*	*Biweekly communication*



Accelerated Manager Program (AMP)

AMP is a unique combination of assessment, organizational training and one-on-one coaching that surfaces our best leaders. This best-in-class leadership development program for new and aspiring managers provides a fast-track learning opportunity focused on management development. It uses a personalized approach that aims to customize learning for each person's strengths, skills and interests. The program can be completed in 12 weeks or more, depending on the individual's needs, pace and business goals. Program mile markers capture each learning stage and enable rolling enrollment at any time.



Daily, Weekly and Monthly Training

Daily

Managers conduct a pre-service briefing every day to update the team on daily activities and knowledge. Meetings might include addressing current safety concerns, ensuring everyone is aware of that day's promotion or recognizing positive contributions.

Weekly

Associates participate in a five-minute training session each week to stay up to date on safety and sanitation policies and procedures. This is our unique solution for easily incorporating ongoing food safety training into the workweek.

Twenty-Four 5-Minute Training Topics Worksheet

- Choose a "Topic"
- Read "Associate" and "Supervisor" information for your topic
- Review any form(s) or log(s) for your topic
- Identify "who" will be trained
- Make copies of "Associate" page to hand out
- Make notes on your copy to refer to during training
- Coach your staff for success

Monthly

At Chartwells, training isn't just about checking off requirements – it's about giving our associates the opportunity to grow personally and professionally. When they reach their goals, we reach ours.

Every month features:

Workplace Safety

Food Safety

CHAT



Topics may include:

- Meal Requirements
- Food Allergen Awareness (certified by FARECheck)
- ServSafe
- Production Records
- Following Standardized Recipes
- Cut Prevention
- Intruder
- Fire Extinguisher
- First Aid
- CPR
- Personal Protective Equipment
- Equipment Shut-off
- Plus any additional training required by your school



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El Camino Real Charter High School Sample Monthly Training Plan

Training doesn't stop after the beginning of each school year. We empower our teams with tools to grow throughout the year. Associates can review a calendar of scheduled training opportunities so they know what's on the horizon.

August

- Who Moved My Cheese? (Change Management)
- Workplace Safety – Stop, Think, Act
- Meal Pattern Compliance
- USDA Civil Rights
- HACCP/ServSafe Certification
- CHAT – Sexual Harassment Policy

September

- Give Them the Pickle (Customer Service)
- Food Allergens Certification
- Culinary Training
- Workplace Safety and Food Safety
- CHAT – Employee Engagement

October

- Gung-ho (Performance Excellence)
- Energy Boost with Proper Nutrition
- Workplace Safety – Cut Prevention
- Food Safety – Product Labeling and Dating
- CHAT – Compass Group benefits

November

- CHAT – Showing Empathy
- Workplace Safety – Strain Prevention
- Food Safety – Cross Contamination
- Healing Through Nutrition
- Associate Recognition (August - October)

December

- CHAT – Serving Up Smiles
- Nutrition – Guidelines for Demo Cooking
- Workplace Safety – Slip, Trip and Fall
- HACCP/ServSafe Certification
- Personal Protective Equipment

January

- Mindfulness – Breathing Present Moment
- Express Training – Recipes
- Workplace Hazard Communication
- Food Safety Audit
- CHAT – Workplace Harassment

February

- Mindfulness – Meditation
- Workplace Violence Policy
- Safety – Bloodborne Pathogens
- CHAT – Diversity, Five Moments
- Associate Recognition (November - January)

March

- Mindfulness – Awareness
- Express Training – Modified Diets
- Workplace Safety – Safety Shoes
- Food Safety – Proper Cooling
- CHAT – Stop the Food Waste

April

- Mindfulness – Reducing Anxiety
- Workplace Safety – Struck By/ Against
- HACCP/ServSafe Certification
- CHAT – Diversity, Inclusive Behavior

May

- Mindfulness – Thought and Feeling
- Workplace Safety – Strain Prevention
- Food Safety – Time Control
- Associate Recognition (February - April)
- CHAT – Retail Mindset: Service Recovery

June

- Workplace Safety – Accident Investigation
- Food Safety – Storage and Dating
- CHAT – Communication, Help and Training



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Ongoing monthly training and informational meetings refresh knowledge of daily operations and introduce innovations. These trainings meet the federal USDA professional standards requirements for foodservice associates working in NSLP operations.

chat THEN ACT

CHAT (Communication, Help and Training) is our monthly communication and training resource to help supervisors effectively communicate important information to hourly customer service associates. A key feature of the program is the CHAT Toolkit, which contains all the training materials (including visual aids and handouts) that the supervisor needs to conduct their own CHAT sessions with the on-site team. Each CHAT meeting is 15 minutes and focuses on four areas: safety, sanitation, customer service and company communications.

CHAT Calendar 2021

January	***July***
Workplace Harassment	**Prioritizing: Influence and Control**
February	***August***
Nutrition, Health and Wellness	**Resolving Conflict**
March	***September***
Essential Communication	**Food Safety**
April	***October***
Diversity and Inclusion	**Benefits** **You Pick! Frontline Library (alternate)**
May	***November***
Navigating Change with Resiliency	**Building Positive Work Relationships**
June	***December***
Safety **Sexual Harassment Part II (supplemental for select states)**	**Customer Service**

CHAT Website: www.mychatprogram.com

Regulation and Operating Procedures Training

During scheduled professional development time, associates receive regular, interactive training that helps them understand regulations and how to carry them out completely and accurately.

Buy American

We conduct comprehensive training for our management team, giving them the confidence and technical tools to help you exceed USDA and state agency expectations. We do this through:

- Live and recorded sessions detailing the requirements of USDA procurement reviews and the Buy American provision.
- Protocol and standard operating procedures.
- A central email box for quickly escalating any questions that arise.
- Buy American product documentation.
- Instructions for inspection of food labels for country of origin.

Compliance with USDA Professional Standards Requirements

We know an educated team is best equipped to bring the best program to your students, but continuous professional training and hiring standards are also a USDA requirement. All Chartwells school nutrition directors meet the minimum educational standards outlined by the USDA, and our job descriptions reflect these requirements. All of our learning hours and completion can be tracked in order to comply with the USDA Professional Standards training requirements.

FARECheck Certification

Chartwells was the first in the child nutrition industry to have its allergen management training courses certified by Food Allergy Research and Education (FARE). FARE has reviewed our library of allergy training programs and accredited them with the FARECheck Certification. This partnership ensures our training programs are current with the latest advancements in food allergen management and your students will benefit from a team that is knowledgeable and well-versed in this important area.

Portion Control

Chartwells provides training for proper recipe preparation, serving and portion control at the beginning of every school year and continues to train throughout the year.

Key topics covered during these sessions are:

- Using the proper tools
- Weighing and measuring key ingredients
- Calibrating pound and ounce scales
- Following the number of servings per pan
- Portion review at production meetings
- Checking portions throughout the meal period



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Chartwells Nutrition Program Training Examples

Allergy and Special Dietary Need Accommodations

Audience: Foodservice managers and staff, members of school administration

Format: Web-based

This series provides a basic overview of allergies and special dietary needs in the school setting from a foodservice perspective. Additional modules cover specific conditions commonly found in schools, providing in-depth training for managers and administrators. Separate modules for each condition allow for customization.

Reimbursable Meals and Offer vs. Serve

Audience: Foodservice managers, staff

Format: In-person

Participants will learn and reinforce their knowledge of what foods must be offered with complete school meals, as well as recognize a meal that qualifies for USDA reimbursement under the rules of offer versus serve.

Audit Preparation

Audience: Foodservice managers, staff

Format: In-person

Learn what to expect during an Administrative Review and how to work within your unit as a team to prepare for audit success. Receive refresher training on program compliance and a general overview of critical USDA standards.

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Summer In-Service Training

All foodservice associates play an important role in crafting the dining experience and, ultimately, in the education of the students we serve. Chartwells will utilize its corporate support and regional team to perform ongoing training and staff development for your director of dining services.

Listed below are the training topics that are covered during the 12 hours of summer in-service each year. These topics become part of our ongoing monthly training.

Nutrition and Culinary

- Introduction of Chartwells' comprehensive nutrition programs
- Cycle menu development processes and procedures with menu committee
- Batch cooking: Why do we do it?
- Local produce: What is the value to our customers and community?
- USDA regulations

Safety and Food Safety

- HACCP: Menu management system (HACCP books as required by the state agency)
- Safe staff training and ServSafe certification
- Quality assurance
- Food safety for schools
- Safety in the workplace
- Appoint safety champions

Marketing and Merchandising

- Discovery Kitchen program and materials
- Food presentation: Does your food speak for itself?
- Customer service training
- The power of promotions

Financial

- Policies and procedures: The importance of an accurate inventory
- MyFinance training: Chartwells' all-inclusive financial system
- Controlling cost
- Cash-handling procedures
- Production record training (as required by state agency)



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Summer In-Service Training: Sample

Culinary, food presentation and marketing training is conducted over four days and includes some of the topics listed below. This training is designed to develop a strong culinary and retail foundation for child nutrition associates at El Camino Charter through classroom and hands-on training.

- Marketing the Child Nutrition Program
- Defining the job
- Planning and organizing the workday
- Cooking techniques to develop flavor with chef demonstration
- Basic cooking skills
- Batch cooking
- Knife skills
- Maximizing flavors
- Equipment use and care
- Reading recipes – How to increase or decrease the portions
- Cooking with recipes
- Healthy cooking habits
- Setting up the line for customers
- Presenting the food – We eat with our eyes
- Hands-on kitchen exercise
- Customer service
- Harassment prevention
- Bloodborne pathogens
- Confidentiality
- Acceptable use of technology
- Workplace safety, food safety training, safety commitment pledges
- Food allergy protocol
- Reimbursable meals
- Production records


serving up

E. Proposal Questionnaire

Serving Up Happy & Healthy

The Chartwells Promise: To nourish the bodies, minds and spirits of our students and pave the way for a lifetime of success and well-being. We'll serve up happy and healthy to every child, every day.

Attachment E: Proposal Questionnaire

This proposal questionnaire is intended to provide the SFA with specific information concerning the Respondent's capability to provide services as described in the RFP. Please be as concise as possible and limit your responses **to no more than two pages per question, unless instructed otherwise. Type each question in the same order as listed in the questionnaire.**

[Note: the SFA may choose to add or delete any provisions to their RFP as applicable.]

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment C, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.

2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is(are); the length of time the company has been providing food service management services (consulting, food purchase, etc.), and related services as described in this RFP. In addition, provide the duration and extent of experience the company has with similar SFA food management services.

3. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.

4. Provide a complete list of SFAs that have discontinued or terminated your company's services in the last five years and the reason(s) why.

5. Provide an organization chart for your company, a description of the lines of communication, and the responsibilities at each corporate level.

6. Provide a complete balance sheet or annual report (verified by a certified public accountant) for the last three years of operation.

7. Provide a description of promotional and marketing materials you will use to attract students to the program.

8. Provide a recommended transition plan that describes the steps the Respondent will take to begin providing the services described in this RFP.

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment C, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.

We Have Deep Resources

Wherever our partnerships take us, the power of Compass Group follows.

Compass Group, our parent company and the world's largest foodservice company, has industry expertise in a broad range of sectors: hospitals, schools at every level from kindergarten through higher education, workplaces from offices to heavy industry, and sports and entertainment. As part of Compass Group, Chartwells K12 is dedicated exclusively to feeding students across the country.

We're proud to have some of the longest-running school district partnerships in the industry. Chartwells has 363 district partnerships that have lasted more than a decade, and we've established 203 new partnerships in the past five years.

Chartwells proudly serves more than 2 million meals a day to K-12 students from coast to coast who participate in the National School Lunch and School Breakfast programs in an effort to create a happier and healthier generation. We also have knowledge and experience in student and adult a la carte programs as well as catering events in and around the district. Not only are we committed to students, faculty and administrators, we're also passionate about improving the well-being of the families and communities we serve.

Through our grant writing experience and partnerships with nonprofits, we helped our district partners secure over $10.4 million in grants during the 2020-2021 school year. On-site Director of Dining Services Chef Eduardo Rojas and District Manager Rafael Negroe can, if requested, complete an equipment replacement plan based on the age and condition of your current equipment found in the school kitchens.

Our references can be found in Attachment F of this proposal, who, if contacted, will relay to you that we have the ability to perform the required services requested by El Camino Real Charter High School.













2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is(are); the length of time the company has been providing food service management services (consulting, food purchase, etc.), and related services as described in this RFP. In addition, provide the duration and extent of experience the company has with similar size and complexity of SFA's food management services.

Chartwells – A Compass Group Sector

You can rely on Chartwells K12 as your long-term partner. Founded in 1941, our parent company, Compass Group PLC, is $24.8 billion strong and consistently outperforms our competition in overall growth, organic growth and client retention rate. Our on-site expertise and global foodservice network means we have the resources and dedication to provide an excellent service to your school with the backing of an internationally respected organization.

Why Chartwells?

We Know Food, Students and Schools

We know food. We know schools. We know students. Our experience in all of these areas enables us to offer well-established, successful programs that exceed expectations.

As the school services division of Compass Group, Chartwells combines the value and resources of a global foodservice network with the on-site expertise of local consultants. With Compass Group's other education sectors, we are currently serving over 80 education accounts in California. Our experience and dedication to serving exceptional food with unwavering quality have paved the way for us in higher education, and now we seek to bring that same level of dedication to your California K-12 school.

What this means to you is that we know the business and what it takes to provide high-quality, nutritious meals on a fixed budget. Our group of companies shares best practices, and we bring these ideas to our school districts across the country. In short, we add value and make your job easier.

We are here for you, and we are always available to share information and answer questions on such hot-button topics as childhood nutrition and obesity. We go beyond the school and reach out into the community, attend parent events, provide cooking classes, demonstrations, tours of local farms/growers and provide additional touchpoints from your nutrition program out into the larger community. We'll team up with groups to promote better nutrition and wellness. Schools that work with us have found we're much more than a vendor – we're local people who take pride in what we do, both in the district and in the community.

Chartwells at a Glance

PARTNERSHIP WITH
675 districts

WE SERVE
2,500,000+
MEALS DAILY

16,000+
CHARTWELLS K12 ASSOCIATES

CONSISTENT LEADERSHIP FOR
20+ years

$10+ million
IN GRANTS

chartwells

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With more than
675
school district
partnerships,
we have the experience and resources to create a custom program specifically designed with your students, goals and school community in mind.



National Experience

We're proud to have some of the longest-running school district partnerships in the industry. Chartwells has 363 district partnerships that have lasted more than a decade, and we've established 203 new partnerships in the past five years. When you speak with our district partners, you'll hear that we consistently provide dependable and excellent service through customized programs that align with the needs of their schools and the desires of their students, delivering on our commitment to serve up happy and healthy. No matter the length of our partnerships, we're focused on meeting – and exceeding – expectations every day by caring for students and associates.

Aligning with El Camino Real Charter High School Is Our Priority

Over the course of our partnership, we have demonstrated our ability to consistently deliver results while understanding and addressing the unique needs and expectations of El Camino. Inspired by our shared mission, we will continue to align with your goals, bringing creative, innovative solutions to the school. Our clear understanding of your culture, objectives and strategic plan enables us to seamlessly continue our partnership.

By providing every student a place to connect with their peers and fuel up for the day ahead, we will continue building on the foundation we've established for a strong, engaged community. Each day the students of El Camino will gather to enjoy a great-tasting, nutritious meal prepared by associates focused on improving quality, variety and service to create a cafeteria where students want to eat.

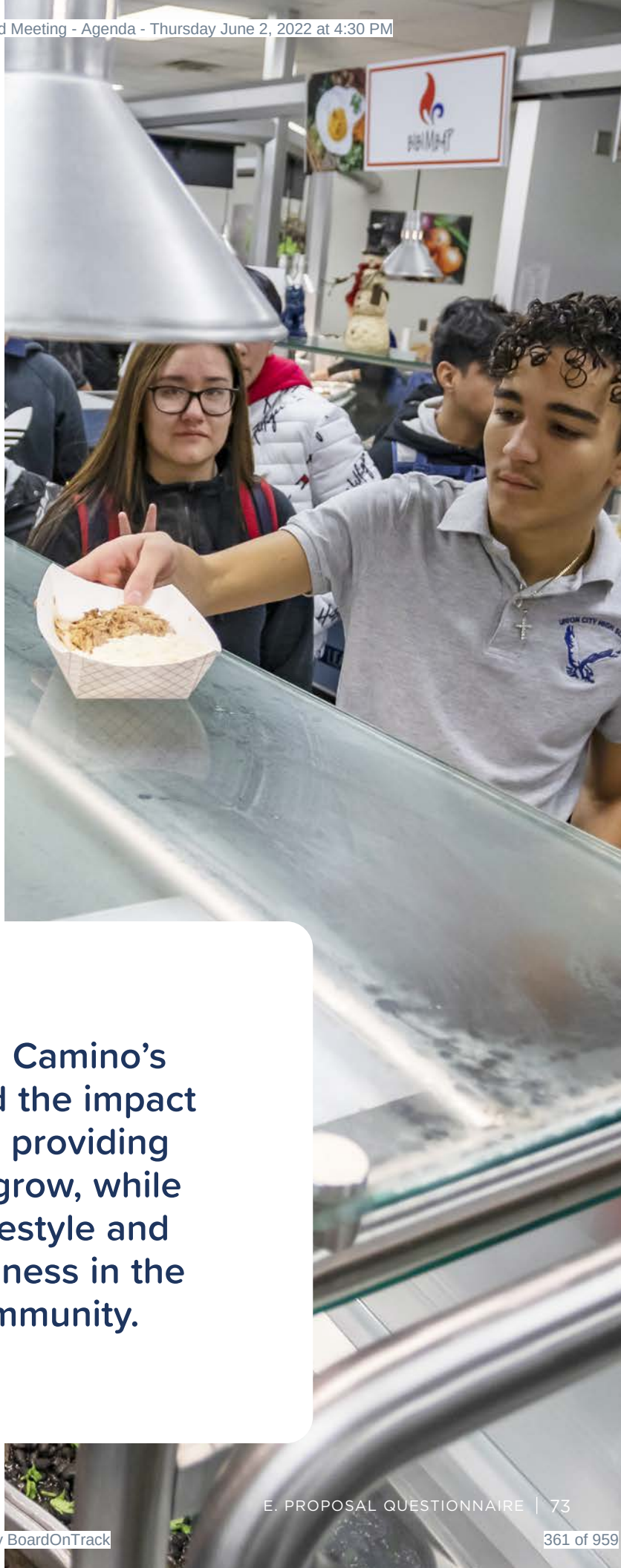
We look forward to continuing our partnership, working with you to provide an unforgettable experience for your students every single day.

3. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.

Our Experience with El Camino

- Six years of partnership with El Camino
- 30 collective years of foodservice experience of El Camino 's on-site staff
- 40 years of doing business in California
- 13 school districts in your region

Our sustainable management foundation ensures the foodservice operations at El Camino are strong, efficient and effective. We are honored to have served your students since 2016. We do not take for granted our past relationship but rather make a commitment to El Camino every day we have the honor to serve you. We are proud of our collaborative successes and the environment of mutual trust and integrity we have created. That is a true partnership – one we are proud to be a part of with El Camino and the community we serve.



As part of the fabric of El Camino's community, we understand the impact we have extends beyond providing meals. We help students grow, while encouraging a healthy lifestyle and fostering a sense of happiness in the cafeteria and in the community.

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With Leadership Comes Responsibility

Through our extensive experience in the communities we serve, we're making an impact in creating better food systems. We offer:

- Local produce
- Reduced antibiotic chicken
- Cage-free eggs
- rBGH-free milk
- Sustainable seafood
- rBGH-free yogurt
- Eco/fair trade coffee
- Reduced antibiotic turkey

We work closely with local farmers to bring fresh produce straight from the farm to your schools. We maintain partnerships with local farmers and produce distributors. These partnerships present an opportunity to introduce students to a wide variety of fresh new foods and flavors while benefiting farmers and the entire community. This continues the farm-to-table trend and helps reduce our carbon footprint, making it a win for our students, our communities and our planet.

We're community-minded in everything we do and take our civic responsibility very seriously. We believe Chartwells should be a good neighbor in the communities where we work and live. We encourage our entire foodservice team to engage in community outreach, and we will actively develop relationships with local organizations to support our community.

Our Resources Are Your Resources

Backed by our parent company, Compass Group, we have the stability, resources and innovation to bring your vision to life. We are experts in aligning with your mission, customizing solutions specifically for El Camino. Compass Group also has deep experience in a variety of foodservice sectors.*

Direct benefits of these vast resources include cafeteria design concepts, innovation, technology, shared culinary resources and career development opportunities for associates.



Colleges and universities



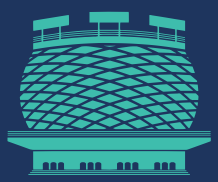
Hospitals



Government facilities



Restaurants



Sporting venues



Corporate cafeterias



Museums and performing arts centers

* Chartwells does not provide dining foodservices within any correctional facilities, nor does any other Compass Group operating company in the United States.

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4. Provide a complete list of SFAs that have discontinued or terminated your company's services in the last eight years and the reason(s) why.

Chartwells sets the standard for K-12 dining services in the United States. We are able to do this because we recognize that every school is different, with distinct needs. Chartwells delivers exceptional service to over 660 school districts and has the best client retention in the business – 97%. We understand that there are no cookie-cutter solutions. However, from time to time, partnerships end for a variety of reasons. While we are always disappointed when this happens, we value the relationships we have built with these districts and are proud to have worked with them.

The following clients have either discontinued partnerships with Chartwells or Chartwells has declined to rebid within the past five years.

2021

No Discontinued or Terminated Service

2020

No Discontinued or Terminated Services

2019

Salinas Elementary School District

840 S. Main St.
Salinas, CA 93901
831-753-5600
District moved back to self-operation

2018

William S. Hart Union High School District

21369 Centre Pointe Parkway
Santa Clarita, CA 91350
661-259-0033
Lost in a competitive bid

2017

Moreau Catholic High School

27170 Mission Blvd.
Hayward, CA 94544
510-881-4300
Lost in a competitive bid

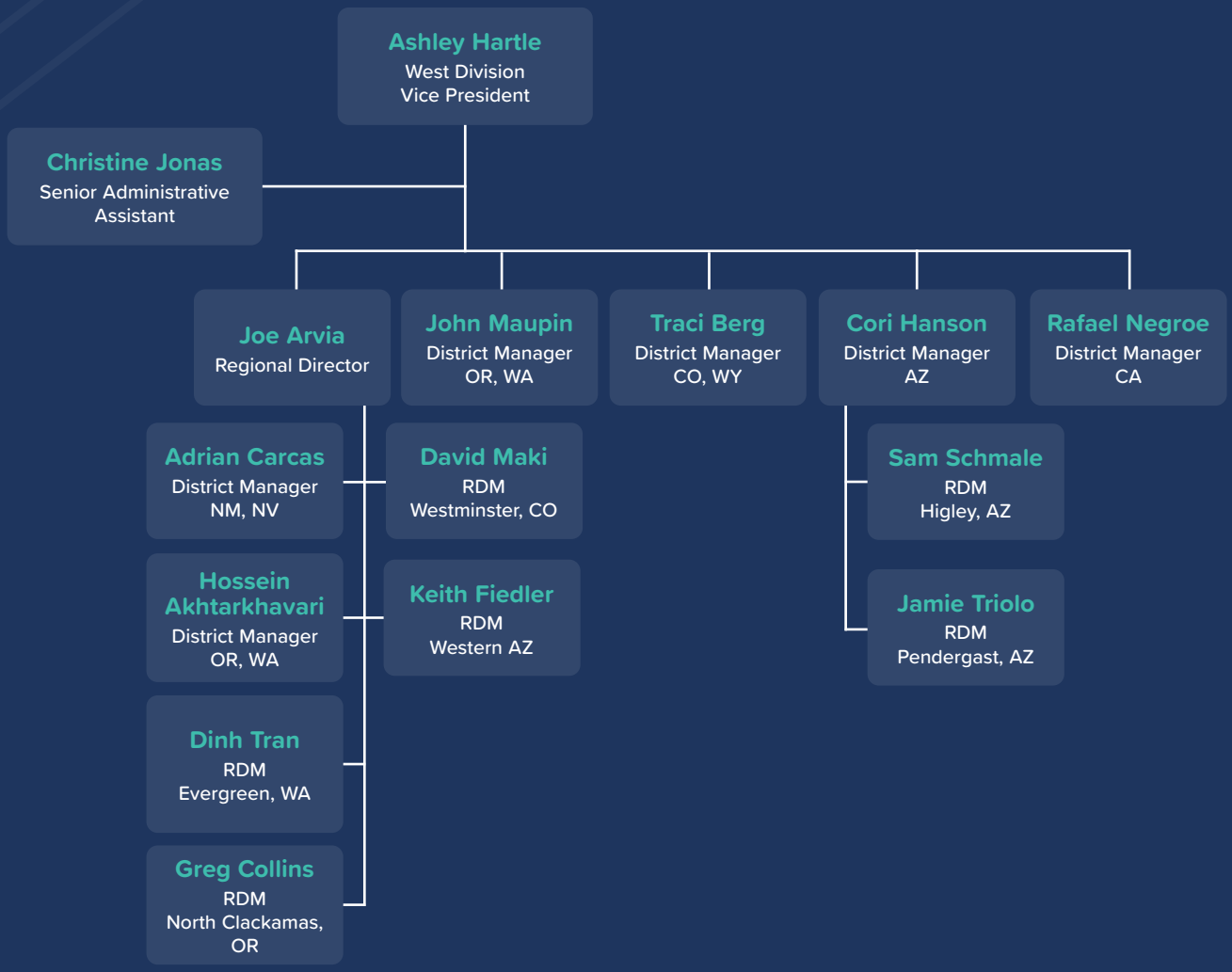
St. Clement Catholic School

790 Calhoun St.
Hayward, CA 94544
510-538-5885
Lost in a competitive bid



5. Provide an organization chart for your company, a description of the lines of communication, and the responsibilities at each corporate level.

West Region Organizational Chart



Operations Support

Brent Hoover Regional Finance	**Bruce Oravetz** Regional Culinary	**Betsy Myers** Regional Dietitian	**Leah Winchell** Field Marketing	**Monica Woodworth** Growth & Retention Marketing
Martha Coveny Human Resources	**Tim Palmer** Legal	**Jonathan Squibb** Communications	**Kris Strohmyer** Recruiter	**Erik Larson** Training & Development
David Lake VP of Client Relations	**Chris Maggard** Client Relations Manager	**Gray Wagoner** Procurement	**Amanda King** Workplace Safety	**Wes Babcock** QA Food Safety
Karen Gray Regional VP Sales	**Cherryl Paul** Regional Sales AZ, CO, NM, UT	**Julie Veal** Regional Sales CA, NV, OR, WA	**Diane Bagg** Associate Sales Dir.	

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Ashley Hartle • West Division Vice President

Ashley joined Chartwells this year from Compass Group's Eurest. She served as regional vice president from 2018 to 2020, delivering strong business results as well as standout team leadership and talent development skills. Prior to working for Compass Group, Ashley spent more than 20 years leading teams, growing markets and driving results for organizations like Starbucks and Hallmark.



Paul Tapia • Pacific Region Vice President

Paul Tapia has always had a passion for food. An early start in the restaurant industry sparked his interest and lead him to further his culinary education at Kendall College in Chicago, IL. Through culinary school Paul worked at various restaurants in Chicago before moving to Michigan were he joined Morrison in 2002. Paul worked as an Executive Chef in both senior living and healthcare before moving into an operations management. He prides himself on the development of all those he works with and is dedicated to fostering long-term relationships with clients and customers. Paul lives in Colorado and when spending time away from work he enjoys cooking for friends and family, live music and time on the golf course.



Rafael Negroe • District Manager

Rafael has more than 20 years of experience in contract management and leading a diverse portfolio. He has a passion for exceptional customer service, operational excellence and inclusivity. Rafael has a culinary background and worked as an executive chef in the healthcare and hospitality industries. He holds certifications in foodservice, environmental services and project management and earned his Bachelor of Science in business administration at the University of Phoenix.



Bruce Oravetz • Regional Executive Chef

Prior to joining Chartwells, Chef Bruce was senior director of purchasing for Compass Group NAD, supporting the Morrison Living and TouchPoint sectors. Bruce's numerous roles with Compass include senior corporate chef, director of culinary development, director of dining services and executive chef.



Betsy Myers • Regional Dietitian

Betsy joined the Chartwells team in 2018 and provides nutrition, wellness and sustainability support to the West Region.

Betsy's work experience includes several years in private school foodservice supporting K-12 and higher education. There she helped develop and implement nutrition and wellness initiatives along with management of recipes, menu building and allergen control systems. She also has worked in the consumer packaged goods and healthcare industries.

6. Provide a complete balance sheet or annual report (verified by a certified public accountant) for the last three years of operation.

Our Balance Sheet

As we continue through the pandemic crisis, our strength as an industry leader has been clearly seen in our financial position. We entered the crisis with the highest credit rating in the industry (strong investment grade credit) and the lowest debt levels.

This established a firm foundation for us to weather the crisis. And although we already had ample liquidity on hand, in May 2020 we announced an equity raise, which gave us the strongest balance sheet in our company's history. While our competitors are burdened with heavy debt, we are able to continue to invest in our business, making strategic decisions that ensure our future success and continue to bring the best to our clients.

Our finance costs are 75% lower than our competitors, equating to hundreds of millions of dollars that we are able to invest back into the business – in clients, people, innovation, cybersecurity and more. We're also continuing to invest in a team dedicated to change management, ensuring that the contract transition process is always seamless and successful.

While our competitors will have pressure and lack flexibility because of their debt load, Compass can be nimble and smart, as we are well-positioned to move through this crisis and continue to deliver for our clients.



Financial Updates

To: Compass Group USA Business Partners
Date: January 4, 2022
Sub: Compass Group USA Financial Update

Compass Group USA Inc. is a wholly owned subsidiary of Compass Group PLC (CGP), the global leader for contract catering services. Compass Group USA Inc. is the legal entity representing United States operations and is the parent company of Bon Appetit Management Co., Canteen One Inc., Crothall Services Group, CulinArt Group Inc., Eurest Services Inc., FLIK International Corp., Foodbuy LLC, Gourmet Dining LLC, Levy Restaurants, Morrison Management Specialists Inc., Restaurant Associates Corporation, SSC Service Solutions (Southeast Service Corporation), Wolfgang Puck Catering & Events LLC, and Unidine Corporation. Divisions of Compass Group USA Inc. include Canteen, Chartwells, Eurest Dining, Menus Catering, Occasions Caterers and Protocol Staffing Services.

Through a series of acquisitions and organic growth, Compass Group has become the market leader in North America with annual revenues in 2021 of $15.3 billion and operating profit of $833 million, despite the negative impact from the recent COVID-19 pandemic. Compass Group North America's revenues represent 61% of the CGP worldwide total. Compass Group has the privilege of serving such prestigious clients as IBM, United Technologies Corp., SAP, Louisiana State University and Texas A&M University. In addition, Compass Group provides catering to special events such as the U.S. Open and the Academy Awards®.

CGP was formed in 1987 to facilitate the management-led buyout of the Grand Metropolitan PLC catering division. During its 35-year history, CGP has grown significantly from a revenue and value perspective, with a current market capitalization of $37 billion. CGP trades on the London Stock Exchange under symbol CPG.L and is represented in the FTSE 100 Index. While Compass Group has experienced phenomenal growth, it remains a conservatively managed company with a strong credit rating. Access to the September 30, 2021, CGP annual report is available through the following link:

https://www.compass-group.com/en/investors/annual-reports.category1.year2021.html

You are encouraged to direct financial inquiries regarding Compass Group to my attention at our North America headquarters in Charlotte, North Carolina.

Sincerely,

Daniel Thomas
Senior Vice President and Treasurer
Compass Group North America
2400 Yorkmont Road • Charlotte, NC 28217
704-328-7073

Long-Term Financial Stability

You can rely on Chartwells as your long-term partner. In today's economy, not every company can make this commitment.

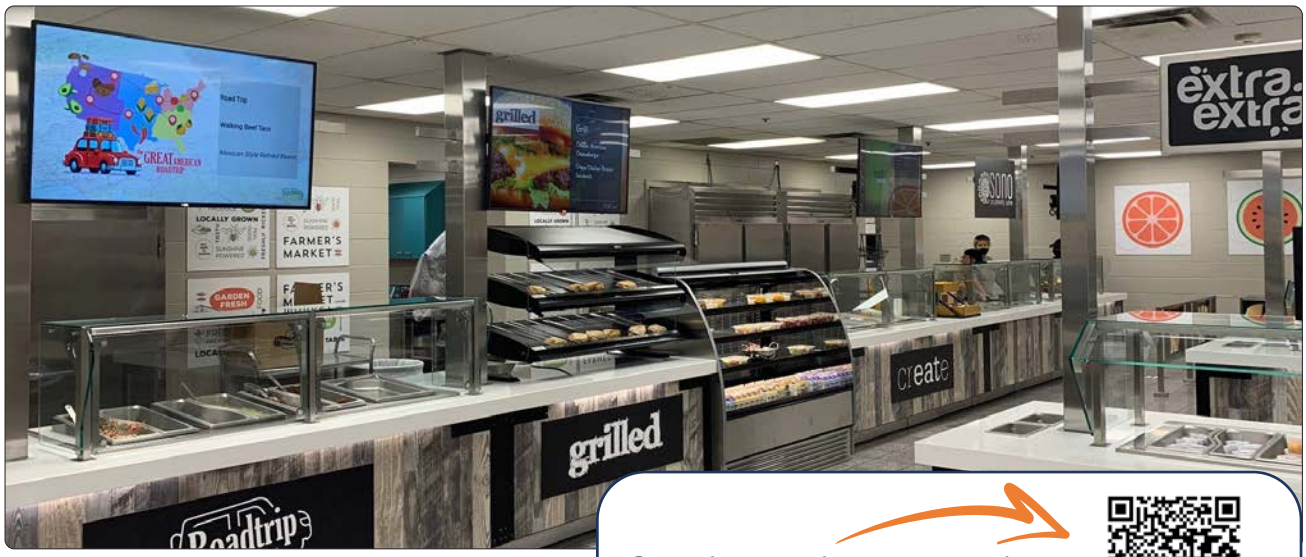
Per bid criteria, we have included three years of the most recent audited financial statements, including profit/loss statements.

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7. Provide a detailed description of promotional, marketing, and food service awareness materials you will use to attract students to the program.

To create awareness and drive participation, we create cafeteria environments that are inspiring, welcoming, and "the happiest place in school." We know kids value experiences as much as they do delicious food. We'll enhance the dining experience with:

- Prominent welcome signs and menu boards
- Culinary station signs – clearly displayed
- Fun, themed design concepts
- Restaurant-like merchandising and smallwares



Scan here to learn more about our Environments designs

Our goal every day is to make sure kids leave the cafeteria happier and healthier than they came in.

We promote our fun student engagement programs to create interest in nutrition education, drive participation, and bring the "happy" to the cafeteria and beyond. For each program, we provide a complete marketing toolkit of:

- Banners
- Pop-up event kits (backdrops/table covers)
- Social media posts
- Videos
- Take-home materials with QR code instructions
- Fun swag items & at-home activities

Student Choice

Student Choice gives students a true voice in deciding what culinary concepts are featured on the menu through fun tasting and voting events in the cafeteria as well as grab-and-go tasting with text-to-vote. Winning concepts are then built into the school lunch menu as a limited-time offer until the next vote. Concepts are regularly refreshed to keep the program exciting.



Engagement and Communication



Discovery Kitchen

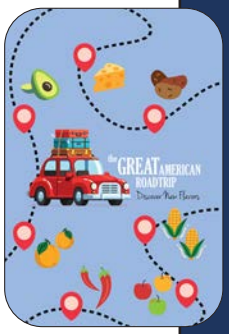
Discovery KITCHEN

Our flagship nutrition education program with monthly theme-based events sparking curiosity and adventure in the classroom, cafeteria and even at home. Students are invited to watch exciting cooking demonstrations, taste new foods, or get hands-on with creating their own culinary masterpiece. Monthly themes connect delicious food with nutrition lessons, examples of these themes and promotional materials are below:

January

The Great American Roadtrip

Take a culinary adventure through the USA



February

Smart Snacking

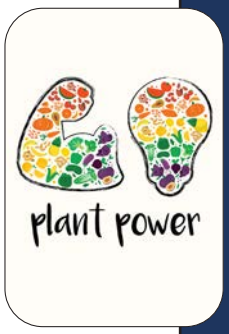
Create mini, balanced meals with "snack" foods



March

Plant Power

Learn how tasty plant-based foods help power our bodies and minds



Fun Days

In addition to Discovery Kitchen and Student Choice events and promotions, we've created a library of Fun Day promotions that can be utilized throughout the year. Favorites include:

- National Pizza Day
- National School Breakfast Week
- Lucky Lunch Day
- 100th Day of School
- Taco Tuesdays
- And many more seasonal and food holidays!

Getting the Word Out

Marketing communication will reach students, families, and the school community to let them know about what's new in the foodservice program, including: new menu items, fun events, and nutritional tips. Look for:

- **Social media content** – Provided to the district's communications team for posting on Facebook, Twitter, YouTube or other communications platforms.
- **Nutrislice** – Online breakfast and lunch menus via website or mobile app, also featuring nutritional info for every menu item, allergen alerts and the ability to rate dishes.
- **Newsletters** – A summary of what's new, what's happening and what's coming up.

8. Provide a recommended transition plan that describes the steps the Respondent will take to begin providing the services described in this RFP.

Transition Timeline

While there is no cost to transition when you retain Chartwells, we still want to illustrate our experience transitioning school districts to a Chartwells partnership. More importantly, this demonstrates our ability to build and execute a successful transition plan for any project or initiative we encounter together.

Below is an example of our transition plan.

Tasks to be Completed Week 1

Administrative

- Review/draft contract
- Schedule weekly meetings with client administration
- Develop agenda for associate orientation
- Schedule associate welcome and introduction meeting with Chartwells and administration, school principals, nurses, etc.
- Set up method for completing background checks, drug testing and any other items as required by the RFP
- Review staffing at all schools
- Develop PR and communication plan for general public, administration and foodservice staff

Operations

- Confirm Chartwells office space
- Determine client banking policies and procedures
- Review health certificates
- Obtain breakfast, lunch and snack times for all sites
- Determine POS infrastructure and any additional needs by school
- Begin walk-throughs of every location to assess equipment and compile repair and/or replacement needs
- Determine smallwares and merchandising needs for each location and place orders

Human Resources

- Develop opening associate meeting agenda
- Communicate agenda and handouts for associate orientation meeting
- Contact associates to inform them of meeting date/time

Tasks to be Completed Week 2

Operations

- Begin setting up Chartwells client website linked to the school website
- Secure school directory (names, addresses, phone, email addresses, fax numbers), maps, etc.
- Meet with client contract administrator to finalize menus
- Update any required licenses
- Set up client database
- Develop introduction letter for students/parents
- Post menu, nutrition information and newsletter on foodservice website, including a la carte menu and meal pricing
- Prepare open house and registration calendar
- Meet with school public relations/ communications to map communications channels, materials and timing (for newsletters, press materials, social media, etc.)

Human Resources

- Determine culinary training needs and set a training schedule for associates
- Establish emergency medical procedures
- Order uniforms for all associates
- Develop staffing requirements based on start and end times for each meal period

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Tasks to be Completed Week 3

Operations

- Clear firewalls for accounting resource websites
- Develop emergency phone list
- Contact Diversey rep to tour facilities, inspect equipment and assess needs
- Order signage, spray bottles and labels
- Develop equipment repair procedures, equipment maintenance logs and work order procedures
- Meet with site administrators at all locations to determine specific needs

Finance/Accounting

- Establish a procedure for the reporting and management of catering orders
- Determine client's internal accounting procedures
- Finalize banking and change order procedures

Culinary and Merchandising

- Verify all merchandising, smallwares and equipment have been received
- Plan opening day celebration
- Review servery plans and setup with cafeteria managers
- Develop and print POS signage
- Review monthly promotional calendar with cafeteria managers

Human Resources

- Finalize hiring of hourly associates
- Set up hourly staff on Chartwells payroll (as planned)
- Ensure all new hire background checks and drug screen results are back

Tasks to be Completed Week 4

Monday

- Associate welcome meeting
- Orientation/onboarding
- Safety training
- Diversity and inclusion training
- Distribute uniforms

Tuesday

- Cleaning and receiving deliveries at each location
- Install signage and equipment

Wednesday

- Review HACCP Food Safety Plan
- Review station standards
- Team-building exercise
- Review basic kitchen skills/protocol with all staff
- Begin food production

Thursday

- Discussion regarding the NSLP and USDA reimbursable meal guidelines
- Review menus, recipes and production record procedures
- Conduct allergy training
- Continue food production
- Welcome reception and dinner for team, location TBD

Friday

- Final dry run lunch and breakfast setup



F. Respondent References

Serving Up Happy & Healthy

Even more important than our years of experience is what our clients have to say!

Attachment F: Respondent References

List three references to which the Respondent has provided food service management services within the past 5 year(s).

Failure to complete and return this Attachment will cause your proposal to be rejected.

Reference 1		
Name of Reference La Canada Unified School District		
Street Address 4490 Cornishon Ave		
City La Canada	State CA	Zip Code 91406
Contact Person Mark Evans	Contact Title Associate Supt., Business and Administrative Services	Tel. Number 818-952-8300, ext. 4234
Brief Description of Services Provided NSLP, SBP, A la Carte, and Catering		
Dates of Service: July 1, 2015 to Present		

Reference 2		
Name of Reference Martinez Unified School District		
Street Address 921 Susana Street		
City Martinez	State CA	Zip Code 94553
Contact Person Helen Rossi	Contact Title Interim Superintendent of Administrative Services	Tel. Number 925-335-5925
Brief Description of Services Provided NSLP, SBP, A la Carte, Catering and SFSP		
Dates of Service: July 1, 2019 - Present		

Reference 3		
Name of Reference Buckeye Union High School District		
Street Address 1000 E. Narramore		
City Buckeye	State AZ	Zip Code 85326
Contact Person Roland Carranza	Contact Title Associate Supt. Of Operations	Tel. Number 623-269-1010
Brief Description of Services Provided NSLP, SBP, A la Carte, and Catering		
Dates of Service: July 1, 2004 - Present		

17000 Haynes Street

Lake Balboa, CA 91406

818.758.5200

April 20, 2022

Dear Superintendent, CBO, and Board Members,

Understanding that you are soliciting for a contracted food service management/consulting operation, I would like to take this opportunity to recommend Chartwells for your consideration. BCCHS selected/renewed Chartwells three years ago for a second five-year contract agreement. BCCHS have a very effective District Manager and Food Service Director that have really helped us prepare for the State of California, Department of Education Universal Meals Directive.

I would like to highlight some of the ways Chartwells has made a positive impact for our district.

- **Innovation**: Chartwells has brought new ideas and opportunities to the district. Our focus this School Year has been to improve and increase our access points outside of the cafeteria. Chartwells District Manager has helped develop, supervise, and implement stations that has exceeded our expectations in throughput and esthetics.

  They are also working towards establishing relationship with our culinary arts program by providing potential partnerships in education, internship in the kitchen, and student participation in kitchen operations. This team continues to look for ways to build a strong program where students can have quality food in such short window of time.

- **Responsiveness**: Chartwells has taken initiative to keep direct lines of communication open. The District Manager communicates with BCCHS on a weekly basis. The Chartwells team has quickly responded to any advisory meetings.
- **Adaptability**: The pandemic posed challenging circumstances for everyone and Chartwells has been able to adapt quickly to the demands of the pandemic and to meet the need of BCCHS students and their families.

  During the Closures, Chartwells continued to offer quality food choices with an increase in demand by our entire community. With an 85% Free and Reduced eligible BCCHS continued to address community needs during the school closures.

  Upon return Chartwells quickly adapted its menus to be more appealing to our students in a more grab-n-go manner and has also significantly increased bringing quality food to staff at reasonable prices.

Please feel free to contact me should you have any questions. I consider Chartwells a part of our district family.

Respectfully,

William Covington, Chief Business Officer

MARTINEZ UNIFIED SCHOOL DISTRICT

"Together we will ensure diverse paths to support all students to be college and career ready, equipped to compete and contribute in a global society."

SCHOOL BOARD
Jeremie Ginelli
Anne Horack Martin
Courtney Masella-O'Brien
Deidre Siguenza
Jonathan T. Wright

DISTRICT STAFF
Superintendent
Dr. Julie Synyard

Assistant Superintendent Administrative Services
Helen Rossi

Director Educational Services
Amy Black

Director Student Services
Janelle Eyet

Director Personnel Services
Stacy Joslin

Coordinator Technology Services
David Wildy

SITE ADMINISTRATORS
Alhambra High
Matt Chamberlain
Principal

Vicente Martinez / Briones School
Lori O'Connor
Principal

Martinez Junior High
Kerry Cusack
Principal

John Muir Elementary
Kathy Frazer
Principal

John Swett Elementary
Mike Cannon
Principal

Las Juntas Elementary
Karen Carlson
Principal

Morello Park Elementary
Ami Nichols
Principal

Martinez Adult Education
Suzanne Murphy
Director

Martinez Early Intervention Preschool Program
Lori O'Connor
Principal

To Whom It May Concern:

The Martinez Unified School District partners with Chartwells School Dining for management and program assistance with our food services program. Our partnership began at the beginning of the 2019-20 School Year and we are pleased with our choice.

The feedback that our district administration has received from students, parents and staff has been positive. One of the reasons we selected Chartwells was their commitment to culinary excellence and to improving our program, as our previous partnership was not delivering on fundamental key indicators.

Student participation in the lunch program over the first six months of school (September through February) had increased by over 15% compared to the same period from the prior year. The Covid-19 pandemic has presented challenges and together with Chartwells management team, we have found our way thru the uncharted territory of exceptions, waivers and other pandemic related challenges.

The partnership with Chartwells has been very positive, collaborative, and rewarding. The new food service program has had a positive impact on the lives of our students and their nutritional health.

The Martinez Unified School District is happy to write this letter of recommendation, if you have any questions about your potential partnership with Chartwells, please do not hesitate to contact me.

Sincerely,

Helen A Rossi
Assistant Superintendent
Administrative Services

921 Susana Street – Martinez, CA – 94553 Phone (925) 335-5800 Fax (925) 335-5961
www.martinez.k12.ca.us

DA VINCI SCHOOLS

Da Vinci Schools
201 N. Douglas St., El Segundo, CA 90245 • Phone (310) 725-5800 • www.davincischools.org

April 1, 2021

To Whom It May Concern:

Da Vinci Schools has partnered with Chartwells/Compass Group USA, Inc in a Food Service Management Company. Our partnership began as of June 22, 2018.

Our partnership has been one of the best choices our school has made. We have had overwhelmingly positive feedback from our administrations, staff, students and parents on the food choices, taste and presentation. Despite the fact that we do not have a full kitchen in our schools, Chartwells brings in food that is freshly made and appetizing.

In fact, Chartwells has made such an impression on our students that they have increased our participation rate by over 50%. They were able to accomplish this rather quickly, within just a few months. The variety of lunches served combined with the wide variety of fresh fruits and vegetables offered daily and presentation won over our administration, staff, students and parents. The choices of foods they offer are not only healthy for students and staff, but they maintain the integrity of the National School Lunch Program.

Another aspect of Chartwells that has made our partnership flourish is the collaboration and hard work brought in by the Chartewells' staff. Chartwells has taken the time to hire staff that is hard working and cheerful and ready to put our students first. They are fast and efficient, keep our kitchen area meticulously clean, serve their food with pride and also make sure that visually everything looks attractive to catch the eyes of the students. Our students have gotten to know the Chartwell staff so well that when one of them is missing they will ask about them.

Working with Chartwells has also brought us peace of mind when it comes to health inspections from the County and audit reviews from the State. We have never had an issues and have passed all requirements with flying colors.

Da Vinci Schools is pleased to recommend Chartwells to any school needing food services. If you have any questions about a potential partnership with Chartwells, please do not hesitate to contact me.

Sincerely,

Sara Deulofeu
Operations Administrator
Da Vinci Schools

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CLAYTON VALLEY
CHARTER HIGH SCHOOL

ACADEMICS
CHARACTER
21ST CENTURY SKILLS
ARTS & ATHLETICS

February 4, 2022

To Whom It May Concern,

Clayton Valley Charter High School has been very pleased with our experience having Chartwells as our Food Service Management Company. Chartwells has always done a wonderful job of helping us navigate through COVID and CDE Administrative Reviews.

The whole Chartwells team has been very professional and have provided the best service possible. Everyone on our team has done a great job making changes with all the new demands that have been put on schools in California.

Clayton Valley Charter High School is proud of what we have built here with Chartwells and plan to continue our partnership for years to come.

Dawn Peterson

National School Lunch & Facilities Manager

Clayton Valley Charter High School

(925) 682-7474

CVCHS MAIN CAMPUS
1101 Alberta Way, Concord, CA 94521
Phone (925) 682-7474 • Fax (925) 825-7859

CVCHS DISTRICT OFFICE
1520 Kirker Pass Road, Suite B, Clayton, CA 94517
Phone (925) 524-7100 x101 • Fax (925) 954-4271

EMAIL - INFO@CLAYTONVALLEY.ORG • WEBSITE - WWW.CLAYTONVALLEY.ORG

WISEBURN UNIFIED SCHOOL DISTRICT

Blake Silvers, Ed.D., Superintendent

Board of Trustees
Neil Goldman, President • Nelson Martinez, Vice President/Clerk
Roger Bañuelos, Member • JoAnne Kaneda, Member • Israel Mora, Member

March 5, 2021

To Whom It May Concern:

Wiseburn Unified School District has partnered with Chartwells School Dining for management and program assistance with our food service program since 2014-15 and we could not be more pleased with our choice of partnering with Chartwells.

The feedback that our district administration has received has been overwhelmingly positive. Students, parents and staff have all commented on how good the meals look and taste. One of the reasons we selected Chartwells as our food service management company was their commitment to culinary excellence. They revived our food service program by introducing "scratch cooking" and preparing high quality, freshly prepared meals in each of our kitchens.

In fact, the food is so good that student participation in the lunch program during the first six months of school (September through February) had increased by over 25% compared to the same time from the prior year.

During the COVID-19 pandemic, they have been able to quickly pivot their service to a "grab and go" style lunch without skipping a beat. Chartwells has been receptive to our ever-changing needs during the pandemic and have proven they truly are a partner and value our students and families as much as we do.

The partnership with Chartwells has been very positive and the collaboration and hard work by everyone has been a rewarding experience. The food service is affecting students' lives for the better, as students who eat healthy feel better about themselves, make better decisions and become better students. The Wiseburn Unified Board of Trustees and staff are excited that the days where students and parents had wished for fresh, healthy meals to be served at school are now in the past and that it is now the District's reality.

The Wiseburn Unified School District recommends Chartwells to you. If you have any questions about your potential partnership with Chartwells will affect your district, please do not hesitate to contact me and I would be happy to share our experience with you.

Respectfully,

Dave Wilson
Chief Business Official

201 North Douglas Street, El Segundo, CA 90245 • Phone: (310) 725-2101 • Fax: (424) 277-1590

G. Authorization Agreement

Serving Up Happy & Healthy

The Respondent or their authorized representative must sign the Authorization Agreement (Attachment G) and return it with the proposal package.

Dates of Service

Attachment G: Authorization Agreement

Request for Proposal for Food Service Management Company
RFP Number: RFP 2022-001

We, Compass Group USA, Inc., by and through its Chartwells Division, by our signature on this document certify the following:

1. That we will operate in accordance with all applicable California state and federal laws, regulations, and statutes.

2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.

3. That the proposal submitted is a firm and irrevocable offer good for one year.

4. That we have carefully examined all terms and conditions set forth in the Model Fixed-price Contract issued by El Camino Real Alliance.

5. That we have made examinations and verifications, and are fully conversant with all conditions under which services are to be performed for El Camino Real Alliance.

6. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

FSMC Name: Compass Group USA, Inc., by and through its Chartwells Division

Address: 2400 Yorkmont Road

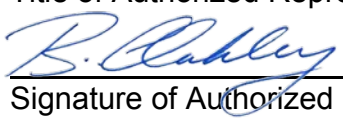
City: Charlotte State: NC Zip: 28217

Email Address: Belinda.Oakley@compass-usa.com

Web Site Address: www.compass-usa.com

Name of Authorized Representative: Belinda Oakley

Title of Authorized Representative: CEO, Chartwells K12



Signature of Authorized Representative

Date Signed: 4/13/2022



H. Fee Proposal

Serving Up Happy & Healthy

Choosing to continue our collaborative partnership means you can focus on your main priority – putting students first. Having the financial security of a large corporation in tandem with the individualized, local attention of a small company is one of the greatest benefits to our partners. With Chartwells, you are guaranteed a long-term commitment to financial stability, transparency and success.

The Respondent must complete the Fee Proposal (Attachment H) and return it with the proposal package.

Attachment H: Fee Proposal

All costs are based on an average daily participation of **1365** number of meals served on **180** number of school days.

COST BREAKDOWN			
Respondent Instructions ⇨ **Provide a breakdown of all costs included in the fixed price, including personnel costs.** ⇨ **Provide the cost per meal; base all food costs** on the attached 21–day cycle menu. ⇨ Clearly identify all costs			
Item #	**Description** *(Include All Goods and Services included in the Fixed Price)*		Annual Cost
1.	Food/Supplies		**$ 471,150.76**
2.	Management Labor to include payroll taxes and benefits		**$ 374,158.55**
3.	Direct expenses		**$ 28,836.00**
		Sub Total	**$ 874,145.31**
	Personnel Costs		Annual Cost
5.	Management Fee Per Meal	$	**$ -**
6.	Consultant Fee Per Meal	$	**$ -**
	Sub Total	$	**$ -**
	GRAND TOTAL		**$ 874,145.31**

COST PER MEAL				
Respondent Instructions: ⇨ **Provide the cost per meal; base all food costs** on the attached 21–day cycle menu. ⇨ **Prices must not include values for donated foods and must include all meal programs applicable.**				
1. LINE ITEM	2. UNITS	3. RATE	4. TOTAL	
Breakfast 1:1	98,886	2.48	$	245,237.28
Lunch 1:1	151,114	4.057	$	613,069.50
Snacks	70,000			
Non-reimbursable Meals (a la carte)	3,904	4.057	$	15,838.53
TOTAL	323,904	$	$	874,145.31



El Camino Real Charter High School & Chartwells

It has been an honor for all of us at Chartwells to partner with El Camino for the past six years. We are proud to play a vital role in your business model, and we are pleased to present our comprehensive financial strategy, including the required submittals outlined in the RFP, to support and drive a program that serves up happy and healthy meals in inviting spaces.

We understand better than anyone else what it takes to deliver quality, local and fresh meals to every student, every day at El Camino. Our insights, experience, ability and resources allow us to evolve with your school as it grows, expands and takes on greater responsibilities. We will honor and protect the integrity of your reputation. We have not and will not compromise your student experience or financial stability in pursuit of the lowest price.

You can rely on us for the long term.

Our Financial Proposal for El Camino Real Charter High School

Chartwells is the only company able to provide a proven price proposal you can trust and depend on for your foodservice program. Our pricing strategies and proprietary operational processes have been molded to align with the needs of the El Camino Real Charter High School foodservice program. The experience we bring from working with more than 675 district partners nationwide gives your school the security, efficiency and experience needed for great financial results. Our financial solution provides an optimal, balanced distribution of quality, service and price.

Proposed Fixed Cost Per Meal

Fixed Cost Per Meal for Breakfast – $2.48

Fixed Cost Per Meal for Lunch and Meal Equivalents – $4.057

The fixed cost per meal will be charged for each meal equivalent as follows:

- Each reimbursable lunch and supper will be calculated as one (1) meal = one (1) meal equivalent
- Each reimbursable breakfast will be calculated as one (1) meal = one (1) meal equivalent
- Computation of the lunch equivalency rate for a la carte sales is based on the equivalent meal factor of $4.057

Value Commitment

Choosing to renew your partnership with Chartwells guarantees that you continue to receive the highest-quality service at the most competitive rate.

Your fixed cost per meal includes:

- An attractive projected return of $188,710
- Immediate investment of $20,000 at Chartwells' expense for a complete signage upgrade at your school
- A competitive but responsible price to the school that ensures no reduction in service or quality
- Food cost that guarantees we continue to meet expectations for quality and variety
- Retention of your dedicated and experienced team, including Chef Eduardo Rojas, director of dining services and Rafael Negroe, district manager
- Competitive wages that attract and retain quality frontline staff
- Benefit packages that enrich the lives of our team members
- An unmatched California network of support that includes experts and resources for marketing, communications, culinary, nutrition, wellness, regulatory, client relations, safety and operations
- Continued support of the El Camino Real Charter High School students and community it serves.

Our financial proposal is built on the following assumptions:

- Information provided in the RFP
- Serving days not to be less than provided in the RFP
- Cash and/or reimbursement levels from state and federal sponsors do not fall below the levels estimated in Chartwells' proposal
- Communication during the prebid meeting
- Ability to incorporate all programs and concepts recommended in the proposal
- A mutually agreed upon contract between El Camino Real Charter High School and Compass Group by and through its Chartwells division

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Value for Your Dollar

Other companies may propose a lower fixed cost per meal, but that price could jeopardize the quality of programs, services, support and innovation. Included in our proposed cost are specialized local resources, innovative operating systems and procurement capabilities that will allow the El Camino Real Charter High School program to operate at optimum efficiency and provide the highest level of student satisfaction.

Proposed Foodservice Program Return - $188,710

It is a privilege to serve El Camino Real Charter High School, and we are proud to be an integral part of your community. Over the years, our dedicated team has worked diligently to bring best-in-class programs and positive financial results to the school. That passion and commitment will never waver.

We know today's students are looking for what's new and fun as part of a unique, in-school dining experience. Our collaboration has increased participation and allowed us to invest surplus funds back into the program, creating opportunities to offer more of what's important to students and the community. Together, we've created a successful model that will continue to bring an even higher level of innovation and growth to El Camino Real Charter High School in the years ahead.

Signage Investment – $20,000

Included in our financial proposal is $20,000 at our expense for a complete signage refresh at your schools. Chef Rojas will continue to assess the marketing, service and equipment needs in your cafeterias and will provide you with recommendations to maintain and improve the environment in the cafeterias for years to come.



French Toast Bites with Fresh Strawberries and Yogurt Drizzle



Eggplant Provolone Panini

I. Certifications

Serving Up Happy & Healthy

The Respondent must complete the certifications (Attachment I) and return them with the proposal package.

Attachment I: Certification Regarding Lobbying

The undersigned certifies, to the best of their 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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding 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 of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, 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, United States 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.

Compass Group USA, Inc., by and through its Chartwells Division
Organization:

2400 Yorkmont Road
Street address:

Charlotte, NC 28217
City, State, Zip:

Belinda Oakley
Certified by: (type or print)

CEO, Chartwells K12
Title



4/13/2022
Signature & Date

Approved by OMB 0348-004

NOT APPLICABLE

Disclosure of Lobbying Activities

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

1. Type of Federal Action: ☐ contract ☐ grant ☐ cooperative agreement loan ☐ loan guarantee ☐ loan insurance	2. Status of Federal Action: ☐ bid/offer/application ☐ initial award ☐ post-award	3. Report Type: ☐ initial filing ☐ material change For material change only: **Year _____quarterDate of last report_____**

4. Name and Address of Reporting Entity: **_____Prime ____Sub awardee** **Tier_____, if Known:** Congressional District, if known:	5. If Reporting Entity in No. 4 is Sub awardee, **Enter Name and Address of Prime:** Congressional District, if known:
6. Federal Department/Agency:	7. Federal Program Name/Description: **CFDA Number, *if applicable*: _____**
8. Federal Action Number, ***if known:***	9. Award Amount, ***if known:*** **$**
10a. Name and Address of Lobbying Registrant ***(if individual, last name, first name, MI):***	10b. Individuals Performing Services ***(including address if different from No. 10a)*** ***(last name, first name, MI):***

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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.	Signature: B. Oakley Print Name: Belinda Oakley Title: CEO, Chartwells K12 Telephone No.: 704-328-4000 Date: 4/13/2022
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub awardee 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 followup 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.

Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, for prospective participants/Respondents in primary covered transactions:

A. The Respondent certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

B. Where the Respondent is unable to certify to any of the statements in this certification, they shall attach an explanation to this application.

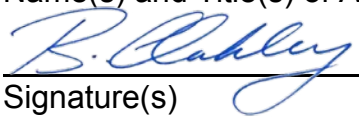
Compass Group USA, Inc., by and through its Chartwells Division

Contractor/Company Name

Award Number, Contract Number, or Project Name

Belinda Oakley, CEO, Chartwells K12

Name(s) and Title(s) of Authorized Representatives



Signature(s)

4/13/2022

Date

Contract Summary

FOOD SERVICES CONTRACT	CONTRACT NUMBER
	REGISTRATION NUMBER

1	This contract is entered into between the school food authority and the food service management company named below:	
	SCHOOL FOOD AUTHORITY NAME	
	El Camino Real Charter High School	
	FOOD SERVICE MANAGEMENT COMPANY NAME AND FEDERAL TAX IDENTIFICATION NUMBER	
	Compass Group USA, Inc., by and through its Chartwells Division **56-1874931**	
2	**The term of this Contract is for one year, commencing on** **7/1/2022** **and ending on 6/30/2023**	
3	The maximum dollar amount of this Contract is equal to the fixed price per meal multiplied by the number of meals served	**$**
4	The parties herein agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Contract.	
	Request for Proposal Released	*Enter* page(s)
	Contractor Proposal Received	*Enter* page(s)
	Attached Terms and Conditions	*Enter* page(s)
	Exhibit A: Scope of Work	*Enter* page(s)
	Exhibit B: Schedule of Fees	*Enter* page(s)

IN WITNESS WHEREOF, the parties hereto have executed this Contract.

FOOD SERVICE MANAGEMENT COMPANY	*California Department of Education Use Only*
NAME of FSMC *(if other than an individual, state whether a corporation, partnership, etc.)*	
Compass Group USA, Inc., by and through its Chartwells Division	
BY *(Authorized Signature)* ✍ B. Oakley — **DATE SIGNED** *(do not type)* 4/13/2022	
PRINTED NAME AND TITLE OF PERSON SIGNING	
Belinda Oakley, CEO, Chartwells K12	
ADDRESS	
2400 Yorkmont Road, Charlotte, NC 28217	
SCHOOL FOOD AUTHORITY	
NAME of SFA	
BY *(Authorized Signature)* ✍ — **DATE SIGNED** *(do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING	☐ Exempt per:

State of California
Secretary of State

NAME CHANGE
CERTIFICATE OF QUALIFICATION

C1967263

I, DEBRA BOWEN, Secretary of State of the State of California, hereby certify that on the **1st day of July, 2011**, there was filed in this office an Amended Statement and Designation by Foreign Corporation whereby the corporate name of **COMPASS GROUP USA, INC. WHICH WILL DO BUSINESS IN CALIFORNIA AS COMPASS GROUP FOODSERVICE**, a corporation organized and existing under the laws of **Delaware**, was changed to **COMPASS GROUP USA, INC.**. This corporation complied with the requirements of California law in effect on that date for the purpose of qualifying to transact intrastate business in the State of California and as of said date has been and is qualified and authorized to transact intrastate business in the State of California, subject however, to any licensing requirements otherwise imposed by the laws of this State.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of July 5, 2011.



Debra Bowen

DEBRA BOWEN
Secretary of State

sms

A0716506

ENDORSED - FILED
in the office of the Secretary of State
of the State of California

JUL 01 2011

AMENDED STATEMENT BY FOREIGN CORPORATION

COMPASS GROUP USA, INC.
(Name of Corporation)

_____, a corporation organized

and existing under the laws of DELAWARE, and which is presently
(State or Place of Incorporation)

qualified for the transaction of intrastate business in the State of California, makes the following statement:

That the name of the corporation has been changed to that hereinabove set forth and that the name relinquished at the time of such change was

COMPASS GROUP USA, INC. WHICH WILL DO BUSINESS IN CALIFORNIA

AS COMPASS GROUP FOODSERVICE.

COMPASS GROUP USA, INC.
(Name of Corporation)

C. Palmer Brown
(Signature of Corporate Officer)

C. PALMER BROWN, SENIOR VICE PRESIDENT
(Typed Name and Title of Officer Signing)

Secretary of State Form
ASDC (REV 03/2005)
CA050 - 12/01/2006 C T System Online

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J. Certificate of Independent Price Determination

Serving Up Happy & Healthy

The Respondent must complete the certifications (Attachment J) and return them with the proposal package.

Attachment J: Certificate of Independent Price Determination

The Respondent(s) shall execute this Certificate of Independent Price Determination.

Compass Group USA, Inc., by and through its Chartwells Division		
Name of Respondent		

A. By submission of this offer, the offeror (Respondent/FSMC) 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, for the purposes of restricting competition, any consultation, communication, with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
2. The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor, before a bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
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 signature on the offer is considered to be a certification by the signatory that the signatory:

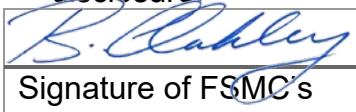
1. Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that they have not participated, and will not participate, in any action contrary to paragraphs (A)(1) through (A)(3) above; or

2. (i) Has been authorized, in writing, to act as agent for the following principals in offering that those principals have not participated in, and will not participate in any action contrary to paragraphs (A)(1) through (A)(3) above.

    - Insert full names of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of their position in the offeror's organization.

(ii) As an authorized agent, does certify that the principals named in subdivision (B)(2)(i) above have not participated, and will not participate, in any action contrary to paragraphs
(A)(1) through (A)(3) above; and
(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (A)(1) through (A)(3) above, and

C. If the offeror deletes or modifies subparagraph (A)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

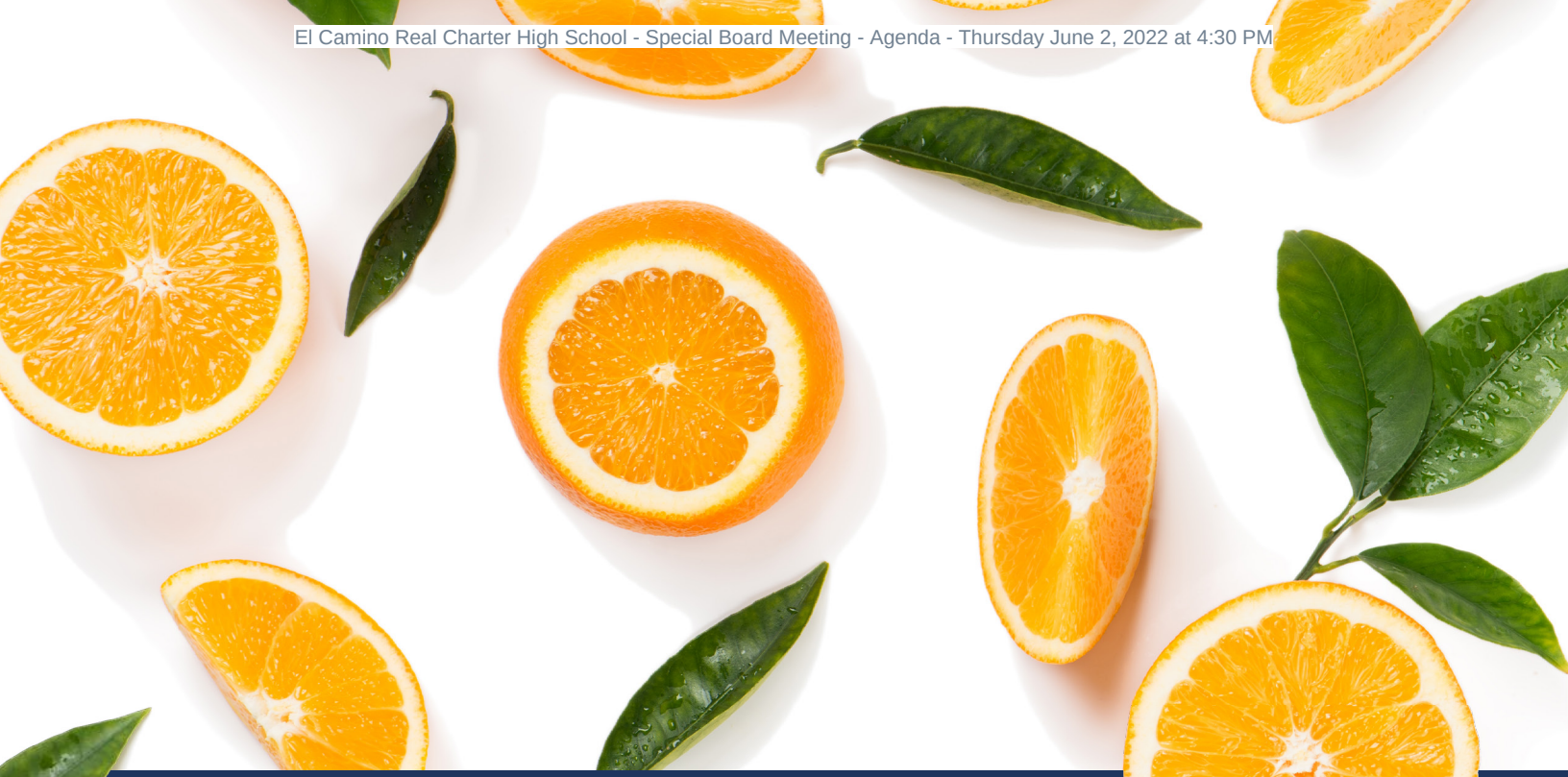
		Belinda Oakley CEO, Chartwells K12		4/13/2022	
Signature of FSMC's Authorized Representative		Title		Date	

In accepting this offer, the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred to above.

K. 21-Day Cycle Menu

Serving Up Happy & Healthy

Food is a big part of everyone's well-being, and students need a place to eat where they can connect with others, recharge and enjoy a sense of happiness in their school. That's why we serve food kids love to eat and create programs that encourage fun and discovery. Most importantly, we believe that happy cafeterias start with our people so we empower them to go above and beyond to bring their personal "extra" for even more creativity and joy at mealtime. **Our goal** ***every day*** **is to make sure that students leave the cafeteria happier and healthier than when they came in.**



The Respondent must submit a 21 Day Cycle menu (Attachment K) for all programs to be served (7 CFR, sections 210.16[b][1] and 220.7[d][2][i] and 2 CFR Part 226, if applicable) for the proposal package.

El Camino Real Charter High School Menus

Menus are the foundation of the foodservice program. Each state and region has its favorite local foods, and every district has different goals and objectives. With all these variations, it's clear a one-size-fits-all approach to menu planning won't give your program the edge you're looking for.

We'll leverage our experience to develop a program that meets your nutritional, financial and participation goals while serving up happy and healthy to your students every day.

That's why we approach menus regionally and customize locally. Menus are developed, adjusted and fine-tuned locally based on tastes, demographics and the particular culture of your cafeterias.

Food items are selected based on geographic area to:

- Optimize the use of USDA foods
- Incorporate fresh local fruits and vegetables
- Comply with local wellness policies
- Respond to regional tastes and preferences, naturally increasing participation
- Implement the latest food trends

All menus meet demanding nutrition and quality assurance requirements and adhere to environmental sustainability expectations.

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Menu Development Process

The way we develop menus is comprehensive and inclusive. As part of our menu development process, we:

- Utilize the USDA recipe database as a platform to build more innovative, unique and cutting-edge recipes with an emphasis on nutrition, flavor and marketability.
- Review current local, regional and national industry trends and school meal program requirements.
- Obtain input from students, Chartwells local management, chefs and foodservice staff multiple times throughout the year. We work to incorporate their ideas into nutritious and USDA-compliant recipes and menu concepts.
- Review feedback from our wellness and Youth Advisory Council committees.
- Collaborate with registered dietitians throughout the menu development process to maximize the quality, nutrition integrity, USDA compliance and student acceptability of all ingredients, recipes and menus.
- Test recipes and conduct student taste tests for new menu items.



Menu Growth and Evolution

We don't take a one-size-fits-all approach to menu development. Each one is based on district and individual school preferences, and they evolve throughout the year as we get an even greater understanding of what your students like to eat. Every meal is chef-designed and registered dietitian-approved, and our culinary and dietetic teams collaborate with your local leadership to shape the menu every month. We strongly believe new and unique menu items drive participation. Just as students get excited about new foods and flavors, our team is motivated to seek out the latest trends to deliver what students want most.

When students are well-nourished and healthy, they are in the best position to learn and achieve academic success.



How We Manage Food Allergies

- We work closely with your students who have food allergies and medical conditions that require a modification to their menu. We involve parents, school nurses and school administrators in the school's food allergy policy.
- Our Nutrislice app has an allergy filter so parents and students can easily identify menu items that contain any of the major allergens.
- We provide a food allergy protocol to all of our school managers and directors to assist them in the day-to-day process of accommodating students with special dietary needs.
- We maintain an ingredient, recipe and menu database. Webtrition highlights food allergens in all of the ingredients and recipes we use to assist managers when modifying menus.
- We train our managers to review the ingredient statement of each food ingredient, product or recipe.
- We provide a series of web-based training modules for all directors and managers that include quizzes. Records are kept indicating their completion.
- Food Allergy Research and Education (FARE) has reviewed all of our food allergy training programs and recognized them with the FARECheck certification.

FARECheck

We are proud Chartwells was the first in the child nutrition industry to have our allergen management training courses certified by Food Allergy Research and Education (FARE). FARE has reviewed all of Chartwells' food allergy training programs and accredited them with the FARECheck certification.

Partnering with FARE helps ensure our training programs remain aligned with the latest advancements in food allergen management and keeps the safety of our students as the No. 1 priority.

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Menu Adoption

We are committed to continuous improvement of the foodservice program at El Camino Real Charter, according to your culture, food preferences, nutritional concerns and production availability. Chartwells understands student, parent and staff involvement through inclusive promotion, education and communication is critical to a successful nutrition program. We involve all stakeholders in program evaluation, menu selection and discussion of nutrition issues and increase awareness about healthy eating and wellness to make informed decisions.

We can predict the food trends that will define the culinary landscape for the next several years. We classify trends into four stages: inception, adoption, proliferation and ubiquity. Trends start in fine dining restaurants and ethnic grocery stores, but they're still risky at this stage. When trends are accepted, they start to show up on food truck menus and in independent casual dining restaurants. Then they spread to quick-service restaurants, chains and college campuses. At this stage, we know they have the best chance for success. Eventually they become common and appeal to almost everyone.

About the Menu Selections

We have more than 20 years of experience developing menus for students of all ages. Our experience crafting menus specifically for the students of El Camino Real Charter High School and our streamlined approach will increase participation for each grade level, meet and exceed USDA standards, and engage key district stakeholders in the menu customization process.

The menus provided on the following pages show the broad scope of on-trend food concepts popular with today's youth. At the core of each menu are ingredients and recipes that have been vetted for nutritional quality and culinary innovation by our regional executive chefs and registered dietitians.

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What's on the Menu?

chartwells
serving up happy & healthy

El Camino Real Charter High School Breakfast Menu

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Entrees	Griddle Style Pancakes with Syrup, Maple Flavored Syrup, Fluffy Scrambled Eggs	Whole Grain French Toast Sticks with Maple Flavored Syrup, Maple Flavored Syrup, Fluffy Scrambled Eggs	Whole Grain Waffles with Syrup, Fluffy Scrambled Eggs, Maple Flavored Syrup	Chicken Biscuit Breakfast Sandwich, Fluffy Scrambled Eggs	Plain Whole Grain Bagel, Fluffy Scrambled Eggs, Light Cream Cheese
Alternate Entrees	Cinnamon Toast Crunch Cereal, Frosted Corn Flakes Cereal, Maple Cranberry Oatmeal	Cinnamon Toast Crunch Cereal, Frosted Corn Flakes Cereal, Maple Cranberry Oatmeal	Cinnamon Toast Crunch Cereal, Frosted Corn Flakes Cereal, Maple Cranberry Oatmeal	Cinnamon Toast Crunch Cereal, Frosted Corn Flakes Cereal, Maple Cranberry Oatmeal	Cinnamon Toast Crunch Cereal, Frosted Corn Flakes Cereal, Maple Cranberry Oatmeal
Sides for All Meals	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Fresh Fuji Apple	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Fresh Fuji Apple	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Fresh Fuji Apple	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Fresh Fuji Apple	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Fresh Fuji Apple

This institution is an equal opportunity provider.
Milk options include 1% low-fat, skim chocolate and skim strawberry.

What's on the Menu?

chartwells
serving up happy & healthy

El Camino Real Charter High School Breakfast Menu

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Entrees	Sausage & Pancake Stick with Syrup, Maple Flavored Syrup, Iced Cinnamon Roll	Fresh Baked Whole Grain Biscuit, Creamy Peppery Sausage Gravy, Fluffy Scrambled Eggs	Griddle Style Pancakes with Syrup, Fluffy Scrambled Eggs, Maple Flavored Syrup	Whole Grain Blueberry Bagel, Fluffy Scrambled Eggs, Light Cream Cheese	Breakfast Turkey Sausage Pizza, Fluffy Scrambled Eggs
Alternate Entrees	Fruity Cheerios Cereal Bar, Cocoa Puffs Cereal, Apple Cinnamon Oatmeal	Fruity Cheerios Cereal Bar, Cocoa Puffs Cereal, Apple Cinnamon Oatmeal	Fruity Cheerios Cereal Bar, Cocoa Puffs Cereal, Apple Cinnamon Oatmeal	Fruity Cheerios Cereal Bar, Cocoa Puffs Cereal, Apple Cinnamon Oatmeal	Fruity Cheerios Cereal Bar, Cocoa Puffs Cereal, Apple Cinnamon Oatmeal
Sides for All Meals	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Orange Wedges	Turkey Sausage Patty, Whole Grain Toast, Hard Boiled Egg, 100% Fruit Juice, Orange Wedges	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Orange Wedges	Turkey Sausage Patty, Whole Grain Toast, Hard Boiled Egg, 100% Fruit Juice, Orange Wedges	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Orange Wedges

This institution is an equal opportunity provider.
Milk options include 1% low-fat, skim chocolate and skim strawberry.

What's on the Menu?

chartwells
serving up happy & healthy

El Camino Real Charter High School Breakfast Menu

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Entrees	Whole Grain Waffles with Syrup, Fluffy Scrambled Eggs, Maple Flavored Syrup	Egg and Cheese English Muffin Sandwich, Fluffy Scrambled Eggs	Griddle Style Pancakes with Syrup, Fluffy Scrambled Eggs, Maple Flavored Syrup	Turkey Sausage Biscuit Sandwich, Fluffy Scrambled Eggs	Whole Grain Blueberry Bagel, Fluffy Scrambled Eggs, Light Cream Cheese
Alternate Entrees	Strawberry Cheerios Cereal Bar, Golden Grahams Cereal, Peachy Cinnamon Oats	Apple Cinnamon Cheerios Cereal, Golden Grahams Cereal, Peachy Cinnamon Oats	Strawberry Cheerios Cereal Bar, Golden Grahams Cereal, Peachy Cinnamon Oats	Apple Cinnamon Cheerios Cereal, Golden Grahams Cereal, Peachy Cinnamon Oats	Strawberry Cheerios Cereal Bar, Golden Grahams Cereal, Peachy Cinnamon Oats
Sides for All Meals	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Chilled Pineapple Tidbits	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Chilled Pineapple Tidbits	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Chilled Pineapple Tidbits	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Chilled Pineapple Tidbits	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Chilled Pineapple Tidbits

This institution is an equal opportunity provider.
Milk options include 1% low-fat, skim chocolate and skim strawberry.

What's on the Menu?

chartwells
serving up happy & healthy

El Camino Real Charter High School Breakfast Menu

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Entrees	Whole Grain French Toast Sticks with Maple Flavored Syrup, Fluffy Scrambled Eggs, Maple Flavored Syrup	Turkey Sausage Biscuit Sandwich, Fluffy Scrambled Eggs	Griddle Style Pancakes with Syrup, Fluffy Scrambled Eggs, Maple Flavored Syrup	Sunbutter & Jelly Pancake Sandwich, Fluffy Scrambled Eggs	Egg and Cheese English Muffin Sandwich, Fluffy Scrambled Eggs
Alternate Entrees	Corn Chex Cereal, Multigrain Frosted Flakes Cereal, Cinnamon Oatmeal	Corn Chex Cereal, Multigrain Frosted Flakes Cereal, Cinnamon Oatmeal	Corn Chex Cereal, Multigrain Frosted Flakes Cereal, Cinnamon Oatmeal	Corn Chex Cereal, Multigrain Frosted Flakes Cereal, Cinnamon Oatmeal	Corn Chex Cereal, Multigrain Frosted Flakes Cereal, Cinnamon Oatmeal
Sides for All Meals	Turkey Sausage Patty, Whole Grain Toast, Hard Boiled Egg, Red Delicious Apple, 100% Fruit Juice	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, Red Delicious Apple, 100% Fruit Juice	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, Red Delicious Apple, 100% Fruit Juice	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, Red Delicious Apple, 100% Fruit Juice	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, Red Delicious Apple, 100% Fruit Juice

This institution is an equal opportunity provider.
Milk options include 1% low-fat, skim chocolate and skim strawberry.

What's on the Menu?

chartwells
serving up happy & healthy

El Camino Real Charter High School Breakfast Menu

	Monday
Main Entrees	Griddle Style Pancakes with Syrup, Fluffy Scrambled Eggs, Maple Flavored Syrup
Alternate Entrees	Cinnamon Toast Crunch Cereal, Frosted Corn Flakes Cereal, Maple Cranberry Oatmeal
Sides for All Meals	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Fresh Fuji Apple

This institution is an equal opportunity provider.
Milk options include 1% low-fat, skim chocolate and skim strawberry.

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What's on the Menu?

chartwells
serving up happy & healthy

El Camino Real Charter High School Lunch

	Monday	Tuesday	Wednesday	Thursday	Friday
AMERICAN CLASSICS	Spaghetti & Meatballs, Savory Green Beans, Cantonese BBQ Pork w/ Rice, Sesame Soy Carrots	Veggie Chili & Cheese Potato (VG), Seasoned Broccoli Florets, Beef, Bean, & Cheese Burrito	"Blazin'" Buffalo Chicken Dip, Seasoned Corn, Three Cheese Lasagna (VG) (Steamed broccoli & carrots), Roasted Italian Vegetables	Turkey Nachos with Toppings, Seasoned Zucchini, Mexican Style Chicken Grain Bowl (VG)	Griddle Style Pancakes with Syrup, Turkey Sausage Patty, Home Fried Potatoes, Bavarian Style Turkey Hot Dog
2 mato	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza
grilled	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Toasted Ham & Swiss, Crispy French Fries	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Buffalo Ranch Chicken Quesadilla, Crispy French Fries	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, BLT Burger, Crispy French Fries	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Tuna Melt	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Mozzarella & Vegetable Panini (VG), Crispy French Fries
ON the GO	Mediterranean Bulgur Salad (VG), Vietnamese Banh Mi	Mediterranean Bulgur Salad (VG), Vietnamese Banh Mi	Mediterranean Bulgur Salad (VG), Vietnamese Banh Mi	Mediterranean Bulgur Salad (VG), Vietnamese Banh Mi	Mediterranean Bulgur Salad (VG), Vietnamese Banh Mi
extra extra	Carrot & Celery Sticks, Crunchy Broccoli Florets, Corn & Black Bean Salad, Fresh Fuji Apple, Chilled Pineapple Tidbits	Spinach & Romaine Salad, Carrot & Celery Sticks, Bulgur Tabbouleh, Whole Ripe Banana, Chilled Peaches	Carrot & Celery Sticks, Crunchy Broccoli Florets, Pea Salad, Fresh Fuji Apple, Chilled Pineapple Tidbits	Spinach & Romaine Salad, Carrot & Celery Sticks, Bulgur Tabbouleh, Whole Ripe Banana, Chilled Peaches	Carrot & Celery Sticks, Crunchy Broccoli Florets, Corn & Black Bean Salad, Fresh Fuji Apple, Chilled Pineapple Tidbits
SO DELI	Deli Turkey, Sliced Deli Ham, Hummus, Sliced Bread, Sub Roll, Soft Flour Tortilla, American Cheese, Swiss Cheese, Provolone Cheese, Shredded Lettuce, Sliced Tomatoes, Mayo, Yellow Mustard				

Lunch milk options include 1% Low-Fat, Skim Chocolate and Strawberry. This institution is an equal opportunity employer. (VG)= Vegetarian

What's on the Menu?

chartwells
serving up happy & healthy

El Camino Real Charter High School Lunch

	Monday	Tuesday	Wednesday	Thursday	Friday
AMERICAN CLASSICS	Baja Beef Rice Bowl, Baked Mozzarella Cheese Sticks w/ Marinara (VG), Caesar Salad, Steamed Broccoli Florets	Philly Cheese Steak, Sauteed Peppers & Onions, Fish Taco in Soft Tortilla, Cilantro Lime Coleslaw	Teriyaki Glazed Chicken, Brown Fried Rice, Teriyaki Glazed Beef, Vegetable Egg Roll	BBQ Pulled Pork Sandwich, Boston Baked Beans, Flexitarian Beef & Lentil Taco Salad	Beefy Hard Shell Tacos, Cilantro Lime Brown Rice, Swedish Meatballs, Rotini Pasta, Seasoned Peas
2 mato	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza
grilled	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Toasted Ham & Swiss, Crispy Tater Tots	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Chicken & Cheese Quesadilla, Crispy Tater Tots	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, BLT Burger, Crispy Tater Tots	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Tuna Melt, Crispy Tater Tots	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Pork Carnitas & Cheese Quesadilla, Crispy Tater Tots
ON the GO	Chicken & Apple-Cheddar Salad, Egg Salad Sandwich (VG)	Chicken & Apple-Cheddar Salad, Egg Salad Sandwich (VG)	Chicken & Apple-Cheddar Salad, Egg Salad Sandwich (VG)	Chicken & Apple-Cheddar Salad, Egg Salad Sandwich (VG)	Chicken & Apple-Cheddar Salad, Egg Salad Sandwich (VG)
extra extra	Red & Green Bell Pepper Strips, Crunchy Broccoli Florets, Pickled Beet Salad, Red Delicious Apple, Cinnamon Sugar Bananas	Carrot & Celery Sticks, Tossed Salad, Citrus Chickpea Salad, Orange Wedges, Chilled Diced Pears	Red & Green Bell Pepper Strips, Crunchy Broccoli Florets, Pea Salad, Red Delicious Apple, Cinnamon Sugar Bananas	Fresh Snow Peas (Light Ranch Dressing), Tossed Salad, Citrus Chickpea Salad, Orange Wedges, Chilled Diced Pears	Red & Green Bell Pepper Strips, Crunchy Broccoli Florets, Pickled Beet Salad, Red Delicious Apple, Cinnamon Sugar Bananas
SO DELI	Deli Turkey, Sliced Deli Ham, Hummus, Sliced Bread, Sub Roll, Soft Flour Tortilla, American Cheese, Swiss Cheese, Provolone Cheese, Shredded Lettuce, Sliced Tomatoes, Mayo, Yellow Mustard				

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What's on the Menu?

chartwells
serving up happy & healthy

El Camino Real Charter High School Lunch

	Monday	Tuesday	Wednesday	Thursday	Friday
AMERICAN CLASSICS	Creamy Chicken Alfredo with Rotini, Roasted Italian Vegetables, Sweet & Sour Chicken, Brown Rice, Sesame Green Beans	BBQ Chicken Thighs, Seasoned Corn, Bubbly Baked Macaroni and Cheese (VG), Seasoned Pinto Beans, Cuban Mojo Pork Bowl	Turkey Taco Salad, Mexicali Corn, Cilantro Lime Brown Rice, Perfect Sloppy Joe	Southwest Fish Filet, House-Made Pico de Gallo, Dijon Glazed Carrots, Brown Rice, Cheesy Baked Pasta (VG)	Whole Grain French Toast Sticks with Maple Flavored Syrup, Sausage & Home Fries, Crispy Baked Chicken Nuggets, Brown Rice, Buffalo Cauliflower
2 mato	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza
grilled	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Toasted Ham & Swiss, Sweet Potato Tots	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Bean & Cheese Quesadilla (VG), Sweet Potato Tots	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, BLT Burger, Sweet Potato Tots	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Tuna Melt, Sweet Potato Tots	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Mushroom & Swiss Turkey Burger, Sweet Potato Tots
ON the GO	Sweet & Crunchy Chickpea Wrap (VG), Shaker Salad with Wheat Berries (VG)	Sweet & Crunchy Chickpea Wrap (VG), Shaker Salad with Wheat Berries (VG)	Sweet & Crunchy Chickpea Wrap (VG), Shaker Salad with Wheat Berries (VG)	Sweet & Crunchy Chickpea Wrap (VG), Shaker Salad with Wheat Berries (VG)	Sweet & Crunchy Chickpea Wrap (VG), Shaker Salad with Wheat Berries (VG)
extra extra	Carrot & Celery Sticks, Spinach & Romaine Salad, Corn Ranch Salad, Granny Smith Apple, Chilled Fruit Cocktail	Crunchy Broccoli Florets, Carrot & Celery Sticks, Vegetable Pasta Salad, Orange Wedges, Chilled Pineapple Tidbits	Carrot & Celery Sticks, Spinach & Romaine Salad, Citrus Bean, Granny Smith Apple, Chilled Fruit Cocktail	Crunchy Broccoli Florets, Carrot & Celery Sticks, Vegetable Pasta Salad, Orange Wedges, Chilled Pineapple Tidbits	Carrot & Celery Sticks, Spinach & Romaine Salad, Corn Ranch Salad, Granny Smith Apple, Chilled Fruit Cocktail
SO DELI	Deli Turkey, Sliced Deli Ham, Hummus, Sliced Bread, Sub Roll, Soft Flour Tortilla, American Cheese, Swiss Cheese, Provolone Cheese, Shredded Lettuce, Sliced Tomatoes, Mayo, Yellow Mustard				

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What's on the Menu?

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serving up happy & healthy

El Camino Real Charter High School Lunch

	Monday	Tuesday	Wednesday	Thursday	Friday
AMERICAN CLASSICS	Chili Cheese Dog, Boston Baked Beans, Tuscan Noodle Bowl (VG)	Rotini with Italian Meat Sauce, Balsamic Summer Squash, Thai Pineapple & Chicken Fried Rice	Chicken Taco with Homemade Pico de Gallo, Mexicali Corn, Smothered Pork Chop, African Spiced Brown Rice, Sauteed Kale	Chimichurri Pork Carnitas Bowl, Teriyaki Glazed Beef, Lo Mein Noodles	Marinated Chicken Fajitas, Mexicali Corn, Cilantro Lime Brown Rice, Macaroni and Cheese With Veggies (VG)
2 mato	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza
grilled	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Italian Turkey Parm Burger , Sweet Potato Fries, Brown Rice	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Mozzarella and Pepperoni Panini, Sweet Potato Fries, Brown Rice	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Mozzarella & Roasted Vegetable Panini (VG), Sweet Potato Fries, Brown Rice	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Classic Grilled Chicken Sandwich, Sweet Potato Fries, Brown Rice	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Turkey & Cheese Bagel Melt, Sweet Potato Fries, Brown Rice
ON the GO	Chicken Salsa Wrap, Hummus, Chips, and Veggie Bento Box (VG)	Chicken Salsa Wrap, Hummus, Chips, and Veggie Bento Box (VG)	Chicken Salsa Wrap, Hummus, Chips, and Veggie Bento Box (VG)	Chicken Salsa Wrap, Hummus, Chips, and Veggie Bento Box (VG)	Chicken Salsa Wrap, Hummus, Chips, and Veggie Bento Box (VG)
extra extra	Carrot & Celery Sticks, Citrus Bean Salad, Vegetable Pasta Salad, Whole Ripe Banana, Chilled Peaches	Crunchy Broccoli Florets, Carrot & Celery Sticks, Vegetable Pasta Salad, Orange Wedges, Cinnamon Sugar Bananas	Carrot & Celery Sticks, Pea Salad, Vegetable Pasta Salad, Whole Ripe Banana, Chilled Peaches	Crunchy Broccoli Florets, Carrot & Celery Sticks, Vegetable Pasta Salad, Orange Wedges, Cinnamon Sugar Bananas	Carrot & Celery Sticks, Citrus Bean Salad, Vegetable Pasta Salad, Whole Ripe Banana, Chilled Peaches
SO DELI	Deli Turkey, Sliced Deli Ham, Hummus, Sliced Bread, Sub Roll, Soft Flour Tortilla, American Cheese, Swiss Cheese, Provolone Cheese, Shredded Lettuce, Sliced Tomatoes, Mayo, Yellow Mustard				

Lunch milk options include 1% Low-Fat, Skim Chocolate and Strawberry. This institution is an equal opportunity employer. (VG)= Vegetarian

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What's on the Menu?

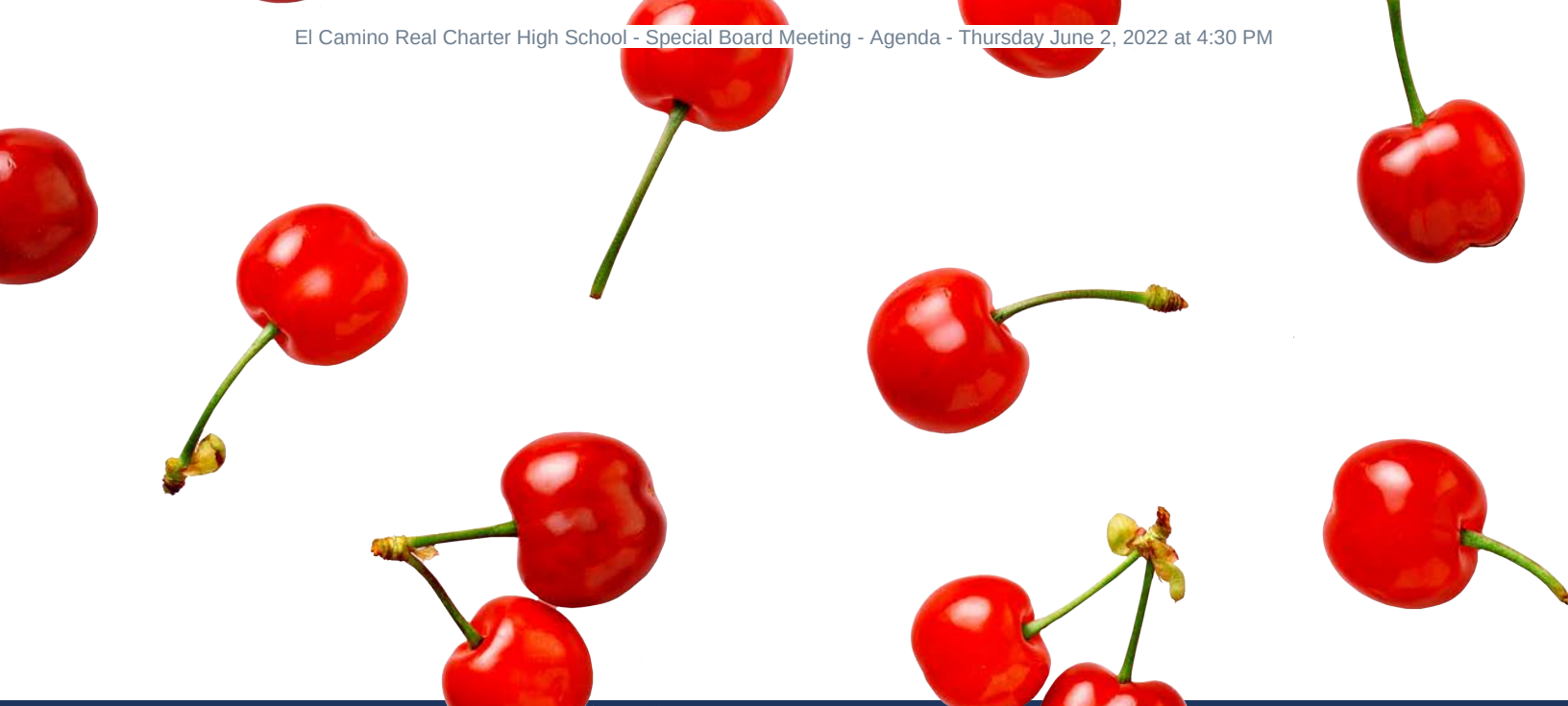
chartwells
serving up happy & healthy

El Camino Real Charter High School Lunch

	Monday
AMERICAN CLASSICS	Cajun Roasted Pork Butt, Seasoned Black Eyed Peas, Brown Rice, Oven Baked Chicken Tenders, Jamaican Mango Jerk Sauce
2 mato	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza
grilled	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Mushroom & Swiss Burger, Crispy French Fries
ON the GO	Chicken Cobb Salad, Soft Dinner Roll, Chicken Ranch Wrap with Lettuce and Tomato
extra extra	Fresh Celery Sticks, Sliced Cucumbers, Spinach, Tomato, & Corn Pasta Salad, Golden Delicious Apple, Chilled Pineapple Tidbits
SO DELI	Deli Turkey, Sliced Deli Ham, Hummus, Sliced Bread, Sub Roll, Soft Flour Tortilla, American Cheese, Swiss Cheese, Provolone Cheese, Shredded Lettuce, Sliced Tomatoes, Mayo, Yellow Mustard

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Culinary Culture

Serving Up Happy & Healthy

We're passionate about creating delicious, kid-approved food that nourishes bodies and minds and supports development at this critical time in children's lives. We make your cafeterias inviting spaces where students want to be, bringing a sense of happiness to each meal as they connect with friends and refuel for the day ahead.

Whether a student is looking for on-trend dishes with exciting flavor profiles, the perfect pregame snack or a mood-boosting breakfast to tackle the day, they'll find it in our cafeteria, expertly crafted by a team of culinarians committed to serving up happy and healthy to every student, every day.



"Food is at the forefront of everything we do, and our recipe is simple: Wholesome ingredients, innovative menus and engaged associates create a great experience."

– Chef Peter Gilhooly.
VP of Culinary



Great food begins with the best ingredients. Our culinary and nutrition teams are devoted to using the freshest, nutritious, minimally processed and locally sourced ingredients available.

We listen to students and use their input to develop innovative and exciting recipes that connect with current food trends. We continue to be the leaders in culinary innovation because we are always creating, developing and testing new recipes and concepts in our kitchens.

Our associates engage students in fun and educational activities, providing experiences that introduce new ingredients and flavors, teach them about nutrition and cooking, and inspire them to be excited about food and wellness. We are in the business of creating memories and healthy habits that will last a lifetime.

Chartwells chefs have a deep knowledge, understanding and passion for food. They feel fortunate to be nourishing students and changing the landscape of school nutrition.

Our team of registered dietitians collaborates with our culinary team to choose the best ingredients and develop creative recipes that maximize nutrition, USDA compliance and food allergy management. They are skilled at seamlessly blending student nutrition needs with their taste preferences.

A Customized Dining Solution

Students want fun and delicious food. Parents want healthy, nutritious meals. Administrators want all of that at an affordable cost. That is why we work directly with you to develop a customized foodservice program that fits your budget.

We have a portfolio of chef-designed, customizable cafeteria concepts and programs that we combine to create a one-of-a-kind dining experience your students will love. Each concept incorporates chef expertise, recipes, menus and more.



A Variety of Healthy, Balanced Meals

Florence School District One

Our team ensured students would have a variety of fresh, quality food choices on Day One when we started our partnership with Florence School District One. Dishes included vegetarian options, salads, soups and more.

“I think the kids will be very excited with the appearance of the food, the taste of the food,” said Jeff Murrie, FSD1 farm-to-school instructor. “Teachers at other schools have already been talking about how good the food smells when they come down the hall.”

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Our quality standards are on par with those outlined by El Camino Real Charter, so all of our contracts cover products that meet or exceed these specifications.

What Can You Expect from Our Culinary Focus?

Ingredient Excellence

An outstanding food program begins with ingredients that are fresh, local, authentic, minimally processed, nutritious and protect our environment.

- All of our food has zero grams of added trans fat per serving.
- We have reduced added sugar in our flavored milk and are leading the industry in reducing added sugar in many other products.
- We reduce the use of salt in our foods and emphasize flavor through a variety of seasonings, marinades and cooking techniques.
- We bring to life the USDA's MyPlate graphic, symbolizing a balanced meal. We offer a wide variety of fruits and vegetables that fill half of student plates as well as low-fat dairy, lean protein and whole grains.
- We prioritize local product purchasing as much as possible.
- We offer cage-free shell eggs, milk and yogurt that were produced from cows not treated with artificial growth hormones.

Scratch Cooking

Our culinary approach ensures your menus are nutritious and delicious. We take pride in serving your students meals made from scratch with fresh, wholesome and local ingredients – meals they are excited to eat. By bringing our expertise, instruction and skill building into the kitchen, we enable your program to flourish and increase the amount of food made in-house. On-site preparation and finishing foods also improve overall food quality and freshness. This helps recipes retain nutrients and flavor.

Recipe Innovation

We continually develop and test new recipes that reflect your specific student population. This process brings together our talented chefs and dietitians. They create recipes that promote authentic tastes, modify classics for a healthier profile and introduce new flavors and concepts that highlight current trends.

Introducing the Chartwells Culinary Innovation Council

The Culinary Innovation Council is a collective of Chartwells chefs from around the country who work together to bring the latest food trends and new menu items to our education partners.

Beyond serving as culinary trend-spotters, council members are given culinary challenges throughout the year to develop new recipes based on student feedback, marketplace insights and menu development needs. This process continually expands our recipe set and promotes engagement in the cafeteria with opportunities to meet the chefs and taste/vote for new menu items.

The council also reinforces our chef-driven menu development approach and provides opportunities for culinary career development.

Experts on USDA Foods

Our decades of experience in developing menus for students of all ages gives us a unique perspective and a customized approach to USDA foods. At the heart of every menu are chef-developed, dietitian-approved recipes that showcase foods kids love and reflect today's food trends.

We are continually creating new recipes to give students the foods they like – with a healthy twist.



Create Pork Carnitas Bowl

Our national culinary and nutrition teams leverage USDA foods and DoD program foods in their most natural state for integration into recipes and menus. We spend thousands of hours in research and development to ensure our foodservice directors have the information and resources to make informed recommendations on commodity choices. We maximize the value of your allotment for USDA foods and reduce administrative costs in purchasing, passing on the savings to you.

With our knowledge of what kids in 4,500 schools across the country like to eat, we are always focused on serving the food kids want – especially as their flavor palates evolve. That's why we're helping districts nationwide solve the complexities of purchasing USDA foods. We want to make it easy for schools to make their commodity spend go further and ensure it's focused on making great menus.

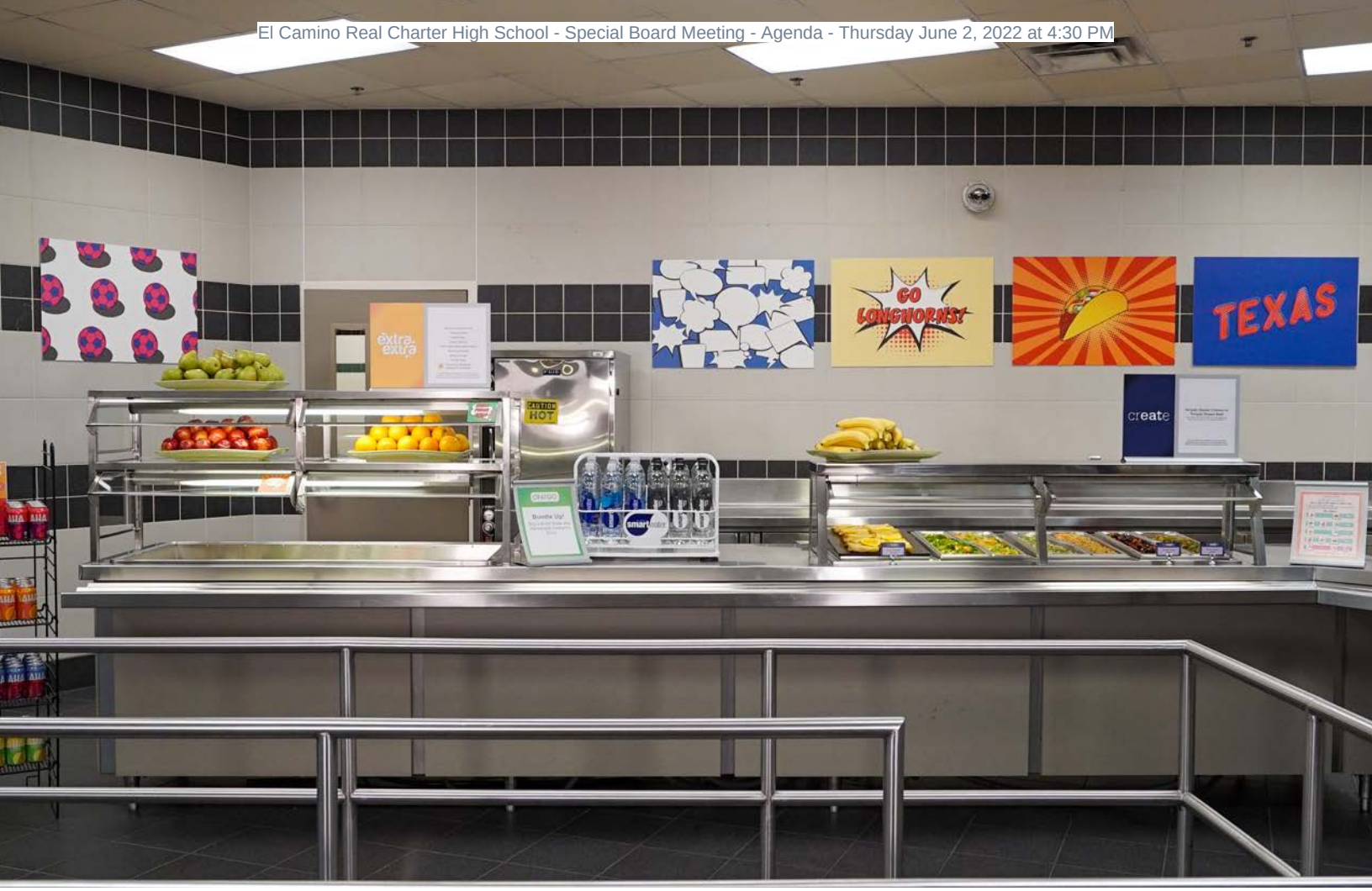
Data-Driven Menu Design

We take the guesswork out of menu development with the help of our data analytics partner, E15. They provide us with detailed information about the cuisines and restaurants the families and students in your area are frequenting, and we use that data to inform menu selection. This method allows us to start with menus we know your students will love and then refine our selection through their feedback.

Seasonal Menus

Tastes change based on the season. In the spring, students might crave a refreshing feta and watermelon salad. In the cold winter months, a hearty bowl of chili may hit the spot. We evaluate the menu offerings and incorporate seasonal flavors and produce to ensure our students can always find something to satisfy their seasonal cravings.

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extra, extra
CAUTION HOT
GO LONGHORNS!
TEXAS
create


NATIONAL SCHOOL LUNCH PROGRAM
CREATE A MEAL
TAKE AT LEAST 3 FOOD GROUPS TO CREATE A MEAL
1. SELECT A 1/2 CUP OF FRUIT OR VEGETABLE (OR BOTH)
2. PICK AT LEAST TWO OTHER FOOD GROUPS, SUCH AS WHOLE GRAINS, PROTEIN, OR A SERVING OF MILK
3. 3. TAKE A MINIMUM OF 3 FOOD GROUPS AND A MAXIMUM OF 5
MEAL EXAMPLES:
FRUIT
WHOLE GRAIN & PROTEIN
= MEAL
VEGETABLE
FRUIT
MILK
= MEAL
FRUIT
WHOLE GRAIN & PROTEIN
= MEAL
FRUIT
VEGETABLE
WHOLE GRAIN & PROTEIN
= MEAL
WHOLE GRAIN & PROTEIN
MILK
= NOT A MEAL

"It's the kind of food you'd expect to find in a higher-end fast casual restaurant: dishes like a roast Greek chicken and tzatziki sandwich, a Cajun chicken salad sandwich wrap, and a Vietnamese banh mi pork hoagie."

– Joe Zlomek, The Post Reporter, Pottsgrove School District

Culinary Concepts

For a more college-like "food hall" experience, we create mini restaurants within your cafeteria. We call these mini restaurants "culinary concepts," and each can be executed as a full concept including customizable menus and branding or incorporated into existing menus and stations. Check out some of students' favorite concepts on the following pages.



Veggie Lover's Pizza

2mato

Authentic Italian menu items highlighting fresh, seasonal, local ingredients

AMERICAN CLASSICS

Hearty, filling regional and seasonal favorites



Smothered Pork Chop



Thai Basil Tofu

create

An exhibition-style culinary experience

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grilled

Hamburgers, cheeseburgers, chicken sandwiches and more

---

sono
CELEBRATE LATIN

Students create their own Latin American favorites





extra extra

Fresh fruit and vegetable side dishes

SO DELI

The variety, freshness and customization students want





ON THE GO

Wholesome, delicious on-the-go snacking

Roadtrip

A culinary adventure across the U.S., featuring regional favorites





wild greens

Salads featuring seasonal, local ingredients

RUSH HOUR

Our newest concept offers two ways to enjoy breakfast all day: grab-and-go on the Expressway or a leisurely lunch at the Traffic Stop





Premium deli concept featuring top-quality meats and cheeses and freshly baked bread

A new Asian concept inspired by Food Network's Chef Jet Tila





Regionally and globally inspired BBQ entrees with sides like macaroni and cheese

Pizza by the slice or create your own





chaat HOUSE INDIAN KITCHEN

A variety of vegetables, curries and masalas that students can customize

---

FLAME

A fresh take on burgers and sandwiches with innovative flavors





market fresh

Premium made-to-order or prepackaged salad bar

THE ROOST
DOWN RIGHT TASTY CHICKEN!

Classic Southern crispy chicken sandwiches and sides




Pork Carnitas Torta

made to melt
everything cheese

A twist on an American comfort classic, Made to Melt showcases "everything cheese"

REVOLUTION NOODLE

Authentic broths are the foundation of this Asian noodle concept that features pho, ramen and dim sum


Vegetable Soba Noodle Bowl


Homestyle Baked Macaroni and Cheese

MAC & CHEESY OLOGY

Custom macaroni and cheese with a wide variety of flavors, toppings and proteins to choose from


Sonoran Chicken Torta

2021 Food Management Best Sandwiches

Food Management's yearly list of the best sandwiches has featured selections from our culinary concepts four years in a row. This year, our Indian Chicken Shawarma Flatbread Sandwich and Pulled Pork Ham and Swiss Cubano were featured in the Global Category while our Sonoran Chicken Torta topped the list of Best Chicken Sandwiches. This torta reimagines the popular Sonoran hot dog with fajita chicken, chipotle barbecue mayonnaise, refried beans, lettuce, jalapenos and tomatoes.

The previous three years, our sandwiches were highlighted in the Kids Sandwich Category, claiming two of the four spots in 2020 with our Mojo BBQ Pulled Pork Sandwich and our Apple Beet Wheatberry Wrap. In 2019, our Cilantro Lime Chicken and Eggplant Provolone Paninis made the cut, and 2018 featured our Grilled Chicken Cobb Sandwich.

Giving Kids a Voice

Today's students are smarter and savvier about what they want to eat. Our Student Choice program brings the latest food trends straight to school cafeterias and lets students choose what's on their menus.

Students sample from restaurant-inspired concept options that are updated regularly to keep the program exciting and on-trend. Then they vote on which concepts are brought to life in the cafeteria, either at a Student Choice station or as a limited-time offer until the next vote.







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CK12 Catering

Our commitment to your students and community doesn't end at the cafeteria door. Our talented, passionate chefs craft menus that include popular, seasonal pairings to suit any taste or occasion. From small staff meetings to large special events, your on-site Chartwells team will help you create an experience that fits your serving style, preferences and budget. Catered meals prepared for students during special events – such as end-of-year celebrations, field trips and classroom parties – can be claimed by the school for reimbursement.

From menus to marketing, your catering program will reflect the spirit of your school. Our sample menus feature the same level of diverse, on-trend dishes and global flavors we're dedicated to offering in your cafeterias each day. Whether you prefer the marketing to showcase the district logo or CK12 branding, every print and digital communication will highlight the quality and creativity of our catering services.

CK12

catering menu



Sample Menus

Breakfast

Conference Breakfast

- Assorted bagels, peanut butter, butter, cream cheese and jelly
- Choice of two pastries: mini bagels, mini muffins, mini Danish, mini croissants (almond, plain or chocolate), mini scones, crumb cake or pound cake
- Sliced fruit platter

Breakfast Burrito Bar

- Warm flour tortillas
- Scrambled eggs
- Chorizo with eggs
- Hash browns
- Refried beans
- Bacon and sausage
- Pico de gallo and salsa
- Shredded cheddar cheese

Breakfast Sandwich Platter

- Santa Fe breakfast sandwich
- Banana, apple and berry wraps
- Sausage and cheese biscuit

Fresh Fruit and Yogurt Platter

Assorted individual yogurts, fresh fruit salad and granola

Country Breakfast

- Warm buttermilk biscuits and country gravy
- Scrambled eggs
- Golden hash browns or home fries
- Sausage and/or bacon

The Griddle

- Buttermilk pancakes or French toast
- Strawberry topping and powdered sugar
- Butter and syrup
- Sausage and/or bacon
- Golden hash browns or home fries

Oatmeal Bar

Steel-cut oats with cinnamon, raisins, brown sugar, dried cranberries, dried apricots, toasted sunflower seeds, housemade granola and toasted coconut

Individual orange juice, coffee, decaf and tea service available for all breakfast options

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Lunch

Conference Sandwich Lunch 1

- Sandwich platter (select four different sandwiches from sandwich list)
- One salad (select from salad list), sliced fruit platter, cookies and brownies, premium canned or bottled beverages

Conference Sandwich Lunch 2

- Sandwich platter (select four different sandwiches from sandwich list)
- Two salads (select from salad list), sliced fruit platter, cookies and brownies, premium canned or bottled beverages

Conference Sandwich Lunch 3

- Build your own sandwich: Includes assorted sliced meats and cheeses (ham, turkey, salami, roast beef; Swiss, provolone and American cheeses), freshly baked bread, lettuce, tomato, pickles and condiments
- Two salads (select from salad list), cookies and brownies, premium canned or bottled beverages

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New Sandwich Boxes for To-Go Catering

Four sandwiches selected from below are packaged in an easy-to-transport box for lunch on the go.

House Favorites

- House-roasted turkey, brie, honey mustard, demi baguette
- Smoked ham, arugula, Swiss cheese, ciabatta
- Grilled chicken, avocado, chipotle mayo, Jack cheese, brioche

Vegetarian

- Grilled zucchini, eggplant, roasted peppers, balsamic dressing
- Portobello mushroom, wilted kale, goat cheese, sandwich thin
- Balsamic roasted vegetable, goat cheese, whole-wheat wrap

Salads

- Organic field greens, balsamic vinaigrette
- Caesar salad, herb croutons
- Spinach salad, Parmesan, dried cranberries
- Pesto potato salad
- Broccoli, sunflower seeds and raisin salad

From the Farm

- Smoked turkey, vine-ripened tomato, basil, fresh mozzarella
- Chicken Caesar wrap
- Roast beef, cheddar, horseradish, caramelized onions, sourdough

From the Sea

- Albacore tuna, cucumber, whole-grain roll
- Roasted salmon, fresh herbs, lettuce, tomato, sandwich thin

Sandwich selections served on assorted breads and rolls.



Buffets

All buffets are served with a fresh fruit platter, cookie and brownie platter, and premium canned or bottled beverage selection. Minimum of 10 guests, 72-hour notice.

American Classic

- Green peppercorn roasted sirloin
- Lemon-basil roasted salmon
- Roasted mushrooms
- Roasted Roma tomatoes
- Choice of Caesar salad or mesclun greens with balsamic vinaigrettes

Mediterranean

- Caprese skewers
- Spinach Greek salad wraps
- Tabbouleh
- Hummus, red pepper, romaine in whole-wheat pita
- Lentil, sweet potato and red onion salad
- Baked chicken breast, lemon, basil, tomato, black olives
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette

BBQ Bar

- BBQ pulled pork and chicken
- Corn on the cob
- Baked beans
- Coleslaw or potato salad
- Cornbread
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette

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Taco and Burrito Bar

- Choice of taco-seasoned beef, chicken or traditional carnitas
- Crisp taco shells and/or soft flour tortillas
- Pinto or refried beans
- Cilantro-lime rice
- Shredded lettuce, diced tomato, black olives, grated cheddar
- Homemade pico de gallo
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette

Pasta Bar

- Penne pasta
- Choice of traditional Italian meat sauce, Alfredo or marinara (or combination of more than one)
- Seasoned vegetables
- Garlic breadsticks
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette

Grill Bar

- Hamburgers and hot dogs
- Assorted sliced cheeses
- Platter of lettuce, sliced tomato, thin red onion
- Assorted condiments
- Corn on the cob
- BBQ beans
- Potato salad
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette

Asian Buffet

- Choice of orange chicken, teriyaki chicken or combination with steamed white rice
- Lo mein noodles
- Vegetable fried rice
- Stir-fried mixed vegetables
- Vegetarian egg rolls
- Fortune cookies
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette

Pizza Party

- Classic cheese, pepperoni, sausage or roasted vegetable pizza
- Roasted Italian vegetables
- Broccoli with tomatoes, lemon, garlic
- Chicken panzanella
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette

Masala Buffet

- Chicken tikka masala
- Aloo gobi
- Baingan bharta
- Chef Bal Arneson's quinoa with Brussels sprouts
- Basmati rice
- Garlic naan
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette

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Build-Your-Own Buffets

Caesar Salad

- Romaine lettuce, baby spinach
- Tomatoes, olives, cucumbers, mushrooms, broccoli, carrots
- Grilled marinated chicken breast
- Lemon pepper spiced shrimp
- Grilled balsamic glazed tofu
- Croutons, Parmesan, regular and low-fat Caesar dressing
- Freshly baked focaccia

Grain Bowl

- Baby greens, arugula
- Quinoa, wheat berries
- Avocado, cucumbers, olives, tomatoes, dried cranberries, edamame, broccoli, cauliflower
- Chopped walnuts, sunflower seeds, Parmesan
- Grilled marinated chicken breast
- Lemon pepper spiced shrimp
- Sesame ginger and raspberry dressing
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette

Chili Picnic

- Beef tomato red bean chili
- Chicken white bean chili
- Jalapeño cornbread
- Cilantro-lime quinoa rice
- Jicama-cucumber fruit salad
- House-pickled vegetables, house-marinated sliced olives, Jack and cotija cheese, fresh cilantro
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette



Bagel Board

- Assorted toasted bagels
- Smoked salmon
- Herbed and plain cream cheeses
- Sliced cheeses
- Lettuce, tomato, radish, red onion
- Peanut butter
- House granola
- Dried fruits
- Traditional potato salad
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette

Personal Parfait

- Greek yogurt
- Strawberry, blueberry, raspberry, mandarin orange, kiwi, peach
- House granola
- Overnight cinnamon oats
- Orange-marinated cranberries, dried apricot
- Toasted pecans, walnuts, coconut, sunflower seeds
- Honey, maple syrup
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette

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Beverages, Desserts and Snacks

Beverages

- Assorted fruit juices
- Bottled water, fresh infused water – choice of lemon, lime, strawberry or cucumber
- Regular and decaf coffee and tea, sugar, milk, half and half, honey, lemon
- Assorted premium canned and bottled beverages

Desserts

- Sheet cakes – chocolate, vanilla, carrot or lemon cake with chocolate, vanilla, cream cheese or lemon icing
- Cheesecake
- Peach, blueberry or apple cobbler, whipped cream
- Cookie and brownie platter
- Mini dessert bars and cupcakes
- Biscotti and chocolate

Snacks

- Fruit and yogurt parfait
- Fruit and cheese tray, flatbread, crackers
- Hot pretzel bites, spicy brown and yellow mustards
- Crudite platter, herbed cream cheese, hummus
- Bruschetta – assorted crisps and flatbreads, fresh tomato basil, Kalamata olives and cranberry pear toppings
- Energy basket – granola, nuts, dried fruit, snack bars

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Purchasing Strength

We're able to provide the most competitive pricing for your program through our group purchasing organization, Foodbuy. As a subsidiary of Compass Group and the largest foodservice procurement organization in North America, Foodbuy manages more than 3,000 purchasing contracts and has developed over 600 partnerships with manufacturers, suppliers and distributors across the country. We'll continue to harness Foodbuy's purchasing power and expertise for El Camino Real Charter's supply chain needs and provide the best quality ingredients and goods at the best price available.

Foodbuy's negotiators understand the competitive landscape, commodity forecasts, regulatory issues, consumer trends, labor factors, sustainability goals, wellness concerns, product innovation and economies of scale. Your Foodbuy team drives down costs by negotiating greater volume of fewer quality products.

El Camino Real Charter's unique specifications are our first priority when purchasing food for your program. Foodbuy analyzes culinary needs, foodservice trends, nutrition, operating habits and customer requirements. Then it matches those criteria with the world's premier suppliers to optimize quality, value and customer satisfaction.

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Benefits to El Camino Real Charter

Foodbuy

You can expect

Student-focused ingredients and menus to drive participation

Culinary-first approach with quality local and national brands

Increased purchasing efficiencies

Increased wellness and sustainability impact through strategic purchasing

Control and minimizing impact of inflationary pressures

webtrition² powered by chefs

Compliance with nutrition labeling through our proprietary system, Webtrition

Food safety with supply chain due diligence and stringent certification programs

Streamlined processes through our Managed Order Guides

MyOrders

Easy and accurate ordering through our intuitive purchasing platform, MyOrders

Supplier diversity through partnerships with small, minority-, women-, disabled- and veteran-owned businesses

Expert handling of food manufacturer recalls and market withdrawals

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We're Your Procurement Advocate

USDA Foods

Our menu philosophy utilizes USDA foods to the fullest extent possible. We have decades of experience and a national support network committed to maximizing the usage of USDA foods, enhancing menu variety and adhering to school foodservice budgets.

The Chartwells National Commodity Program is focused on the following areas of expertise, which enable us to incorporate USDA foods into our school dining menus. This ensures consistent product quality, high nutritional value and low food cost.

Maximum Utilization and Effective Management

We know that the more USDA foods school districts use, the lower their food cost. Our team members receive USDA commodity training on accurate ordering, proper inventory procedures and flexible menu development. Our team of experienced chefs and registered dietitians makes full use of USDA foods, including meats, grains, fruits and vegetables.

Smart Processing

We direct our USDA foods to processors who supply us with a product that meets our stringent quality specifications while also supporting local purchasing. Since these standards are identical to specifications for purchased products, the result is a seamless transition between purchased and USDA foods. This reduces menu substitutions, leverages food costs and provides consistent quality ingredients that are easily incorporated into our wholesome meals.

Big Brands with Big Impact

We work collaboratively with a variety of well-known brands to continually introduce students to new foods and flavors. We take pride in stocking our pantries the same way you stock yours, with brands ranging from Tyson and Del Monte to Kraft Heinz and Smucker's. Our partnerships with these brands begin long before we start cooking in our kitchens.

Our chefs collaborate with brand chefs to identify new products to develop recipes for and incorporate them into our menus. We stay close to the latest food trends, whether it's new flavors like Korean BBQ, Sriracha or refreshing watermelon chili lime, or exploring global foods such as empanadas, Thai lemongrass chicken and vegetarian chili.

Tyson

Del Monte Quality

SMUCKER'S

Kraft Heinz

Fresh Fruit and Vegetable Program

The USDA's Fresh Fruit and Vegetable Program provides qualifying schools with additional funding to purchase fruit and vegetable snacks for students to be served during the school day. Many schools have found success with the program, using it as an educational opportunity. This engages students in learning about healthy eating while providing another nutritious snack during the day.

The success of the Fresh Fruit and Vegetable Program is supported by a strong research base showing that children are more likely to accept new foods after repeated exposure (sometimes as many as 20 exposures are needed!). Research also indicates that children are more likely to develop healthy eating habits if they have the support of a positive role model. The Fresh Fruit and Vegetable Program offers a winning combination of the exposure and support needed to help students develop healthy habits that will last a lifetime. Since the 2015-2016 school year, Chartwells has helped school district partners across the country secure more than $6 million of funding for the Fresh Fruit and Vegetable Program.

Fresh Fruit and Vegetable Program in Action at Malvern School District

Chartwells has leveraged the Fresh Fruit and Vegetable Program as an opportunity to engage students in the menu design for lunch and breakfast. Students in the Malvern School District had the opportunity to participate in a schoolwide taste-testing event that included more than 20 different fruits and vegetables. The event was designed by Chartwells Director Jason Kuhn, who was looking for a fun and creative way to use leftover program funding that could not be carried over to the next school year. Jason was able to use the results of the student poll to determine which fruits and vegetables should be served in the cafeteria the following school year.

"The Fresh Fruit and Vegetable Program gets kids to try foods that they would normally scrunch their nose up at and not try at home. The variety and choices pique the students' interests."

– Christina Spielbauer, Superintendent, Carlisle Area School District

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Compliance

We consider compliance just another part of our everyday job. Whether it's the USDA or FDA, we are always current on the newest regulations.

FDA Food Labeling

The FDA requires labels that contain nutrition and ingredient information on foods prepared and packaged for grab-and-go service. To address this need and further our commitment to enhanced transparency, we provide our partners with a grab-and-go package labeling program driven by Webtrition that allows labels to be printed on-site with nutrition and primary ingredient information. Safety and accuracy are a top priority, so we provide training on how to implement labeling for every location. As an added value, the new labels paired with modern packaging provide an upscale dining experience similar to retail establishments.





Managed Order Guides

Foodbuy uses a Managed Order Guide to streamline a majority of purchases from broadline distributors. The Foodbuy category development and distribution teams work directly with Chartwells' culinary leaders and nutrition experts to determine which items will be in our Managed Order Guides. These guides ensure we're buying the right products, from the right vendors, with proper nutritionals for USDA regulatory compliance. They guarantee products are fully traceable and have been manufactured and shipped safely.

Food Ordering and Menu Management

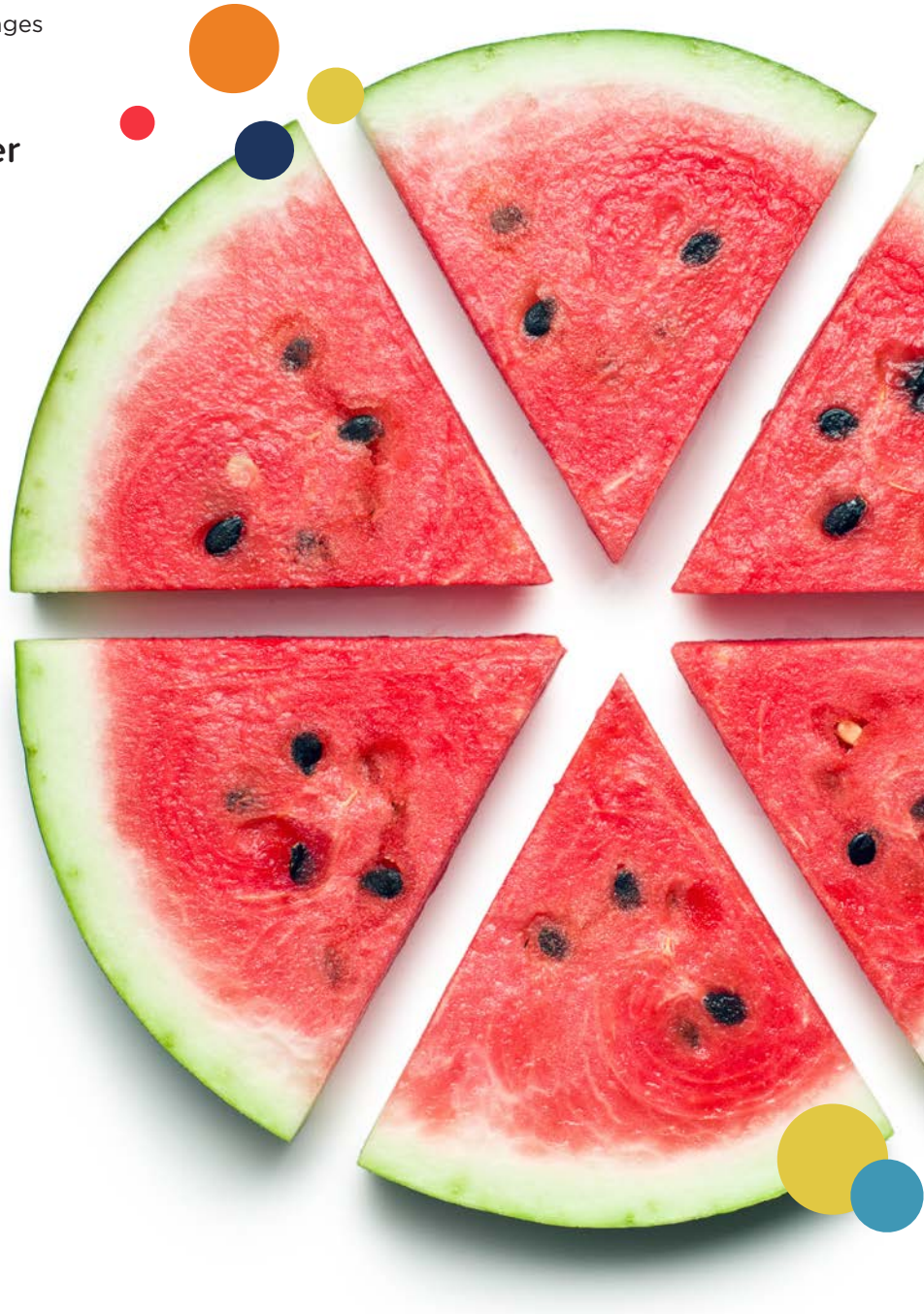
Chartwells uses a proprietary purchasing system called MyOrders, an intuitive platform that allows managers to easily and accurately place and manage their orders. This web-based solution works to simplify the purchasing process and includes such key features as:

- Detailed product information
- Central shopping lists and product changes
- An inventory module

Handling Food Manufacturer Recalls and Market Withdrawals

Our corporate quality assurance department closely monitors USDA, FDA and other websites for product recall and withdrawal announcements. Even the slightest possibility of a compromised product used in our operations triggers an internal Red Alert communication instructing our on-site teams of necessary actions and information, including:

- Supplier name and product
- Potential health threat
- Code dates and lot numbers
- Quantities of product recalled/withdrawn
- Market (retail, foodservice, etc.)
- Actions needed



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Responsible Corporate Citizenship/Supplier Diversity

Our commitment to diversity and inclusion doesn't end with workforce diversity. Our Supplier Diversity program is designed to give a wide range of suppliers the opportunity to partner with us to serve your students with quality goods and services. We've established objectives for our Supplier Diversity program that include:

- Identifying and sourcing business opportunities with capable small, minority-, women-, disabled- and veteran-owned businesses that meet the supplier qualification requirements of Foodbuy and our committed customers.
- Tracking all expenditures and joint revenue generated from diversified suppliers.
- Providing diverse business owners with access to the purchasing opportunities within Foodbuy.

We have a Supplier Diversity Department staff that is dedicated to:

- Helping Minority and Women-owned Business Enterprise (MWBE) suppliers understand the business requirements to become nominated suppliers to Compass Group and the other committed customers of the Foodbuy organization.
- Ensuring minority and women business owners are treated fairly in the qualification, proposal and contracting process.
- Providing information and support to all Foodbuy customers relative to the availability of qualified MWBE suppliers.

We're proud our efforts have generated increasingly tangible results and that our supplier diversity initiatives have received numerous awards and recognition. In fact, Foodbuy delivered more than $700 million in purchasing volume and joint venture revenue with small, minority- and women-owned businesses in 2019. This is just one example of our commitment.

Buy American Provision

At Chartwells, our purchasing capabilities are vast and flexible, enabling us to meet an extremely wide range of specialized client requirements for purchasing practices. As a company, we support buying locally produced products from local business owners as a way to strengthen local economies and minimize our carbon footprint. Wherever feasible, we buy American-made products. A large number of our food suppliers produce their products inside the U.S., helping us easily achieve the USDA's minimum requirements of domestic purchases.

In 2012, the USDA incorporated a procurement audit into school district requirements and placed an increased focus on the Buy American provision of the school meal regulations. You can rest assured our management team takes this seriously at the local and national levels, and everyone has the tools and confidence to help you exceed USDA and state agency requirements. Examples of how we ensure adherence to these regulations:

- Training that details the requirements of USDA procurement reviews and the Buy American provision
- Protocols and standard operating procedures with detailed instructions on requirements
- A central email box so that questions or issues that arise can be quickly answered and escalated
- Buy American product documentation
- Instructions all associates must follow to inspect every food label for country of origin information

Chartwells was the first in the industry to quickly respond and develop a robust training program and a comprehensive set of resources regarding the Buy American provision to ensure our teams understand these rigorous requirements.



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Sustainable Sourcing

With a strong commitment to reducing our carbon footprint, our purchasing and supply chain teams work with suppliers and organizations on a range of initiatives and sustainable purchasing programs, including:



Ecologically Minded Food Purchasing

Whenever possible we feature locally grown foods and require that all growers are GAP (Good Agricultural Practices) certified.



Local Produce

We partner with local farmers to provide the freshest produce, bakery and dairy items possible to reduce our environmental impact and support local economies.



Monterey Bay Seafood Watch Program

We follow the guidelines of Monterey Bay Aquarium's Seafood Watch program, helping us source seafood that's caught or farmed in ways that support a healthy ocean now and for future generations.



rBGH/rBST-Free Fresh Milk and Yogurt

Chartwells serves only fresh fluid milk and fresh yogurt from cows that have not been treated with the artificial growth hormones rBGH/rBST.



Imperfectly Delicious Produce

Our Imperfectly Delicious Produce program provides usage options for cosmetically "imperfect" fruits and vegetables that would otherwise be wasted.



Certified Humane Cage-Free Eggs

We offer Humane Farm Animal Care (HFAC) certified cage-free shell eggs and follow policies developed with guidance from experts at the Humane Society.

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Plant-Forward Menus

Plant proteins offer healthy, eco-friendly alternatives to animal proteins



Fresh All Year

Chartwells' Flash Frozen program preserves local foods so they can be enjoyed all year long. We've spearheaded this project to help create a concept that benefits the farmers and the schools where it is available.



Reduced Antibiotic Chicken

Since 2006, we have prohibited the purchase of chicken in which antibiotics approved for use in human medicine have been used nontherapeutically or for growth promotion.



Buy American

We proudly buy local products as a way to strengthen local economies and minimize our carbon footprint. Wherever feasible, we buy American-made products, and we easily achieve the USDA's requirements of domestic purchases.



Ethical Trading

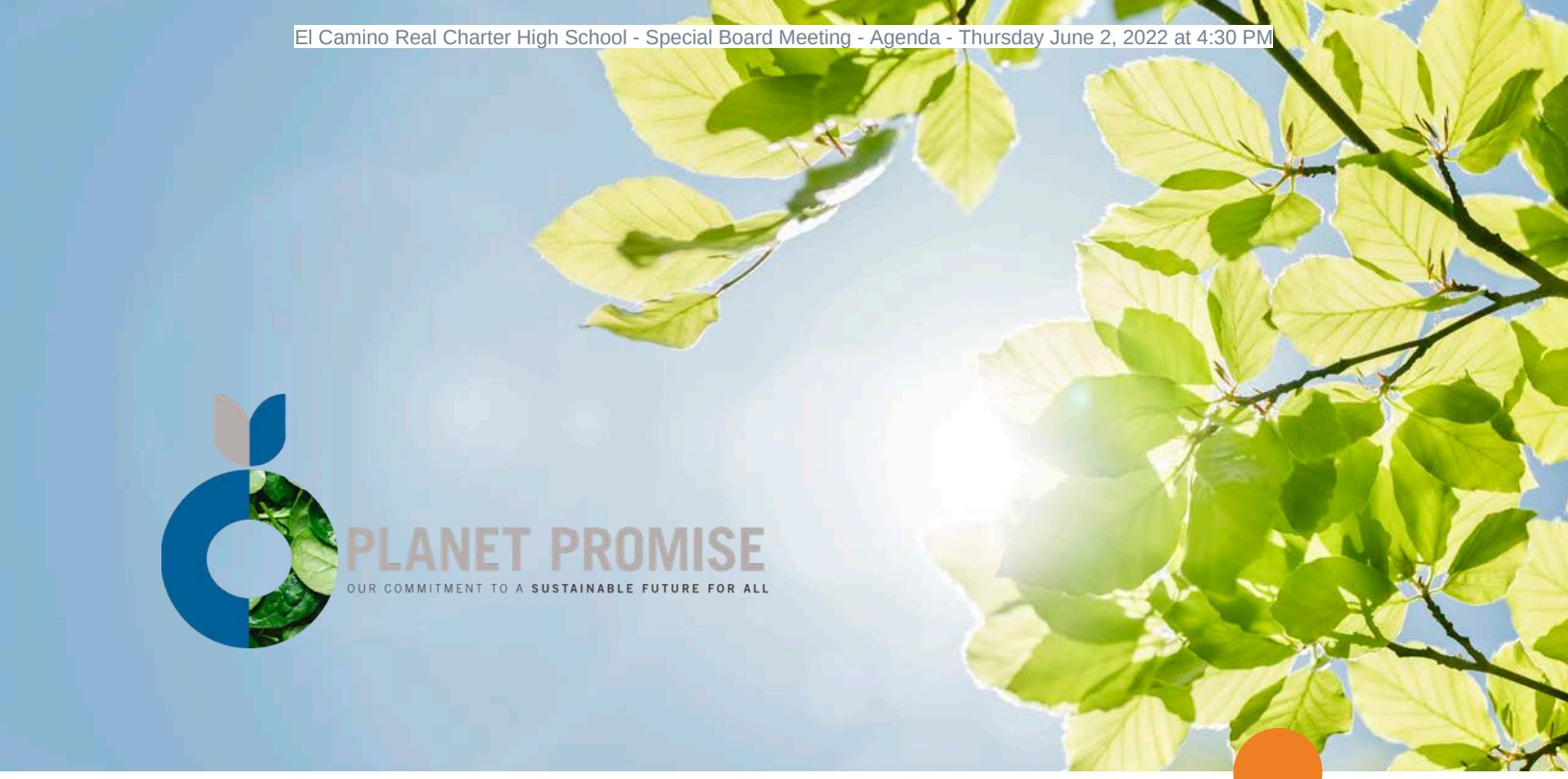
Chartwells does not engage in unlawful or unconscionable labor practices. We are committed to ensuring all our dealings with suppliers are conducted in accordance with our guiding principles of responsible and ethical trading.



Manufacturer Partnerships

We have partnerships with numerous trusted manufacturers and offer many of the same brands that our students enjoy at home that align with our food philosophy.

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Compass Group Commits to Global Climate Net Zero

As the worldwide leader in foodservice, we have a responsibility to contribute to our industry through ethical, sustainable and inclusive business practices. That's why we've committed to reach net-zero greenhouse gas (GHG) emissions across our global operations and value chain by 2050.

This forward-thinking target makes Compass Group the first international company of our kind to announce a sweeping commitment to a 2050 net-zero emissions economy. It includes ambitious emissions reduction targets over the next decade that have been validated by the Science Based Targets initiative (SBTi) and a further commitment to be carbon neutral in our worldwide operations by 2030.

In addition to investing in climate-positive projects worldwide to support decarbonization; reforestation; biodiversity; and freshwater, land and ocean preservation initiatives; our actions include:

- Transitioning all fleet vehicles globally to 100% plug-in electric.
- Switching to renewable electricity across all our operations.
- Reformulating menus to be low-carbon and use plant-based proteins.
- Increasing sourcing from regenerative agriculture.
- Focusing on packaging solutions to further reduce single-use plastic.
- Reducing food waste in global operations by 50% by 2030.
- Increasing share of seasonal and locally sourced produce.
- Delivering a global deforestation-free and land conversion-free supply chain strategy.

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Our sustainability strategy will always include bold actions and global collaboration, and this recent step marks the first initiative in our latest plan, Planet Promise – Compass Group's companywide commitment to a sustainable future for all.

We pledge to use our scale and reach to influence and work with clients, industry associates, governments and suppliers to reduce their direct GHG emissions, and to set their own net-zero and SBT initiatives to help create a more sustainable global food system for all.

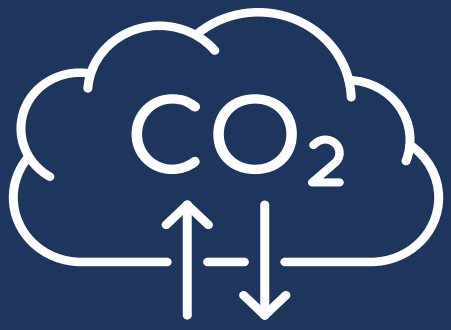
Following the definitions issued by the Greenhouse Gas Protocol – commonly recognized as the global authority on GHG standards – our efforts address each of the three scopes:

- **Scope 1 –** Direct emissions from owned or controlled sources.
- **Scope 2 –** Indirect emissions from the generation of purchased electricity, steam, heating and cooling consumed by the reporting company.
- **Scope 3 –** All other indirect emissions that occur in a company's value chain.



Dominic Blakemore, Chief Executive Officer of Compass Group PLC, said:

"Compass Group's new global climate net-zero target reflects our teams' commitment to sustainable sourcing, eliminating food waste and transforming our environmental impact. As the world's largest foodservices group – operating at the heart of the global food supply chain – we are in a unique position to influence real change by working in partnership with our suppliers and encouraging sustainable consumption from the clients and consumers we serve every day."



46% reduction

in absolute SBTi Scope 1 and Scope 2 GHG emissions by 2030 from a 2019 base year; classified by the SBTi as following a 1.5°C trajectory

28% reduction

in absolute SBTi Scope 3 GHG emissions from all food and drink purchased by 2030 from a 2019 base year; classified by the SBTi as following a "well below 2°C" trajectory

Groupwide decarbonization

commitments

Carbon neutral worldwide

in global operations by 2030

Climate net zero by 2050

across global value chain (SBTi Scope 3)



Responsible Sourcing

Being a good neighbor and responsible global citizen means supporting local economies and implementing measures to protect the planet we share. We proudly source:

- Ingredients from local and regional sources as a first choice.
- Proteins from suppliers that promote the humane treatment and welfare of farm animals.
- Dairy produced from cows not treated with artificial growth hormones.
- Poultry raised without antibiotics that are approved for use in humans.
- Seafood that meets the strict sustainability criteria set by the Monterey Bay Seafood Watch.
- Tuna that is caught without using fish aggregating devices (FAD).
- Plant proteins as healthy alternatives to animal proteins.

Clean Labels

Simple, wholesome ingredients make our recipes stand out. That's why we continually review products and ingredients and work with our supplier partners to reduce:

- Artificial colors, sweeteners and flavors
- High fructose corn syrup
- Partially hydrogenated oils
- Palm oil from unsustainable sources
- Added sugar

The Environmental Protection Agency estimates

30% - 40%

of the U.S. food supply is wasted.





1 in 7

Americans ***struggle to access*** *nutritious* ***meals.***

Through partnerships, programs and promotions ***we'll empower*** *associates, students and families* ***to make a difference.***



Locally Grown

We recognize the need to support local farms, as they are integral to our ability to offer more of what El Camino Real Charter High School wants: safe, delicious, fresh and locally grown food. As part of our commitment to provide local, sustainably sourced food, we diligently source a large percentage of our foods harvested and produced in California.

Quality Produce

Chartwells meets all USDA and FDA requirements and quality standards for all products we purchase, including locally grown products. In fact, our high standards go above and beyond benchmarks set by other companies. Where possible, Chartwells purchases and features locally grown foods from farmers who practice ecologically responsible methods and strive to reduce our environmental impact.

In Florida, our Duval County Public Schools team recently partnered with a local farmer to plant seeds for 10,000 watermelons, grown specifically for Chartwells and DCPS with organic fertilizer. These watermelons were delivered straight to schools and immediately served on menus every day for more than three weeks. They were so popular that we worked with area farmers to get an additional 5,000 melons to keep up with the demand.



Dedicated Crop Program

Through the Chartwells' Dedicated Crop Program, we work with local farmers who dedicate a portion of their land to growing crops just for Chartwells schools. Local farmers plant the seeds just for us, then harvest, package and deliver fresh, local produce directly to our school districts each month. School starts at the perfect time for us, just as these items are harvested in the fall.

Flash Frozen Program

Chartwells' Pioneer Valley Flash Frozen program preserves local foods so they can be enjoyed all year long. By connecting farmers to the students they serve, we allow for a deeper understanding of how our foods come to the table each day.

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Local Partners

Part of our enduring commitment to you is a promise to be an active part of the surrounding community, building a healthier future as we continue to develop relationships with local farms throughout your state and region. We value your input in connecting us with even more local partners and know from experience that these collaborative initiatives have a meaningful impact on students and the community as a whole.

Below are a handful of local farms spotlighted from our partnerships in your area:

Coastal Organics
Santa Paula, California

Farming since 1978, Paul and Maryann Carpenter are showcasing organic squash, heirloom tomatoes, root vegetables and greens at the Santa Monica Farmers Market. Their booth is a well-known stop for local chefs who seek out their high-quality produce.

County Line Harvest
Petaluma and Thermal, California

David Retsky started County Line Harvest in 2000 in Petaluma and expanded to Thermal in 2009 when he was joined by Megan Strom. Certified organic by Marin Organic Certified Agriculture since 2001, they grow baby lettuces, salad and cooking greens, rainbow chard, baby carrots and a variety of beets.

Valdivia Farms
Carlsbad, California

Active at numerous local farmers markets, this second-generation family farm has been in operation for 30 years. They grow heirloom tomatoes, squash, berries, cucumbers, squash blossoms, watermelons, radishes, snap peas and more.

Weiser Family Farms
Bakersfield, California

Weiser Family Farms was started in 1977 by Sid and Raquel Weiser and they've since been joined by their children Alex, Dan and Esther. Two generations have been focused on creating a bio-diverse farm that applies sustainable farming practices to growing potatoes, melons, butternut squash, peppers and carrots. In 2015, Alex Weiser was awarded the prestigious Tom Haller Award, which is bestowed on those making a significant impact on farming and agriculture in California.



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Farm Partnerships

We're proud of our commitment to local produce and the relationships we have with local farms and farmers. Partnering with local farms supports the Los Angeles economy, provides improved fresh product, reduces environmental impact and gives back to the community.

"The Chartwells staff has been fantastic in helping to get more local produce in schools. By supplying schools with local vegetables, we are able to support farmers and get healthy food to thousands of young people throughout the region."

– John Waite, Franklin County Community Development Corporation

Farm to School

Chartwells is committed to working closely with local farmers from coast to coast to bring fresh produce straight from farms to our schools. We buy whole crops and flash freeze local fruits and vegetables so we can serve them in school year-round. These partnerships not only continue the farm-to-table trend, but also present an opportunity to introduce a wide variety of fresh new foods and flavors to students while benefiting farmers and the entire community.

Last year, Chartwells districts purchased 73% of produce and dairy products from local farms. Working with produce distributors, we will ensure local, seasonal produce is the first choice on your order guides and is clearly marked for easy ordering. Our tools and availability calendars let menu planners forecast their local produce needs and work with their vendors' inventories.

Featuring fresh produce from local farms helped increase lunch participation by 30% at a high school in Wichita Falls Independent School District.

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National Farm to School Month

Each October, Chartwells joins thousands of schools across the country to celebrate National Farm to School Month. Our schools celebrate in a variety of ways: cooking demonstrations, farmers markets, visits from farmers and a variety of local fruits and vegetables proudly served on menus. Though we place an emphasis on farm to school throughout the year, October is a special time to unite the school community in learning about the food system and the benefits of local produce. We are eager to work with you to create a unique celebration for your students.

Last October, our Discovery Kitchen program featured a "Seed to Table" theme for National Farm to School Month. Students had the opportunity to plant tomato and basil seeds. Chefs and dietitians led cooking demonstrations with these ingredients in the cafeteria and featured them on lunch menus.

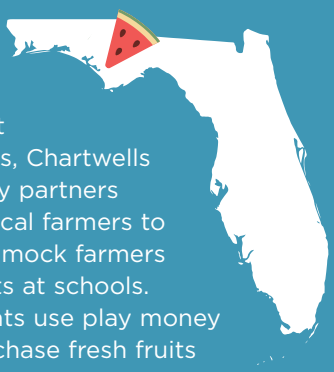


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Farmers Markets

As part of our Farm to School initiative – and a fan-favorite event from our Discovery Kitchen library – Chartwells sponsors farmers markets at all schools. Not only has this brought an authentic retail experience to students and helped shape the way they select healthy foods outside of school, these innovative programs teach kids about financial transactions, math and nutrition.

During the event, outdoor tents can be set up to emulate the traditional farmers market experience for students, similar to what they and their families would experience at their local farmers market. All students are able to participate in a shopping experience using play money to "purchase" produce at the market. Each student receives a bag to hold their chosen produce, play money, handouts and healthy recipes that explain how to prepare and cook some of the fresh produce.



At Bay District Schools, Chartwells proudly partners with local farmers to create mock farmers markets at schools. Students use play money to purchase fresh fruits and vegetables to take home and share with their families. Each month highlights seasonal produce by featuring a different fruit or vegetable to sample and learn about.

"When the kids try something, especially that they've never had before, you can see by their face that they are like 'wow!' And that's what we are trying to achieve. We want the satisfaction of them being happy and trying something new they've never had."

– Deborah DiPietrantonio,
Bay District Chef





School Gardens

We work closely with national nonprofit KidsGardening to help students and teachers plant, grow and enjoy their own food because we understand the benefits it can bring to schools and communities. Research shows that kids who get to experience gardening are more likely to:

- Enjoy greater social and emotional well-being
- Eat and prefer fresh fruits and vegetables
- Feel a responsibility to care for the environment

We offer:

- An extensive garden guide
- Food safety guidance for serving garden produce in the cafeteria
- Assistance with garden grants
- Webinars and teacher resources for leading garden education

We're committed to supporting the cultivation of gardens in every school and serving garden produce in school meals whenever possible.

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Tower Gardens

It doesn't get any more local than your classroom. Tower gardens can help you educate, excite and inspire your students.

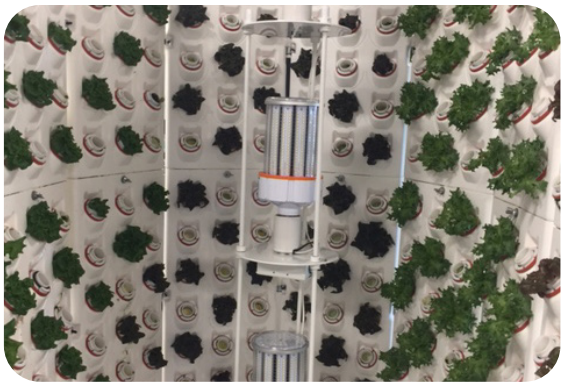
They provide a hands-on approach to learning in a fun and engaging way. Use your tower gardens to grow a variety of vegetables, herbs and other plants in conjunction with a curriculum based around nutrition and science. Better yet, harvest your bounty, and one of our chefs will incorporate them into an educational event for your students.

Compared to traditional gardening, there's less hassle and cleanup with tower gardens because they don't use soil. Tower gardens have been shown to increase yields by as much as 30% and triple the speed of plant growth, while using only 10% of the water and space needed for soil gardening.



Hydroponic Tower Gardens at Menasha Joint School District

Brian Adesso, director of business services at Menasha Joint School District (MJSD), was on a mission to deliver fresh, nutritious food to his students. He found his answer at Fork Farms in the form of compact hydroponic towers. They required very little space and labor and no soil to grow healthy, delicious produce. He worked with Chartwells' assistant director of dining services to safely get the fresh, leafy greens from the tower gardens to students' plates. MJSD has already replaced 30% of what they used to purchase for the high school with greens grown on-site, and sales of salad entrees have doubled since last year. Prior to implementation, a student requested a new apple because the one they received had a leaf on it; now students districtwide are choosing fresh, healthy food grown right on campus.





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Farmshelf

Most of the food we eat is grown 1,500 miles away. At Farmshelf, they're turning food miles into food feet with an automated, internet-connected system that allows you to grow food right in your schools. This smart, hydroponic growing system combines form and function to deliver an innovative solution to local, sustainable growing. A Farmshelf unit grows leafy greens and herbs two to three times faster than outdoor gardening. It monitors plants' needs every step of the way and alerts you when it's time to harvest.



Waste Reduction

Our proprietary online waste-tracking program, **Waste Not**, allows users to see trends and make adjustments to reduce waste over time. Districts using the program have seen an immediate impact and identified opportunities for targeted training around knife skills, forecasting and inventory management.

We celebrate Stop Food Waste Day each April to raise awareness, provide education and ignite change in response to the global food waste epidemic. Students can become "Food Waste Warriors," pledging how they will do their part to reduce food waste.



Waste Reduction in Action

Winston-Salem/Forsyth County Schools

Chartwells covered the cost difference of switching to compostable trays in the cafeteria at Speas Elementary to support a parent and student-led composting program. The board of education later voted to replace polystyrene trays at all WS/FCS locations where they were used.

Los Alamos Public Schools

Eco Club students wanted to institute a zero-waste school lunch program, so Aspen Elementary School Principal Michele Altherr met with Chartwells' director of dining services to discuss implementation. Foam trays were replaced with plastic, reusable ones, and to cut down on food waste, a salad bar is available so students can choose which fruits and vegetables to eat and how much they want.

Waste Not has successfully reduced waste by as much as 73%, primarily from the fruit and vegetable bar.



Food Recovery

Donating surplus food serves the planet and the community. Through our Food Recovery program our associates work with the district – and where available, student volunteers – to coordinate food donations to local nonprofits for community distribution. Our food recovery toolkit includes:

- Standard operating procedures
- Tips for locating a nonprofit agency and key points to discuss
- Training for associates and student volunteers
- Marketing materials to educate students and families

Imperfectly Delicious Produce (IDP) is a program that rescues local produce that may otherwise go unused because it doesn't meet the strict visual standards of larger retailers even though it contains the identical nutrient composition. Using these nutritious and delicious foods is a great opportunity to help local farms, our communities and the environment.

IMPERFECTLY DELICIOUS PRODUCE

Since IDP's inception, over

3 million

pounds of produce

have been put to good use in our kitchens.

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Discovery KITCHEN

HEALTHY PLANET

Children are our future. Someday they will be the decision-makers, educators and possibly even policymakers of our world. Teaching them about sustainability will give them the opportunity to take responsibility for their actions, plan for the future and maintain a healthier planet.

Simple measures can make a big difference. It's one fewer piece of plastic in a landfill, an extra lightbulb turned off daily or one more meatless meal eaten. Teaching children that they can make a difference will help to raise a generation of adults who are more aware and environmentally conscious than the generation before them.

With this in mind, we are happy to introduce Discovery Kitchen Healthy Planet. The series focuses on explaining the significance of our choices in the cafeteria, in the home and in the community so children begin to understand the impact they can have on the future of our planet. Healthy Planet incorporates not only sustainable practices, but also allows students to learn about other values, such as responsibility and caring for others, both animals and people.

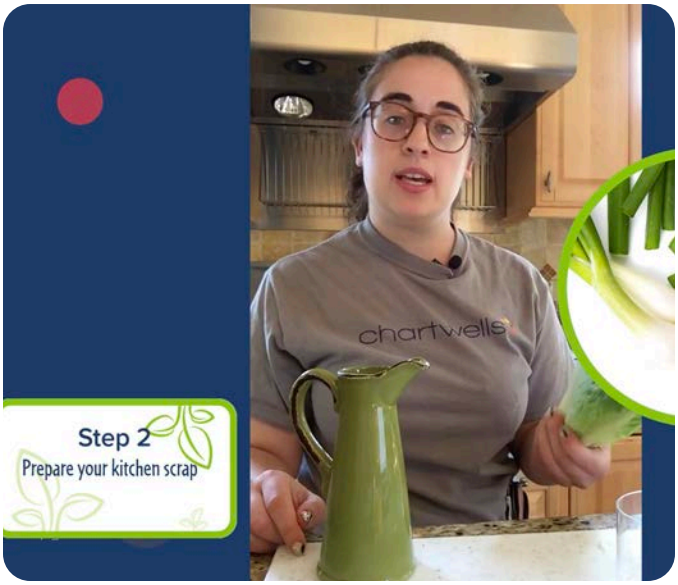
Sustainability Education for the Entire School Community

We ensure our foodservice teams have ongoing learning opportunities, and we love to share our knowledge and resources for living a responsible and sustainable life with families and the community. Sustainability tips, facts and helpful websites can be provided to families via Nutrislice, social media, district websites or during events such as Back to School. We are also available to host a talk for parents that focuses on a specific topic, such as how to reduce food waste at home.



Click here to check out our videos on aquaponics, scrap gardening and food systems.

Alternatively, visit the following link: vimeo.com/showcase/8715512





Our Commitment

Our sustainability scorecard measures our commitment to serving food that's good for you and good for the planet. We're proud of the progress we've made over the past year to purchase more poultry that is sustainably raised and sourced, while maintaining our high percentage of sustainably sourced seafood and dairy products.

100% *rBGH-free milk*

99% *rBGH-free yogurt*

94% reduced-antibiotic chicken

78% reduced-antibiotic turkey

99% *sustainable seafood*

59% *cage-free shell eggs*

73%

Percentage of produce and dairy that Chartwells purchased from local farms in 2021.



Attachment L: Respondent Taste Test Criteria

Serving Up Happy & Healthy

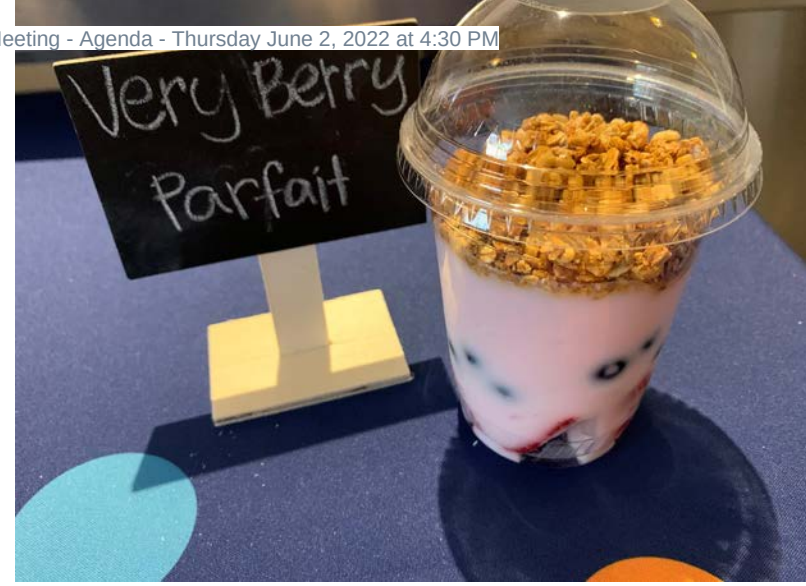
Attachment L: Respondent Taste Test Criteria

Taste test Instructions: Fill in the table below. Identify visual qualities in the 'Appearance' column (ex. Shape, color, consistency etc.) and taste qualities in the 'Taste' column (salty, sweet, tender, after-taste, etc.) Note the overall score for the item (1-5) Details for the taste test will be provided at the mandatory tour.

Taste Menu Item	Appearance Quality Standards	Taste Quality Standards	Overall Score

Chartwells participated in the Taste Test at El Camino Real on April 19th.











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Exhibit 1: Model Fixed-Price Contract

Serving Up Happy & Healthy

Exhibit 1: Model Fixed-Price Contract
FOOD SERVICE MANAGEMENT COMPANY

El Camino Real Charter High School
FOOD SERVICE PROGRAM

5440 Valley Circle Blvd
Woodland Hills, CA 91367
(818) 595-7500

Model Fixed-Price Contract

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Contract Summary

FOOD SERVICES CONTRACT	CONTRACT NUMBER
	REGISTRATION NUMBER

1	This contract is entered into between the school food authority and the food service management company named below:		
	SCHOOL FOOD AUTHORITY NAME		
	FOOD SERVICE MANAGEMENT COMPANY NAME AND FEDERAL TAX IDENTIFICATION NUMBER		
2	**The term of this Contract is for one year, commencing on**	**7/1/2022 and ending on 6/30/2023**	
3	The maximum dollar amount of this Contract is equal to the fixed price per meal multiplied by the number of meals served	**$**	
4	The parties herein agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Contract.		
	Request for Proposal Released	*Enter* page(s)	
	Contractor Proposal Received	*Enter* page(s)	
	Attached Terms and Conditions	*Enter* page(s)	
	Exhibit A: Scope of Work	*Enter* page(s)	
	Exhibit B: Schedule of Fees	*Enter* page(s)	

IN WITNESS WHEREOF, the parties hereto have executed this Contract.

FOOD SERVICE MANAGEMENT COMPANY		*California Department of Education Use Only*
NAME of FSMC *(if other than an individual, state whether a corporation, partnership, etc.)*		
BY *(Authorized Signature)* ✍	**DATE SIGNED** *(do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		
SCHOOL FOOD AUTHORITY		
NAME of SFA		
BY *(Authorized Signature)* ✍	**DATE SIGNED** *(do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING		☐ Exempt per:

Model Fixed-Price Contract

I. Introduction

The El Camino Real Charter High School, hereinafter referred to as the school food authority (SFA), enters into this Contract with [food service management company name], hereinafter referred to as the FSMC to provide food service management assistance for the SFA's food service program, hereinafter referred to as "Services." **During the term of this Contract, the FSMC will provide services to the SFA as described in the Scope of Work (Exhibit A) of this Contract.**

II. General Terms and Conditions

A. Term

The term of this contract is one year. The FSMC shall commence providing Services under the Contract on July 1, 2022 and continue through June 30, 2023. After careful consideration, the SFA may annually renew this Contract for four additional one-year periods upon agreement between both parties. Execution of all contracts and amendments is contingent on approval by the California Department of Education (CDE). The SFA may cancel this Contract upon notification from the CDE that it or any part of the bidding process has been determined noncompliant with state and federal laws and regulations (Title 7. Code of Federal Regulations (7 *CFR*), Section 210.16[d]).

B. Designated Contract Liaisons

SFA Liaison for Services		FSMC Liaison for Services	
Name:		**Name:**	
Title:		**Title:**	
Phone:	**Cell Phone:**	**Phone:**	**Cell Phone:**
Fax:	**E-mail:**	**Fax:**	**E-mail:**

Respondents shall serve or deliver by postal mail all legal notices to:

SFA	FSMC
Name:	**Name:**
Title:	**Title:**
Address:	**Address:**

C. Fees

1. Fixed-price Contracts

   The SFA will pay the FSMC at a fixed rate per meal. The fixed rate per meal includes all fees and charges indicated in the Schedule of Fees (Exhibit B) of this Contract. The SFA must determine, and the FSMC shall credit the SFA for, the full value of U.S. Department of Agriculture (USDA) Foods. The FSMC's fixed-price invoice will be fully compliant with procurement requirements for the National School Lunch, School Breakfast, and Special Milk Programs, set forth in 7 *CFR*, parts 210, 215, and 220, and the USDA Food and Nutrition Service (FNS) Final Rule issued Wednesday, October 31, 2007. The FSMC shall take discounts, rebates, and other credits into account when formulating their prices for this fixed-price contract (Title 2, Code of Federal Regulations (2 *CFR*), Section 200.406[a]).

2. Payment Terms

   The FSMC shall submit monthly invoices by the 10th of the following month that reflect all activity for the previous calendar month. The FSMC must submit detailed cost documentation monthly to support all charges to the SFA. Charges and expenses are included in the Schedule of Fees (Exhibit B). All costs, charges, and expenses must be mutually agreeable to the SFA and the FSMC, and must be allowable costs consistent with the cost principles in 2 *CFR*, Part 200, as applicable. The SFA will pay invoices submitted by the FSMC within 30 days of the invoice date. The SFA will pay invoices received by its accounting department within 30 days if the invoices pass the SFA's audit. The SFA will notify the FSMC of invoices that do not pass audit, which the SFA will not pay until the invoices have passed audit, with no penalty accruing to the SFA.

3. Interest, Fines, Penalties, Finance Charges, Income and Expenses

   Interest, fines, penalties, finance charges, income and expenses that may accrue under this contract are not allowable expenses to the nonprofit school food service (cafeteria fund) (2 *CFR*, Section 200.441). The SFA is prohibited from paying unallowable expenses from the SFA's cafeteria fund.

4. Spoiled or Unwholesome Food, Food Not Meeting Detailed Food Component Specifications or Contract Requirements.

   The SFA shall make no payment to the FSMC for meals that, in the SFA's determination, are spoiled or unwholesome at the time of delivery, do not meet detailed food component specifications as developed by the SFA for the meal pattern, or do not otherwise meet the requirements of this Contract (7 *CFR,* Section 210.16[c][3]).

D. Contract Cost Adjustment

The contract price (which can include General and Administrative Expense and Management Fees) may be increased on an annual basis by the Yearly Percentage Change in the Consumer Price Index for All Urban Consumers, as published by the U.S. Department of Labor, Bureau of Labor Statistics, Food Eaten Away from Home [CPI regional index: Los Angeles (CPI)]. The April CPI value will be used as a representation of the change in CPI. Such increases shall be effective on a prospective basis on each anniversary date of this Contract and will be allowed only if approved in advance by the SFA. CPI Fee increases for the upcoming Contract renewal year must be submitted to the SFA. Of note, the CPI fee increases should be applied to individual meal or unit costs.

The renegotiation of price terms under this Contract is permitted only upon the occurrence of unpredictable, unexpected conditions beyond the control of both parties. If those conditions create a significant and material change in the financial assumptions upon which the price terms of this contract were based, then those price terms so affected may be renegotiated by both parties. Renegotiation of price terms under such conditions must be mutual and both parties must agree on any changes in price terms. Any adjustments so negotiated and agreed upon must accurately reflect the change in conditions. The occurrence of contingencies that are foreseeable and predictable, but not certain, should be calculated into the defined price terms, to the extent possible, with the goal of minimizing the need for renegotiation of price terms during the term of the Contract. Substantive changes of the Contract will require the SFA to rebid the Contract.

E. Availability of Funds

Every payment obligation of the SFA under this Contract is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. The SFA may terminate this Contract at the end of the period for which funds are available if funds are not allocated and available for the continuance of this Contract. In the event the SFA exercises this provision, no liability shall accrue to the SFA and the SFA shall not be obligated or liable for any future payments or for any damages resulting from termination under this provision.

F. Timeliness

Time is of the essence in this Contract.

G. Approval

This Contract has no force or effect until it is signed by both parties and is approved by the CDE (7 *CFR*, Section 210.19[a][5]).

H. Amendment

No amendment or variation of the terms of this Contract shall be valid unless made in writing, signed by both parties, and approved by the CDE. Any oral understanding or agreement not incorporated into the Contract in writing and approved by the CDE is not binding on either party (7 *CFR*, Section 210.19[a][5]).

I. Substantive Changes to Contract

Any change to this Contract that results in a material change or any proposed renewals of this Contract may, at the determination of the CDE, either void this Contract or require the SFA to rebid the Contract. Following are examples of substantive changes that could require the SFA to rebid the Contract:

- The addition of a program
- A major shift in responsibilities for FSMC or SFA staff

J. Subcontract/Assignment

No provision of this Contract shall be assigned or subcontracted without prior written approval of the SFA. If subcontracts are let, the FSMC should have taken steps to contract with small and minority businesses, women's business enterprises, and labor surplus area firms when possible.

K. Written Commitments

Any written commitment by the FSMC relative to the services herein shall be binding upon the FSMC. Failure of the FSMC to fulfill any such commitment shall render the FSMC liable for damages due to the SFA. Such written commitments include, but are not limited to:

- Any warranty or representation made by the FSMC in any publication, drawing, or specifications accompanying or referred to in the proposal pertaining to the responsiveness of the proposal

- Any written notifications, affirmations, or representations made by the FSMC in, or during the course of, negotiations that are incorporated into a formal amendment to the proposal

L. Trade Secrets/Copyrights

The FSMC and SFA shall designate any information they consider confidential or proprietary—including recipes, surveys and studies, management guidelines, operational manuals, and similar documents—that the SFA and FSMC regularly use in the operation of their business or that they develop independently during the course of this Contract. Information so designated and identified shall be treated as confidential by the FSMC and the SFA, and the FSMC and the SFA shall exercise the same level of care in maintaining the confidences of the other party as they would employ in maintaining their own confidences, unless disclosure is otherwise required under the law. All such materials shall remain the exclusive property of

the party that developed them and shall be returned to that party immediately upon termination of this Contract. Notwithstanding, the federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use the work for federal purposes (7 *CFR*, Section 200.315[b]).

M. Severability

Should any provision(s) of this Contract be declared or found to be illegal, unenforceable, ineffective, and/or void, then each party shall be relieved of any obligations arising from such provision(s). The balance of this Contract, if capable of performance, shall remain and continue in full force and effect.

N. Counterparts

This Contract may be executed in counterparts, each of which shall be deemed an original, but all of which together will constitute one and the same instrument.

O. Silence/Absence/Omission

Any silence, absence, or omission from the Contract specifications concerning any point shall mean that only the best commercial practices are to prevail. Only those materials (e.g., food, supplies, etc.) and workmanship of a quality that would normally be specified by the SFA are to be used.

P. Indemnification

The FSMC shall indemnify and hold harmless the SFA, or any employee, director, agent, or Board Member of the SFA, from and against all claims, damages, losses, and expenses (including attorney's fees and court costs incurred to defend litigation), and decrees or judgments whatsoever arising from any and all injuries, including death or damages to or destruction of property resulting from the FSMC's acts or omissions, willful misconduct, negligence, or breach of the FSMC's obligations under this Contract by the FSMC, its agents, employees, or other persons under its supervision and direction.

The FSMC shall not be required to indemnify or hold harmless the SFA from any liability or damages arising from the SFA's sole acts or omissions.

Q. Sanctions

If the FSMC fails to perform the contract terms, the following penalties may be imposed:

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If the FSMC causes the breach, the FSMC assumes liability for any and all damages, including excess cost to the SFA in procuring similar services, and is liable for administrative, contractual, and legal remedies, as applicable.

R. Breach of Contract

For the breach of the Contract and associated benefits:

If the FSMC causes the breach, the FSMC assumes liability for any and all damages, including excess cost to the SFA in procuring similar services, and is liable for administrative, contractual, and legal remedies, as applicable.

S. Penalties

Cost resulting from the SFA's violations, alleged violations of, or failure to comply with federal, state, tribal, local, or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the federal award, or with prior written approval of the federal awarding agency (2 *CFR*, Section 200.441).

T. Force Majeure

1. Neither party shall be liable to the other for delay in, or failure of, performance nor shall any such delay in, or failure of, performance constitute default if such delay or failure is caused by force majeure. Force majeure means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Force majeure may include, but is not restricted to, acts of God, the public enemy, acts of the state in its sovereign capacity, fires, floods, power failure, disabling strikes, epidemics, pandemics, quarantine restrictions, and freight embargoes.

2. Force majeure does not include any of the following occurrences:

    - Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market

    - Late performance by a subcontractor, unless the delay arises out of a force majeure occurrence

    - Inability of either the FSMC or any of its subcontractors to acquire or maintain any required insurance, bonds, licenses, or permits

3. If either party is delayed at any time in the progress of work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as practicable and no later than the following work day or

the commencement thereof, and shall specify the causes of such delay. Such notice shall be delivered by hand or sent by postal mail with a certified return receipt requested and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time for completion shall be extended by contract amendment, as long as the amended period does not violate 7 *CFR*, Section 210.16(d).

4. Any delay or failure in performance by either party caused by force majeure shall not constitute default, nor give rise to any claim for damages or loss of anticipated profits.

U. Nondiscrimination

Both the SFA and FSMC agree that no child who participates in the National School Lunch Program (NSLP), School Breakfast Program (SBP) will be discriminated against on the basis of race, color, national origin, age, sex, or disability. State agencies and SFAs shall comply with the requirements of Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Department of Agriculture regulations on nondiscrimination (7 *CFR*, parts 15, 15a, and 15b); and FNS Instruction 113-1 (7 *CFR,* Section 210.23[b]).

V. Compliance with the Law

The FSMC shall comply with all laws, ordinances, rules, and regulations of all applicable federal, state, county, and city governments, bureaus, and agencies regarding purchasing, sanitation, health, and safety for the food service operations and shall procure and maintain all necessary licenses and permits. The SFA shall cooperate, as necessary, in the FSMC's compliance efforts.

The FSMC shall comply with all applicable federal regulations in 2 *CFR,* parts 200 and 400 and 7 *CFR,* parts 210 (NSLP), 220 (SBP), 245 (Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools) as applicable, 250 (Donation of Foods for Use in the United States, its Territories and Possessions and Areas Under its Jurisdiction), USDA FNS Instructions and policy, federal laws and regulations, California *Education Code* (*EC*), and California laws and regulations, where applicable.

W. Choice of Law

This Contract shall be construed under the laws of the state of California, where applicable, without giving effect to the principles of conflict of laws. Any action or proceeding arising out of this Contract shall be heard in the appropriate courts in California.

X. Advice of Counsel

Each party acknowledges that, in executing this Contract, such party has had the opportunity to seek the advice of independent legal counsel and has read and understood all of the terms and provisions of this Contract.

Y. Relationship of the Parties

A. The FSMC's relationship with the SFA will be that of an independent contractor and not that of an employee of or supervisor for the SFA. The FSMC will not be eligible for any employee benefits, nor will the SFA make deductions from payments made to the FSMC for taxes, all of which will be the FSMC's responsibility. The FSMC agrees to indemnify and hold the SFA harmless from any liability for, or assessment of, any such taxes imposed on the SFA by relevant taxing authorities. The FSMC will have no authority to enter into contracts that bind the SFA or create obligations on the part of the SFA.

B. When the SFA is a public school district or program operated by the county Office of Education, the FSMC, as an independent contractor, shall have no authority to supervise food service classified personnel operating the NSLP, SBP, or Afterschool Meal Supplements (AMS) under the NSLP (*EC* Section 45103.5).

C. All services to be performed by the FSMC will be as agreed between the FSMC and the SFA. The FSMC will be required to report to the SFA concerning the services performed under this Contract. The SFA shall determine the nature and frequency of these reports.

D. The SFA is the responsible authority, without recourse to USDA or CDE, for the settlement and satisfaction of all contractual and administrative issues arising in any way from this Contract. Such authority includes, but is not limited to, source evaluation, protests, disputes, claims, or other matters of a contractual nature.

IV. Food Service Program

A. Food Service Management Company Responsibilities

1. The SFA will provide the FSMC with an electronic Point of Service (POS) meal/milk counting system. Such meal/milk counting system must eliminate any potential for the overt identification of free and reduced-price eligible students under 7 *CFR* Section 245.8. This POS system will be used for the duration of this Contract.

2. The FSMC will not directly or indirectly restrict the sale or marketing of fluid milk at any time or in any place on school premises or at any school-sponsored event (7 *CFR*, Section 210.21[e]).

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

B. School Food Authority Responsibilities

1. The SFA shall ensure that the food service operation is in conformance with the SFA's Permanent Single Agreement with the CDE and will monitor the food service operation through periodic on-site visits (7 *CFR*, sections 210.16[a][2] and 210.16[a][3]).

2. The SFA retains control of the quality, extent, and the general nature of its food service; the prices children are charged for meals (7 *CFR*, Section 210.16[a][4]), and a la carte prices. The SFA may not contract with the FSMC to provide only nonprogram food (e.g., a la carte and adult meals) unless the FSMC offers free, reduced-price, and paid reimbursable lunches to all eligible children (7 *CFR*, Section 210.16[a]).

3. SFAs with more than one school shall perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction. The on-site review shall take place prior to

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February 1 of each school year. Further, if the review discloses problems with a school's meal counting or claiming procedures, the SFA shall ensure that the school implements corrective action and, within 45 days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problem. Each on-site review shall ensure that the school's claim is based on the counting system authorized by the CDE under 7 *CFR,* Section 210.7(c) and that the counting system, as implemented, yields the actual number of reimbursable free, reduced-price, and paid lunches respectively, served for each day of operation (7 *CFR,* Section 210.8[a][1]).

4. The SFA shall retain responsibility for developing the meal pattern for students with disabilities, when their disability restricts their diet, and for those students without disabilities who are unable to consume the regular lunch because of medical or other special dietary needs (7 *CFR*, Section 210.10[m]).

5. The SFA shall retain signature authority for the food services application, agreements, Free and Reduced-Price Policy Statement, monthly Claim for Reimbursement, reports, program renewal, the verification of applications, letters to households, and all correspondence to the CDE relating to the food service program (7 *CFR,* Section 210.16[a][5]).

6. The SFA shall retain signature authority and be responsible for all contractual agreements entered into in connection with the food service program (7 *CFR*, Section 210.21).

7. The SFA shall be responsible for the establishment and maintenance of the free and reduced-price meals eligibility roster (*EC* Section 49558).

8. The SFA shall be responsible for the development, distribution, and collection of the letter to households and Application for Free and Reduced-Price Meals and/or Free Milk (7 *CFR,* Section 245.6).

9. If the SFA uses direct certification of eligibility, the SFA shall be responsible for obtaining the direct certification list at least three times annually.

10. The SFA shall be responsible for the determination of eligibility for free and reduced-price meals and shall disclose the eligibility status of individual students or confidential information provided on the application for free or reduced-price meals to the FSMC, to the extent that such information is necessary for the FSMC to fulfill its obligations under this Contract. The FSMC will not disclose the eligibility status of individual students or confidential information provided (*EC* Section 49558).

11. The SFA shall be responsible for conducting any hearings related to determinations regarding free and reduced-price meal eligibility (7 *CFR*, Section 245.7).

12. The SFA shall be responsible for verifying applications for free and reduced-price meals as required by federal regulations (7 *CFR*, sections 245.6 and 245.6[a]).

13. The SFA shall establish and maintain an advisory board composed of parents, teachers, and students to assist with menu planning (7 *CFR*, Section 210.16[a][8]).

14. The SFA shall maintain applicable health certification and ensure that all state and local regulations are being met by the FSMC preparing and serving meals on-site at an SFA facility (7 *CFR,* Section 210.16[a][7]).

V. Buy American Requirements

A. Food Service Management Company Responsibilities

1. The FSMC must submit statements for all processed agricultural products to the SFA at the time of delivery for each processed agricultural product certifying that the food product was processed 100 percent domestically and that the percentage of domestic content in the food component of the processed food product is over 51 percent, by weight or volume (USDA Policy Memo SP 38-2017).

2. The FSMC must notify the SFA in writing at least 10 days **prior** to delivering a nondomestic agricultural commodity or product and request prior approval for delivery of a nondomestic agricultural commodity or product. This written notification must list alternative domestic substitutes for the SFA to consider and provide an explanation for the following:

    a) Why the domestic product is not produced or manufactured in sufficient and reasonably available quantities of a satisfactory quality; and/or

    b) Why competitive bids reveal the cost of the domestic product is significantly higher 50% higher than the nondomestic product

3. The FSMC will provide certification of domestic origin for products which do not have country of origin labels.

B. School Food Authority Responsibilities

1. The SFA shall maintain documentation outlining the justification for supporting their use of an exception to the Buy American Provision requirement **prior** to accepting nondomestic agricultural commodities or products. This documentation will be kept on file for the term of the contract plus any extensions and three additional school years thereafter. This will be made available during an on site administrative review and an off site procurement review.

2. The SFA shall monitor the contract to ensure that the correct domestic food components contracted for are delivered as required by 2 *CFR*, Section 200.318(b) unless the FSMC has received prior approval from the SFA for nondomestic agricultural commodity or product.

3. The SFA must ensure FSMC compliance with the Buy American Provision in accordance with their procurement procedures. These procedures, at a minimum, must include the requirement to include Buy American Provision language in solicitations and contracts as well as the process for requiring FSMCs to certify the domestic percentage of the agricultural food component of products.

VI. U.S. Department of Agriculture Foods

C. Food Service Management Company Responsibilities

1. The FSMC shall fully use, to the maximum extent possible, donated foods made available by the SFA solely for the purpose of providing benefits for the SFA's nonprofit school food program (7 *CFR,* Section 210.16[a][6]).

2. In accordance with 7 CFR, Section 250.53, the FSMC shall comply with the following provisions relating to the use of donated foods, as applicable:

   a) The FSMC must credit the SFA for the value of all donated foods (including both entitlement and bonus foods) received for use in the SFA's meal service in the school year or fiscal year. The credit must include the value of donated foods contained in processed end products if the FSMC procures processed end products on behalf of the SFA, or acts as an intermediary in passing on the donated foods value of processed end products to the SFA (7 *CFR,* Section 250.51[a]).

   b) The FSMC shall account for the full value of donated foods (7 *CFR,* Section 250.51) by:

i) Subtracting the value of all donated foods received for use in the SFA's food service from the SFA's (monthly/quarterly) invoice, and

ii) Using the Average Price File for the school year in which the donated foods are received by the SFA. This listing is available from the USDA Food Distribution web page at http://www.fns.usda.gov/fdd/processor-pricing-reports.

3. The FSMC will be responsible for any activities relating to donated foods in accordance with 7 *CFR*, Section 250.50(d), as applicable, and will ensure that such activities are performed in accordance with the applicable requirements in 7 *CFR*, Part 250.

4. The FSMC shall accept liability for any negligence on its part that results in any loss of, improper use of, or damage to donated foods.

5. The FSMC must use all donated beef, pork, and all processed end products, in the recipient agency's food service, and must use all other donated foods, or commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the donated foods, in the recipient agency's food service (unless the contract specifically stipulates that the donated food, and not such commercial substitutes, be used) (7 *CFR*, Section 250.51[d]).

6. The FSMC shall ensure that the processing agreement's value will be used in crediting the SFA for the value of donated foods contained in end products (7 *CFR*, Section 250.53[a][7]).

7. The method and frequency of crediting donated foods will be in accordance with 7 *CFR*, Section 250.51(b). The FSMC must ensure that it follows the negotiated method and frequency of crediting agreed upon by the parties.

8. The FSMC will provide assurance that it will not itself enter into the processing agreement with the processor required in subpart C of 7 *CFR*, Part 250 (7 *CFR*, Section 250.53[a][8]).

9. The FSMC will provide assurance that it will comply with the storage and inventory requirements for donated foods (7 *CFR*, Section 250.53[a][9]).

10. The FSMC will maintain records to document its compliance with requirements relating to donated foods, in accordance with 7 *CFR,* Section 250.54(b).

D. School Food Authority Responsibilities

1. The SFA shall retain title to all donated foods and ensure that all donated foods received by the SFA and made available to the FSMC accrue only for the benefit of the SFA's nonprofit school food service and are fully used therein (7 *CFR*, Section 210.16[a][6]).

2. The SFA shall accept and use, in as large quantities as may be efficiently used in its nonprofit food service program, such foods as may be offered as a donation by USDA (7 *CFR*, Section 210.9[b][15]).

3. The SFA will maintain records to document its compliance with requirements relating to donated foods and conduct reconciliation (at least annually and upon termination of the Contract) to ensure that the FSMC has credited the value of all donated foods in accordance with 7 *CFR*, sections 250.54(a) and (c).

4. The SFA will not extend or renew any Contract if the FSMC did not fulfill all Contract provisions relating to donated foods (7 *CFR*, Section 250.53[a][12]).

VII. Meal Responsibilities

A. The FSMC shall:

1. Serve meals on such days and at such times as requested by the SFA.

2. Offer free, reduced-price, and paid (subject to Universal Meals) reimbursable meals to all eligible children through the SFA's food service program.

3. Provide meals through the SFA's food service program that meet the requirements as established in 7 *CFR*, parts 210 and 220, as applicable.

4. Prepare/Serve school staff meals in the staff lounge. Meals will be paid by school employees and should be priced competitively with nearby restaurants.

VIII. Food Service Management Company Employees

A. The FSMC shall only place employees for work at the SFA that meet the minimum professional standards outlined in 7 *CFR*, Section 210.30 which can be viewed at the following web page: School Nutrition Program Professional Standards.

The SFA shall ensure that all employees the FSMC proposes for placement meet the minimum professional standards. The FSMC shall ensure their employees take the required annual training as outlined in the professional standards. The FSMC shall track the trainings completed by each employee and maintain documentation to validate that training was completed. The FSMC shall remove from the SFA premises any employee who fails to take the required training.

The FSMC shall provide the SFA with a list of employees and evidence that they meet the professional standards.

B. The SFA reserves the right to interview and approve the on-site food service consultant(s)/employee(s).

C. The FSMC shall provide the SFA with a schedule of employees, positions, assigned locations, salaries, and work hours. The FSMC will provide specific locations and assignments to the SFA 4 calendar weeks prior to the commencement of operation. (Exhibit C: Schedule of FTE)

D. The FSMC shall comply with all wage and hours of employment requirements of federal and state laws. The FSMC will be responsible for supervising and training their personnel.

E. The FSMC agrees to assume full responsibility for the payment of all contributions and assessments, both state and federal, for all of its employees engaged in the performance of this Contract.

F. The FSMC agrees to furnish the SFA, upon request, a certificate or other evidence of compliance with state and federal laws regarding contributions, taxes, and assessments on payroll.

G. The FSMC will be solely responsible for all personnel actions regarding employees on its respective payroll. The FSMC shall withhold and/or pay all applicable federal, state, and local employment taxes and payroll insurance with respect to its employees, insurance premiums, contributions to benefit and deferred compensation plans, licensing fees, and workers' compensation costs, and shall file all required documents and forms. The FSMC shall indemnify, defend, and hold the SFA harmless from and against any and all claims, liabilities, and expenses related to, or arising out of, the indemnifying party's responsibilities set forth herein.

IX. Books and Records

A. The SFA and the FSMC must provide all documents as necessary for an independent auditor to conduct the SFA's single audit. The FSMC shall maintain such records as the SFA will need to support its Claims for Reimbursement. Such records shall be made available to the SFA upon request and shall be retained in accordance with 7 *CFR,* Section 210.16(c)(1).

B. The SFA and the FSMC shall, upon request, make all accounts and records pertaining to the nonprofit food service program available to the CDE, USDA FNS and Office of Inspector General of the United States for audit or review at a reasonable time and place. Each party to this Contract shall retain such records for a period of three (3) years after the date of the final Claim for Reimbursement for the fiscal year in which this Contract is terminated, unless any audit findings have not been resolved. If audit findings have not been resolved, then records shall be retained beyond the three-year period as long as required for resolution of issues raised by the audit (7 *CFR*, Section 210.9[b][17]).

C. The FSMC shall not remove state or federally required records from the SFA premises upon contract termination.

D. The USDA, Inspector General, the Comptroller of the United States, and the CDE, or any of their duly authorized representatives must have the right of access to any documents, papers, or other records of the FSMC and the SFA which are pertinent to the federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the FSMC and SFA's personnel for the purpose of interview and discussion related to such documents (2 *CFR*, Section 200.336[a]).

E. The distributing agency/CDE, recipient agency/SFA, the Comptroller General, the USDA, or their duly authorized representatives, may perform on-site reviews of the FSMC's food service operation, including the review of records, to ensure compliance with requirements for management and use of donated foods (7 *CFR*, Section 250.53[a][10]).

X. Monitoring and Compliance

A. The FSMC shall monitor the food service operation of the SFA through periodic on-site visits in order to develop recommendations for improvement of the food service program.

B. The FSMC warrants and certifies that in the performance of this Contract it will comply with all applicable statutes, rules, regulations, and orders of the United States and the state of California.

C. The SFA shall establish internal controls that ensure the accuracy of lunch counts prior to the submission of the monthly Claim for Reimbursement in accordance with 7 *CFR, Sec*tion 210.8(a). At a minimum, these internal controls shall include all of the following:

- An on-site review of the lunch counting and claiming system employed by each school within the jurisdiction of the SFA (7 *CFR,* Section 210.8[a][1])
- Comparisons of daily free, reduced-price, and paid lunch counts against data that will assist with the identification of lunch counts in excess of the number of free, reduced-price, and paid lunches served each day to children eligible for such lunches
- A system for following up on lunch counts that suggest the likelihood of lunch counting problems

XI. Equipment, Facilities, Inventory, and Storage

A. The SFA will make available to the FSMC, without any cost or charge, area(s) of the premises agreeable to both parties in which the FSMC shall render its services. The SFA shall provide the FSMC with local telephone service. The SFA shall not be responsible for loss or damage to equipment owned by the FSMC and located on the SFA's premises.

B. The FSMC shall notify the SFA of any equipment belonging to the FSMC on the SFA's premises within 10 days of its placement on the SFA's premises.

C. The SFA shall have access, with or without notice, to all of the SFA's facilities used by the FSMC for purposes of inspection and audit.

D. Ownership of the beginning inventory of food and supplies shall remain with the SFA.

E. Ownership of all nonexpendable supplies and capital equipment shall remain with the SFA. However, the FSMC must take such measures as may be reasonably required by the SFA for protection against loss, pilferage, and/or destruction.

XII. Certifications

A. The FSMC warrants and certifies that in the performance of this Contract, it will comply with the rules and regulations of the CDE and the USDA, and any additions or amendments thereto, including but not limited to 2 *CFR,* parts 200 and 400, and 7 *CFR*, parts 210, 215, 220, 245, 250, and USDA FNS Instruction and policy, as applicable. The FSMC agrees to indemnify the SFA and the CDE against any loss, cost, damage, or liability by reason of the FSMC's violation of this provision.

B. The FSMC shall comply with Title VI of the Civil Rights Act of 1964, as amended; USDA regulations implementing Title IX of the Education Amendments; Section 504 of the Rehabilitation Act of 1973; and any additions or amendments to any of these regulations, and statutes.

C. The SFA and FSMC shall comply with all applicable standards, orders, or regulations issued.

For contracts in excess of $150,000, the SFA and FSMC shall comply with the Clean Air Act (42 U.S.C. sections 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. Section 1251) as amended (Appendix II to 2 *CFR*, Part 200).

D. Debarment and Suspension

The parties shall not enter into contracts with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement programs (Executive Orders 12549 and 12689 and 2 *CFR*, Part 200, Appendix II).

E. Lobbying

The Certification Regarding Lobbying and a Disclosure of Lobbying Activities form (2 *CFR*, Section 418) must accompany each subsequent four (4) additional one-year renewals. Contract renewals that do not include this certification will not be accepted for consideration (Appendix II to 2 *CFR* Part 200 Section [I]: Byrd Anti-Lobbying [31 U.S.C 1352]).

XIII. Insurance

The parties shall maintain the following insurances:

A. Workers' Compensation Insurance

Each party shall maintain Workers' Compensation Insurance coverage as required by state law, and Employers' Liability in the amount of one million dollars ($1,000,000.00) for each accident covering all employees employed in connection with child nutrition program operations.

B. Comprehensive or Commercial Insurance

The FSMC shall maintain during the term of this Contract, for protection of the SFA and the FSMC, Comprehensive or Commercial General Bodily Injury and Property Damage Liability Insurance with a Combined Single Limit of not less than five million dollars ($5,000,000.00) for each occurrence, including, but not limited to, Personal Injury Liability, Broad Form Property Damage Liability on the FSMC-owned property, Blanket Contractual Liability, and Products Liability, covering only the operations and activities of the FSMC under the Contract and, upon request, shall provide the SFA with a certificate evidencing such policies. The insurance policies shall contain covenants by the issuing company that the policies shall not be canceled without 30 days prior written notice of cancellation to the SFA. With the exception of Workers' Compensation Insurance, the SFA shall be named as an additional insured under the FSMC's policies of insurance to the extent the SFA is indemnified pursuant to this Contract.

C. Property Insurance

The SFA shall maintain, or cause to be maintained, a system of coverage either through purchased insurance, self-insurance, or a combination thereof to keep the buildings, including the premises, and all property contained therein insured against loss or damage by fire, explosion, or other cause normally covered by standard broad form property insurance.

XIV. Termination

Either party may cancel for cause with a 60-day notification if either party breaches a provision of this Contract (7 *CFR*, sections 210.16[d] and 250.12[f][9]). The nonbreaching party shall give the other party notice of such cause. If the cause is not remedied within 10 days, the nonbreaching party shall give a 60-day notice to the breaching party of their intent to terminate this Contract upon expiration of the 60-day period. This Contract may be terminated, in whole or in part, for convenience by the SFA with the consent of the FSMC, in which case the two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated (2 *CFR*, Section 200.339[a][3]). The Contract may also be terminated, in whole or in part, by the FSMC upon written notification to the SFA, setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, in the case of a partial termination, if the SFA determines that the remaining portion of the Contract will not accomplish the purposes for which the Contract was made, the SFA may terminate the Contract in its entirety (2 *CFR*, Section 200.339[a][4]). The rights of termination referred to in this Contract are not intended to be exclusive and are in addition to any other rights or remedies available to either party at law or in equity.

Exhibit A

Scope of Work

1. Overview of El Camino Real Charter High School Food Service Program

A. Scale. The SFA employs 0 persons who provide food service to approximately 3,700 children at one site. The food service prepares approximately 68,000 Breakfasts and 173,000 Lunches annually.

B. Financial Goals. The FSMC is to manage all food waste, and invoice the SFA each month for the number of meals served.

C. Management Goals. The FSMC is expected to properly manage all aspects of the NSLP, SBP in accordance with USDA and CDE regulations. Daily meal production records, daily temperatures are to be recorded and maintained on site. These records are to be kept for 3 years. All meals served are to contain all components using Offer vs Serve, to create a reimbursable meal. All meals are to follow the USDA meal pattern. FSMC staff is to treat all students with respect and maintain all confidentiality when serving meals.

D. Food Service Office and Staff. The food service staff is provided by the FSMC. The FSMC should analyze the meals needed and determine how many staff is appropriate to properly serve this site.

E. National School Lunch Program and School Breakfast Program.

Participation

PROGRAM	GRADES	MAX ENROLLMENT*	AVERAGE DAILY PARTICIPATION	FULL PAY*	FREE*	REDUCED*
National School Lunch (NSLP)	9-12	3,700	793	256	394	144
School Breakfast Program (SBP)	9-12	3,700	572	136	320	115

2. Description of FSMC Responsibilities

General: Under the direction of the SFA's Operations Director, the FSMC selected pursuant to this RFP will provide the following: The FSMC is expected to properly manage all aspects of the NSLP, SBP, USDA FDP, in accordance with USDA and CDE regulations. Daily meal production records, daily temperatures are to be recorded and maintained on site. These records are to be retained for an additional 3 years from the last date of the contract. All meals served are to contain all components using Offer vs Serve, to create a reimbursable meal. All meals are to follow the USDA meal pattern. FSMC staff is to treat all students with respect and maintain all confidentiality when serving meals. Assist the SFA in student meal collections. In addition, the FSMC will employ qualified professionals to cook, prepare, serve and count all meals.

A. Purchasing of Supplies for the Food Service Program

Recommend (or be responsible for) purchasing standards and specifications that will result in the best quality of products and services at the lowest price for the food service program.

All transactions shall be conducted in a manner so as to provide maximum open and free competition as provided by statute and regulation.

The grade, purchase unit, style, weight, ingredients, formulation, etc., shall be in compliance with applicable statutes and regulations.

Purchase food and/or supplies (if applicable); if authorized by the SFA, the FSMC shall purchase food used by the food service operation and the purchasing of food shall not displace SFA staff or delegate responsibilities of the SFA to the FSMC.

Recommend new or improved procedures for the requisition, receipt, and verification of all supplies used by the food service operation

B. Contracting With Small, and Minority Businesses, Women's Business Enerprises, and Labor Surplus Area Firms

The FSMC shall comply with 2 *CFR*, Section 200.321 (as applicable).

C. Buy American

The SFA participates in meal programs that require the use of nonprofit school food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A 'domestic commodity or product' is defined as one that is either produced in the U.S. or is processed in the U. S. substantially (51 percent or more by weight or volume) using

agricultural commodities that are produced in the U. S. as provided in 7 *CFR*, sections 210.21(d) and 220.16(d). The FSMC must:

1. **Submit certification statements for all processed agricultural products**. The FSMC must provide written documentation to the SFA at the time of delivery for each processed agricultural product certifying that the food product was processed 100 percent domestically and that the percentage of domestic content in the food component of the processed food product is over 51 percent, by weight or volume.

   OR:

2. **Request SFA approval prior to delivering a nondomestic agricultural commodity or product.** If the FSMC cannot comply with #1 above, the FSMC must notify the SFA in writing 10 days prior to delivering a nondomestic agricultural commodity or product. This written notification must include the following:

   a) Whether the request to deliver a nondomestic food is because the product is not produced or manufactured domestically in sufficient and reasonably available quantities of a satisfactory quality, or competitive bids reveal the costs of a domestic product are significantly higher than the nondomestic product

   b) The pricing of both domestic and nondomestic products and/or availability data to justify the use of one of the two allowable exceptions

   c) A list of alternative domestic substitutes for the SFA to consider for delivery instead of the nondomestic agricultural product

D. Facility or Site Operations

The FSMC shall recommend:

- Safety programs for employees
- Sanitation standards for housekeeping, preparation, storage, and equipment
- Adjustments to practices and operation of equipment as required
- A Food Safety Plan and participate in the development, implementation, and maintenance of said plan
- Methods to increase participation at all levels of the SFA's food service programs, improve food quality, and upgrade equipment and facilities

- Hours and number of positions at each site to meet food service operational needs

E. Menus

Adhere to the 21-day cycle menu for the first 21 days of meal service; thereafter, the FSMC may only make changes with the SFA's approval (7 *CFR*, sections 210.10, 210.16[b][1] and 220.8, if applicable)**.**

Provide recommendations for menu development that will result in the best quality of products and services at the lowest price for the food service program**.**

Seek student and parent input on successful menu variation and planning.

Provide, upon request by the SFA, recommended menus to assure compliance with all applicable statutes and regulations; include menu recommendations to meet the needs of students with special dietary needs or disabilities.

F. Quality Control

Recommend or establish a formal structure to routinely and continuously gather input from students, staff, and parents about food services.

Recommend or establish a structure or process to routinely and continuously gather input from food service employees to ensure the most effective and efficient operation possible.

G. Staff

Recommend management staff and structure that will enhance the SFA's food service programs and ensure that the SFA's food service programs are of consistent top quality and held in positive regard by students, staff, and the public.

Recommend or establish and conduct management and staff training programs that will ensure staff development, proper supervision, professional and health certifications, and consistent quality control both in production and service.

H. Records

Maintain full and complete financial and inventory records sufficient to meet federal and state requirements and that are in accordance with generally accepted accounting procedures.

Maintain employment records that show FSMC staff have all professional and health certifications as required by federal or state law and the SFA.

I. Education

Recommend actions or events to promote the nutrition education aspects of the food service program, and recommend or cooperate with efforts to merge these actions or events with classroom instruction; the FSMC will work in partnership with the SFA to educate students, parents, teachers, and the community about efforts to promote better nutrition and health.

Coordinate meeting times with the Food Service Director, other SFA staff, and parents or students to discuss ideas to improve the food service program; arrange meetings between an acceptable management representative of the FSMC and the Food Service Director, other SFA staff, and the school board, upon request.

J. Reports

Collect and provide, in the required format, information necessary for school food service claims for reimbursement from state and federal agencies and maintain records of past information; at the end of each month the number of meals to be claimed will be submitted to the SFA contact by the FSMC consultant/representative on or before the **10**th of each month (7 *CFR,* 210.16[c][1]).

Provide the SFA with monthly operating statements and other information determined by the SFA regarding the food service programs.

K. Point of Service

Provide and/or implement an accurate point of service meal and milk count; such meal and milk counting system must eliminate the potential for the overt identification of free and reduced-price eligible students under 7 *CFR,* Section 245.8.

3. Specific FSMC Tasks

Staff Training. All FSMC staff must receive their food handlers certificate, and submit proof of the required training prior to school start. All FSMC must also have all background checks conducted prior to school start, July 1, 2021.

EXHIBIT B

Schedule of Fees

The costs included in the Cost per Meal table comprise the fixed price per meal. The fees are agreed upon by both parties and represent allowable food service costs in accordance with 2 *CFR* , Part 200.

All costs are based on an average daily participation of **1365** students in the district and **180** school days.

Cost per Meal

Note: Prices must **not** include values for donated foods, and must include all meal programs.

LINE ITEM	EST. UNITS*	RATE	TOTAL
Breakfast	98,886	2.48	$ 245,237.28
Lunch	151,114	4.057	$ 613,069.50
Snacks	0	$	$ -
Nonreimbursable Meals (a la Carte)	3,904	4.057	$ 15,838.53
TOTAL	253,904	$	$ 874,145.31

**Estimated Units provided by SFA*

Addenda

El Camino Real Charter High School, California
Addendum to Exhibit 1 – Model Cost-reimbursable Contract

Compass Group USA, Inc. by and through its Chartwells Division ("Chartwells" or "FSMC") provides, as set forth below, this Addendum to the Model Fixed-Price Contract.

Chartwells is amenable to further discussion and negotiation regarding the revisions set forth in this Addendum in order to reach mutually agreeable terms and conditions.

Model Fixed-Price Contract

1. **Page 39, Section II(D)**. The first paragraph of this Section is deleted in its entirety and replaced with the following: "For each renewal year, the FSMC's fees shall be adjusted on the first day of each renewal term at a rate equal to the greater of the increase in (1) Employment Cost Index, Private Industry, Compensation, Not Seasonally Adjusted – CIU2010000000000A; (2) Consumer Price Index- Food Away From Home for the preceding year; or (3) three percent (3%)."

2. **Page 41, Section II(P)**. This Section is deleted in its entirety and replaced with the following: "To the extent permitted by state law, each party shall indemnify, defend and hold the other harmless from any and all losses, damages or expenses, including reasonable attorneys' fees, arising out of or resulting from claims or actions for bodily injury, death, sickness, property damage or other injury or damage to the extent caused by the negligent act or omission of such party. Notification of an event giving rise to an indemnification claim ("Notice") must be received by the indemnifying party within thirty (30) days following receipt of such claim and shall include a brief factual summary of the damage and cause thereof. An indemnification claim is expressly subject to and conditioned upon compliance with the Notice provisions hereunder."

3. **Page 55, Section XIII**. This Section is revised as follows:

a.) Section XIII(A) is revised to add "/each employee/policy limit" after accident.
b.) Section XIII(B) is deleted in its entirety and replaced with the following:

"The FSMC shall maintain during the term of this Contract, for protection of the FSMC, Comprehensive or Commercial General for Bodily Injury and Property Damage Liability Insurance with a Combined Single Limit of not less than five million dollars ($5,000,000.00) for each occurrence and in the aggregate, including, but not limited to, Personal Injury Liability, Broad Form Property Damage Liability or equivalent in current ISO policy form, Blanket Contractual Liability, and Products/Completed Operations Liability, covering the operations and activities of the FSMC under the Contract and, upon request, shall provide the SFA with a certificate of insurance evidencing such policies. All limits can be met through a combination of primary and excess/umbrella liability policies. The insurance policies required herein shall contain covenants by the issuing company that the insurers shall endeavor to provide 30 days prior written notice of cancellation to the SFA. With the exception of Workers' Compensation Insurance, the SFA shall be included as an additional insured under the FSMC's liability policies of insurance required herein to the extent the SFA is indemnified pursuant to the insurable portions of this Contract."

4. **Page 56, Section XIV**. This Section is revised to delete the following:

"This Contract may be terminated, in whole or in part, for convenience by the SFA with the consent of the FSMC, in which case the two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated (2 *CFR*, Section 200.339[a][3])."

and replace it with the following:

"Either party may terminate this Contract at any time upon 60-days' written notice (7 *CFR,* Section 210.16[d])."

In the event of a conflict between the terms of the Agreement and the terms of this Addendum, the terms of this Addendum shall control."

IN WITNESS WHEREOF, the parties hereto have caused this Addendum to be signed by their duly authorized officers as of the day and year first above written.

El Camino Real Charter High School	**Compass Group USA, Inc., by and through its Chartwells Division**
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

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www.chartwellsk12.com


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serving up happy & healthy

RFP FSMC Timeline Summary		
Thursday, March 17, 2022	ECR FSMC Facilities Mandatory Tour	(1) Chartwells (2) Sodexo (3) Genuine Foods (4) Huntington Foods (5) Fresh Start
Tuesday, April 19, 2022	ECR Taste Test participation	(1) Chartwells (2) Huntington Foods (3) Fresh Start
Friday, April 29, 2022	Proposals Submitted	(1) Chartwells (2) Fresh Start

FSMC SCORING RUBRIC

CRITERIA	Chartwells	Fresh Start	MAXIMUM POINTS
Cost	35	30	35
Administrative Requirements: Did the Respondent include all required information in accordance with the General Instructions and Proposal Requirements?	5	5	5
Experience with School Breakfast and National School Lunch Programs.	20	18	20
Based on the Proposal Questionnaire responses and the Cover Letter, the Respondent demonstrates a complete understanding of the SFA's food service program and its service requirements, as described in the RFP and the Scope of Work, and can perform those services to the SFA's satisfaction.	5	5	5
The financial stability of the Respondent.	5	4	5
Corporate capability and experience as measured by performance record, years in the industry, relevant experience, number of SFAs served, client retention and satisfaction, and references.	5	5	5
Taste Test, Food quality and appeal (Attachment L)	20	15	25
TOTAL POINTS	**95**	**82**	**100**

	Units	Fresh Start - Per Unit	Fresh Start - Total Est. Cost	Chartwells - Per Unit	Chartwells - Total Cost
Breakfast	**100,000**	3.23	$ 323,000	2.48	$ 248,000
Lunch	**150,000**	4.63	$ 694,500	4.057	$ 608,550
		Total Fresh Start:	$ 1,017,500	Total Chartwells:	$ 856,550

Difference
$ 160,950

FSMC Taste Test Score Summary

FRESH START

3.8	3.3	3.8	3.6	3.6
Lasagna/Mashed potatoes	Salad, chicken, carrots	Yogurt parfait	Pancakes/French toast	OVERALL Score

HUNTINGTON FOODS

3.8	4.4	4.4	4.5	4.3
English muffin	Potato soyrizo plate	Pasta	Gardine Chicken wrap	Overall Score

CHARTWELLS

4.5	4.6	3.7	3.2	4.0
Veg/Hummus sandwich	Parfait	Mac n Cheese	Chorizo Burrito	Overall Score

**Taste test was performed with 20 participants

California Department of Education

Request for Proposal
and
Model Fixed-price Contract

for

School Food Authorities
Procuring the Services of a
Food Service Management Company

Procurement Resources Unit
Nutrition Services Division
Systems Support Branch

February 2022

SCHOOL FOOD AUTHORITIES MUST READ THIS PAGE

How to Use CDE's Sample RFP and Fixed-price Contract

The California Department of Education (CDE) is providing this sample Request for Proposal (RFP) and Fixed-price Contract to guide school food authorities (SFA) in the development of an RFP and contract to obtain food service management company (FSMC) assistance for their school food service operation. The SFA may revise the non-required terms of the RFP and contract to fit the SFA's needs with CDE prior approval (Title 7, *Code of Federal Regulations* [7 *CFR*], Section 210.16(a)(9)]. The RFP, contract, and all attachments and exhibits are considered a complete solicitation packet when posting it to their Web site or releasing it to potential respondents.

Required Preapproval

SFAs are not relieved from the requirement to obtain approval from the CDE prior to the release of an RFP and Fixed-price contract to potential respondents when using *this* sample. The SFA must make any required changes before the CDE will approve their RFP and Fixed-price contract. Additionally, SFAs must submit the results of their proposal process to the CDE before executing their contract. More information is available on this requirement as well as the CDE timeline on the NSD Procurement Resources Unit web page http://www.cde.ca.gov/ls/nu/sn/fsmcproc.asp.

RFP and Fixed-price Contract Approval Disclaimer

The CDE does not intend this sample RFP and Fixed-price contract to be a "prototype," inclusive of all terms, provisions, and program requirements applicable to FSMC procurements and contracts. The SFA remains responsible for ensuring that their procurement documents comply with all applicable laws, program instructions, and guidance materials. The SFA should consult with their legal counsel regarding any proposed procurement methods or contract language.

Resources

- This sample RFP and Fixed-price Contract includes state and federal regulations that are relevant to this type of contract. These laws and regulations are available on the CDE Procurement Resources Unit (PRU) web page at http://www.cde.ca.gov/ls/nu/sn/fsmcproc.asp.

Notice of Request for Proposals
Food Service Management Company
RFP *2022-001*

Notice is hereby given that the Governing Board of the El Camino Real Charter High School (hereinafter referred to as **SFA**) is requesting proposals for a food service management company (hereinafter referred to as **Respondent[s]**) to assist with the SFA's food service program.

Respondents should not construe from this legal notice that the SFA intends to enter into a fixed-price contract with the Respondent unless, in the opinion of the SFA, it is in the best interest of the SFA to do so. The SFA reserves the right to negotiate final contractual terms with the successful Respondent.

The Request for Proposal (RFP) documents are available from the SFA's Web site at http://www.ecrchs.net/

To request the RFP documents by email, postal mail, or fax, please contact
Gregory Wood
email g.wood@ecrchs.net
Postal Mail: 5440 Valley Circle Blvd
Woodland Hills, CA 91367
fax (818) 595-7501

The SFA will record and provide answers to any questions or requests for clarifying information about the RFP during the question and answer period.

The SFA will hold either a **Mandatory In-person or Virtual Tour** of the SFA facilities on
March 17, 2022
Location: 5440 Valley Circle Blvd
Woodland Hills, CA 91367
All potential Respondents must attend in order to submit a proposal

Respondents must submit written proposals in a sealed package labeled
"Proposal - Food Service Management Company 2022-001
Addressed to the SFA at:
Gregory Wood
Chief Business Officer
5440 Valley Circle Blvd
Woodland Hills, CA 91367

The SFA will accept all proposals received on or before April 29th, 2022 at 2:00pm. The SFA will not accept proposals that are received after the deadline. The SFA will open proposals at 2:00pm on May 4th, 2022.

The SFA reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. The SFA will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of the SFA. Following the review and analysis of all responsive proposals, the SFA will make a recommendation to their governing board, as applicable, at its regularly scheduled meeting.

El Camino Real Charter High School

REQUEST FOR PROPOSAL
FOOD SERVICE MANAGEMENT COMPANY
Cover Page

CONTACT INFORMATION

2022-001

by

El Camino Real Charter High School
FOOD SERVICE PROGRAM

ADDRESS ALL PROPOSALS TO:

Gregory Wood
Chief Business Officer
5440 Valley Circle Blvd
Woodland Hills, CA 91367

CDE Approved February 25, 2022

ECRCHS

Request for Proposal

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Introduction/Purpose of Solicitation

The purpose of this Request for Proposal (RFP) is to enter into a fixed-price contract with a food service management company (FSMC) that will provide El Camino Real Charter High School (hereinafter referred to as the school food authority [SFA]) with food service management assistance for their food service operation. The FSMC will provide services to the SFA as described in the Scope of Work in the Model Fixed-price Contract.

The SFA's food service goals are to provide nutritious, high-quality meals to students and participants in National School Lunch Program, School Breakfast Program, and USDA Commodities Program, to accommodate special diets where medically necessary, improve the nutritional quality of meals, and maintain a financially viable food service program (Title 7, *Code of Federal Regulations* program [7 CFR, sections 210.10 and 220.8, if applicable].

General food service goals are to:

- Provide an appealing and nutritionally sound program for students as economically as possible
- Stimulate both student and adult participation in the program through improved relations with students, staff, and the community by creating awareness of the direct correlation between adequate nutrition for students and their ability to learn
- Increase participation at all levels of the food service program by improving meal quality, seeking student and parent input, offering menu variations, and improving planning
- Maintain reasonable prices for students and adults participating in the food service program
- Maintain student and staff morale at a high level

All procurement transactions are to be conducted in a manner that provides maximum open and free competition consistent with Title 2, *Code of Federal Regulations* (2 *CFR*), Section 200.319(a)(1-7). The SFA must share with every Respondent all information necessary for submitting a competitive proposal. The release of this RFP, evaluation of Respondents, and award of a contract will use competitive bidding standards established in all applicable California state and federal statutes and regulations.

Outlined below are competitive bidding basic standards:

- The purpose of soliciting competitive proposals is to secure public objectives in the most effective manner and avoid the possibilities of graft, fraud, collusion, etc.

- The SFA released this RFP to benefit the SFA and not the Respondents.

- Fulfillment of RFP specifications is based on full and fair competition and acceptance by the SFA of the most responsive and responsible Respondent to the SFA's requirements, as determined by the SFA when evaluating proposals based on the criteria contained in the RFP.

- The RFP must provide a basis for full and fair competition among Respondents to a common standard, free of restrictions that tend to stifle competition.

The above four points are for illustrative purposes only, and do not include all California state and federal requirements to achieve competitive bidding.

To respond to this RFP, interested FSMCs must present evidence of experience, ability, and financial standing necessary to meet the requirements stated in this RFP. The SFA will measure this evidence by scoring the proposals, using a point system that will rank each proposal from highest to lowest, to determine which proposals they will consider for the award of a contract.

To be competitive in this solicitation, the Respondent must:

- Carefully read the entire RFP, attachments, exhibits, addenda, and SFA responses to questions before submitting a proposal

- Ask appropriate questions or request clarification before the deadline in the RFP

- Submit all required responses by the required deadlines

- Follow all instructions and requirements of the RFP thoroughly and appropriately

If a Respondent discovers any ambiguity, conflict, discrepancy, omission, or other errors in this RFP, the Respondent shall immediately notify the SFA of the error in writing and request clarification or a modification of the RFP. If the Respondent fails to notify the SFA of the error prior to the date for submission of proposals, and is awarded the contract, the Respondent shall not be entitled to additional compensation or time by reason of the error or its later correction.

El Camino Real Alliance
Food Service Management Contract
Bid Schedule of Events
for
RFP # 2022-001

Board Meeting – RFP Approval		Feb 24, 2022
Release of RFP		March 1, 2022
First Public Notice		March 1, 2022
Second Public Notice		March 8, 2022
Mandatory Tour*		March 17, 2022
Respondent Question Submission Deadline		April 1, 2022
SFA Provides Answers		April 15, 2022
Deadline for Submission of Sealed Proposal		April 29, 2022
Proposals Opened		May 4, 2022
Proposals Evaluated (Finance Committee)		May 19, 2022
Board Meeting – Proposal Approval/Contract Awarded	ECR	May 26, 2022
Contract Begin Date		July 1, 2022

The SFA will make every effort to adhere to the schedule. However, the SFA reserves the right to amend the schedule, as necessary, and will post a notice of said amendment at http://www.ecrchs.net/.

*All interested Respondents must attend the Mandatory Virtual/In-Person Tour. The SFA will reject proposals from Respondents that do not attend (Attachment B). For in-person tours please email RFP contact Greg Wood, g.wood@ecrchs.net Further information for the taste test will be provided during the tour.

General Instructions for Respondents

1. Prepare proposals simply and economically. Provide a straightforward concise description of the Respondent's capability to satisfy the SFA's requirements. Emphasis should be placed on completeness and clarity of content.

2. Submit proposals for the performance of all the services described within this RFP. The SFA will not consider any deviation from these specifications and will reject such proposals.

3. The SFA may reject a proposal if the proposal is conditional or incomplete, deemed
nonresponsive, or if it contains any alterations of form or other irregularities of any kind. The SFA may reject any or all proposals or waive any immaterial deviation in a proposal. The SFA's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Respondent from full compliance with all other requirements if awarded the contract. The SFA may reject a proposal if it is deemed overly responsive or contains language that provides any added value not requested in the RFP.

4. Respondents are responsible for the costs of developing proposals, and shall not charge the SFA for any preparation costs.

5. The SFA asks Respondents that do not intend to submit a proposal to notify the SFA in writing.

6. Respondents may modify their proposal after submission by withdrawing the original proposal and resubmitting a new proposal prior to the submission deadline. The SFA will not consider proposal modifications offered in any other manner, either oral or written.

7. The Respondent shall include a 21–Day Cycle menu for all programs to be served (7 *CFR*, sections 210.10, 210.16[b][1], 220.7[d][2][i], and 220.8 if applicable).

8. Respondents may withdraw their proposal by submitting a written withdrawal request to the SFA, signed by the Respondent or their authorized agent, through the contact person named in the "Contact Information" provided on page iv of this RFP. Thereafter, a Respondent may submit a new proposal prior to the proposal submission deadline. Respondents may not withdraw their proposal without cause after the proposal submission deadline.

9. The SFA may modify the RFP prior to the date given for submission of proposals by posting an addendum on http://www.ecrchs.net/. The SFA will notify Respondents so they can obtain any addenda from the SFA's web site, or request it by email, postal mail, or fax.

10. The SFA reserves the right to reject all proposals for reasonable cause. If the costs of all proposals are excessive, the SFA is not required to award a contract.

11. The SFA will not consider more than one proposal from an individual, firm, partnership, corporation, or association under the same or different names. Reasonable grounds for believing that any Respondent has submitted more than one proposal for work contemplated herein will cause the SFA to reject all proposals submitted by the Respondent. If there is reason to believe that collusion exists among the Respondents, the SFA will not consider any of the participants of such collusion in this or future solicitations.

12. The SFA will not consider a joint proposal submitted by two or more entities.

13. Additional charges for regular or express delivery, drayage, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose shall be included (and separately identified) in the proposal.

14. All proposals shall include the forms provided as attachments to this RFP. Respondents may copy these forms. A proposal is considered responsive if it follows the required format, includes all attachments, and meets all deadlines and other requirements outlined in this RFP.

15. The SFA shall not accept proposals after the submission deadline specified in the RFP and shall return the unopened proposals to the respective Respondents. The SFA will not consider late proposals under any circumstances.

16. Respondents are responsible for examining the entire RFP package, seeking clarification for any item or requirement that may not be clear to them, and checking all responses in their proposal for accuracy before submitting it.

17. Respondents may submit their questions regarding the information presented in this RFP to Gregory Wood in writing by postal mail at 5440 Valley Circle Blvd, Woodland Hills, CA 91367, e-mail at g.wood@ecrchs.net, or fax at (818) 595-7501, no later than April 1, 2022 by 5:00pm. The SFA will answer all questions received by the deadline in writing without exposing the query source. This will be the sole process for asking and answering questions regarding this RFP. Respondents may not contact SFA employees directly to ask questions.

18. SFA representatives reserve the right to inspect a Respondent’s other food service operations prior to any award of a contract.

19. The SFA reserves the right to negotiate the final terms and conditions of the contract, which may differ from those contained in the proposal, provided the SFA considers such negotiation to be in its best interest. Any change in the terms and conditions must not create a material change, which is any alteration or modification to the original terms stated in the RFP that would have resulted in

different proposals from all respondents. A material change will require the SFA to rebid the contract.

20. Interested Respondents are required to inspect the SFA's premises prior to submitting a proposal in order to determine all requirements associated with the proposed contract. The inspection of premises will occur during the Mandatory Tour (if applicable).

21. Respondents shall submit one paper copy and one copy in digital format (e.g., CD, DVD, flash drive, etc.).

    a. The paper copy must contain the original signature of the individual(s) authorized to bind the Respondent contractually and be labeled "Master Copy".

    b. The Respondent must ensure the digital copy is complete and inclusive of all materials contained in the paper copy, including any required signatures. If there is an inconsistency between the paper and digital copies, the paper copy will take precedence.

    c. The sealed proposal envelopes must be marked legibly with the SFA's RFP number and title, and the SFA name and address, as shown in the following example:

Proposal—Food Service Management Company

[*Enter* FSMC Name Submitting RFP]

RFP 2022-001

SFA FSMC Procurement

El Camino Real Alliance

Greg Wood, CBO - ECRA

5440 Valley Circle Blvd,
Woodland Hills, CA 91367

Proposal Requirements

To be eligible for evaluation, a proposal must adhere strictly to the format set forth below; failure to do so may result in disqualification. Respondents must complete, label, and separate each section, and number all pages. The content and sequence of the proposal will be as follows:

Section 1 - Administrative Requirements

A. Cover Letter

Only the individual(s) authorized to bind the Respondent contractually may sign the cover letter, which shall be a part of the proposal package. If the cover letter is unsigned, the SFA will reject the proposal. The SFA may reject the proposal if the Respondent fails to include the following required information:

- Name and address of responding company
- Organizational structure of the responding company (e.g., corporation, partnership, etc.)
- Respondent's Federal Employee Identification Number and Corporate Identification Number, if applicable
- Name, title, phone number, fax number, and email address of the representative who will be designated as the primary liaison to the SFA
- Name, title, phone number, and email address of the representative(s) authorized to bind the Respondent in a contract if different from the primary liaison
- A statement expressing the Respondent's willingness to perform the services described in this RFP
- A statement expressing the Respondent's ability to perform the services required in the Scope of Work, including availability of staff and other required resources to meet all deliverables as described in this RFP
- A statement regarding the Respondent's proprietary information; if applicable, the Respondent must clearly mark in the upper right hand corner those pages to be considered proprietary (**Note**: the Respondent cannot consider the entire proposal to be proprietary)
- The following certification:

By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

B. Table of Contents

Immediately following the cover letter, include a comprehensive Table of Contents that lists all submitted proposal sections, subsections, attachments, and materials.

Section 2 – Required Attachments

A. Attachment Checklist

The Respondent shall include a checklist containing all documents identified in the Attachments Checklist (as listed on Attachment A). The SFA may reject proposals that do not include the proper required attachments.

B. Mandatory Tour

It is optional for the SFA to hold a mandatory tour (Attachment B). The tour schedule includes the sites. Prospective Respondents may not contact any sites or employees outside of the scheduled visit. The SFA requests that Respondents do not take pictures during the tour as the SFA has not obtained releases from parents, students, and employees.

C. Minimum Qualifications

The SFA will only consider Respondents that **meet all minimum qualifications** (as listed on Attachment C).

D. FSMC Professional Standards

Establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs (as listed on Attachment D).

E. Proposal Questionnaire

The Proposal Questionnaire (as listed on Attachment E) is intended to provide the SFA with specific information concerning the Respondent's capability to provide services as described in this RFP. Respondents should limit their responses to the number of pages noted in the questionnaire and answer each question in the same order.

F. Respondent References

Respondents must provide three references on the Respondent References form (Attachment F). The SFA reserves the right to contact any of the references listed, and retains the right to conduct reference checks with individuals and entities beyond those listed.

G. Authorization Agreement

The Respondent or their authorized representative must sign the Authorization Agreement (Attachment G) and return it with the proposal package.

H. Fee Proposal

The Respondent must complete the Fee Proposal (Attachment H) and return it with the proposal package.

I. Certifications

The Respondent must complete the certifications (Attachment I) and return them with the proposal package.

J. Certificate of Independent Price Determination

The Respondent must complete the certifications (Attachment J) and return them with the proposal package.

K. 21–Day Cycle Menu

The Respondent must submit a 21 Day Cycle menu (Attachment K) for all programs to be served (7 *CFR*, sections 210.16[b][1] and 220.7[d][2][i], if applicable) for the proposal package.

Evaluation of Proposals

Proposals will be opened on or after the date and time specified in the Schedule of Events. During the evaluation process, the SFA may ask Respondents to clarify information in the proposals, but Respondents may not change their proposals.

An error in the proposal may cause the SFA to reject that proposal; however, the SFA may, at its sole discretion, retain the proposal and make certain corrections. When determining if a correction will be made, the SFA will consider the conformance of the proposal to the format and content required by the RFP and that the Respondent's intent is clearly established based on review of the whole proposal. Based on that established intent, the SFA may choose to correct errors such as obvious grammatical or punctuation errors and arithmetic errors. The Master Copy of the proposal shall have priority over additional proposal copies.

The SFA will open proposals to determine if they contain all the required information in accordance with this RFP. The SFA will evaluate qualifying proposals using the following criteria:

CRITERIA	MAXIMUM POINTS
Cost	35
Administrative Requirements: Did the Respondent include all required information in accordance with the General Instructions and Proposal Requirements?	5
Experience with School Breakfast and National School Lunch Programs.	20
Based on the Proposal Questionnaire responses and the Cover Letter, the Respondent demonstrates a complete understanding of the SFA's food service program and its service requirements, as described in the RFP and the Scope of Work, and can perform those services to the SFA's satisfaction.	5
The financial stability of the Respondent.	5
Corporate capability and experience as measured by performance record, years in the industry, relevant experience, number of SFAs served, client retention and satisfaction, and references.	5
Taste Test, Food quality and appeal (Attachment L)	25
TOTAL POINTS	100

The SFA will score and rank selected proposals by assigning a score between zero and the maximum score to each proposal criterion. The SFA will recommend awarding the contract to the most responsive and responsible Respondent with the highest total proposal score.

Attachment A

Attachment A: Attachments Checklist

_____
Respondent Company Name

Please complete this checklist to confirm that the items listed below have been included in your proposal. Place a checkmark or “x” next to each item submitted to the SFA. For your proposal to be considered, all required attachments must be returned, including this checklist. Submit one copy of your proposal in a sealed package.

Attachment	Attachment Name
_____ A	Attachments Checklist
_____ B	Mandatory Tour
_____ C	Minimum Qualifications
_____ D	FSMC Professional Standards
_____ E	Proposal Questionnaire
_____ F	Respondent References
_____ G	Authorization Agreement
_____ H	Fee Proposal
_____ I	Certifications Regarding Lobbying Activities, Debarment, Suspension and Other Responsibility Matters
_____ J	Certificate of Independent Price Determination
_____ K	21–Day Cycle Menu (Include)

Attachment B: Mandatory Tour/On-line meeting

The Mandatory Tour will include an escorted tour.

- The tour schedule includes the sites listed below.
- Prospective Respondents may not contact any sites or employees outside of the scheduled visit.
- The SFA requests that Respondents do not take pictures during the tour as the SFA has not obtained releases from parents, students, and employees.

TOUR SCHEDULE

Tour begins at March 17, 2022 at 1:00pm
Where: El Camino Real Charter High School
5440 Valley Circle Blvd.
Woodland Hills, CA 91367

On-line (Virtual) Tour begins at March 17, 2022 at 1:00pm
Where: El Camino Real Charter High School
5440 Valley Circle Blvd.
Woodland Hills, CA 91367

The SFA thanks all Respondents for abiding by our request to keep the disruption caused by the visit to a minimum.

Attachment C: Minimum Qualifications

A Respondent must meet all of the following minimum qualifications to the SFA's satisfaction to be given further consideration. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

As of July 1, 2022, both the Respondent's company and its key personnel meet all of the following minimum qualifications:

1. The Respondent has at least five of experience with food service programs.

   Yes _____ No _____

2. The Respondent has the resources and ability to provide 250,000 of meals per fiscal year.

   Yes _____ No _____

3. The Respondent has knowledge and experience with the National School Lunch and School Breakfast Programs and USDA Commodities.

   Yes _____ No _____

4. The Respondent has professional references that demonstrate and evidence the ability to perform the required services.

   Yes _____ No _____

5. The Respondent is licensed to do business in the state of California.

   Yes _____ No _____

Attachment D: FSMC Professional Standards

FSMC Employees Professional Standards

Federal Register Vol. 80, No. 40, dated March 2, 2015, referred to as the "Final Rule," establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs. In the Final Rule, the following definitions are established:

1. **School Nutrition Program Director**. The school nutrition program director is any individual directly responsible for the management of the day-to-day operation of school food service for all participating schools under the jurisdiction of the school food authority.

2. **School Nutrition Program Manager**. The school nutrition manager is any individual directly responsible for the management of the day-to-day operation of school food service for a participating school(s).

3. **School Nutrition Program Staff**. School nutrition program staff are those individuals, without managerial responsibilities, involved in day-to-day operations of school food service for a participating school(s).

The Final Rule establishes that these definitions apply to the function/role rather than the specific title within the school food service structure, and that the definitions apply whether or not the school food service is operated by an FSMC. Therefore, as of the effective date of this contract, the minimum professional standards established by the Final Rule, and described therein, shall apply to FSMC staff performing any of the duties described above.

The FSMC shall only place staff for work in the school district that meet the minimum professional standards outlined in 7 *CFR,* Section 210.30, which can be viewed at the following web page:
http://www.fns.usda.gov/sites/default/files/cn/profstandards_flyer.pdf.

- The SFA shall ensure that all staff the FSMC proposes for placement meet the minimum professional standards.

- The FSMC shall ensure their employees take the required annual training as outlined in the professional standards and provide certification of such training to the SFA. The FSMC shall remove from the SFA premises any staff who fail to take the required annual training.

- The FSMC shall provide the SFA with a list of proposed employees and evidence that they meet the professional standards.

Attachment E: Proposal Questionnaire

This proposal questionnaire is intended to provide the SFA with specific information concerning the Respondent's capability to provide services as described in the RFP. Please be as concise as possible and limit your responses **to no more than two pages per question, unless instructed otherwise. Type each question in the same order as listed in the questionnaire.**

[Note: the SFA may choose to add or delete any provisions to their RFP as applicable.]

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment C, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.

2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is(are); the length of time the company has been providing food service management services (consulting, food purchase, etc.), and related services as described in this RFP. In addition, provide the duration and extent of experience the company has with similar SFA food management services.

3. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.

4. Provide a complete list of SFAs that have discontinued or terminated your company's services in the last five years and the reason(s) why.

5. Provide an organization chart for your company, a description of the lines of communication, and the responsibilities at each corporate level.

6. Provide a complete balance sheet or annual report (verified by a certified public accountant) for the last three years of operation.

7. Provide a description of promotional and marketing materials you will use to attract students to the program.

8. Provide a recommended transition plan that describes the steps the Respondent will take to begin providing the services described in this RFP.

Attachment F: Respondent References

List three references to which the Respondent has provided food service management services within the past 5 year(s).

Failure to complete and return this Attachment will cause your proposal to be rejected.

Reference 1		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		

Reference 2		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		

Reference 3		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		

Dates of Service

Attachment G: Authorization Agreement

Request for Proposal for Food Service Management Company
RFP Number: RFP 2022-001

We, [*Enter* FSMC Name], by our signature on this document certify the following:

1. That we will operate in accordance with all applicable California state and federal laws, regulations, and statutes.

2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.

3. That the proposal submitted is a firm and irrevocable offer good for one year.

4. That we have carefully examined all terms and conditions set forth in the Model Fixed-price Contract issued by El Camino Real Alliance.

5. That we have made examinations and verifications, and are fully conversant with all conditions under which services are to be performed for El Camino Real Alliance.

6. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

FSMC Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Web Site Address: _____

Name of Authorized Representative: _____

Title of Authorized Representative: _____

_____
Signature of Authorized Representative

Date Signed: _____

Attachment H: Fee Proposal

All costs are based on average daily participation of 1365 number of meals served on 180 number of school days.

COST BREAKDOWN			
Respondent Instructions ⇨ **Provide a breakdown of all costs included in the fixed price, including personnel costs.** ⇨ **Provide the cost per meal; base all food costs** on the attached 21–day cycle menu**.** ⇨ Clearly identify all costs			
Item **#**	**Description** *(Include All Goods and Services included in the Fixed Price)*		Annual Cost
1.			**$**
2.			**$**
3.			**$**
4.			**$**
	Sub Total		**$**
	Personnel Costs (Separately List # of FTE's used for Costs included)		Annual Cost
5.	Management Fee Per Meal	$	
6.	Consultant Fee Per Meal	$	
	Sub Total	$	
	GRAND TOTAL		**$**

COST PER MEAL			
Respondent Instructions: ⇨ **Provide the cost per meal; base all food costs** on the attached 21–day cycle menu**.** ⇨ **Prices must not include values for donated foods and must include all meal programs applicable. (Identify Estimated Commodity Credits Separately)**			
1. LINE ITEM	2. UNITS	3. RATE	4. TOTAL
Breakfast	98,886	$	$
Lunch	151,114	$	$
Snacks	70,000	$	$
Nonreimbursable Meals	3,904	$	$
TOTAL	253,904	$	$

Attachment I: Certification Regarding Lobbying

The undersigned certifies, to the best of their 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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding 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 of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, 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, United States 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.

_____

Organization:

_____

Street address:

_____

City, State, Zip:

_____

Certified by: (type or print)

_____

Title

_____

Signature & Date

Approved by OMB 0348-004

Disclosure of Lobbying Activities

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

1. Type of Federal Action: ☐ contract ☐ grant ☐ cooperative agreement loan ☐ loan guarantee ☐ loan insurance	2. Status of Federal Action: ☐ bid/offer/application ☐ initial award ☐ post-award	3. Report Type: ☐ initial filing ☐ material change For material change only: **Year _____quarterDate of last report_____**

4. Name and Address of Reporting Entity: **_____Prime ____Sub awardee** **Tier_____, if Known:** Congressional District, if known:	5. If Reporting Entity in No. 4 is Sub awardee, **Enter Name and Address of Prime:** Congressional District, if known:
6. Federal Department/Agency:	7. Federal Program Name/Description: **CFDA Number, *if applicable*: _____**
8. Federal Action Number, ***if known:***	9. Award Amount, ***if known:*** **$**
10a. Name and Address of Lobbying Registrant ***(if individual, last name, first name, MI):***	10b. Individuals Performing Services ***(including address if different from No. 10a)*** ***(last name, first name, MI):***

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.	Signature: Print Name: Title: Telephone No.:_____Date: _____
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub awardee 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 followup 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 for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included 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.

According to the Paperwork Reduction Act, as amended, no persons are 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 OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, for prospective participants/Respondents in primary covered transactions:

A. The Respondent certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

B. Where the Respondent is unable to certify to any of the statements in this certification, they shall attach an explanation to this application.

_____
Contractor/Company Name

_____
Award Number, Contract Number, or Project Name

_____
Name(s) and Title(s) of Authorized Representatives

_____
Signature(s)

_____
Date

Attachment J: Certificate of Independent Price Determination

The Respondent(s) shall execute this Certificate of Independent Price Determination.

Name of Respondent		

A. By submission of this offer, the offeror (Respondent/FSMC) 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, for the purposes of restricting competition, any consultation, communication, with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
2. The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor, before a bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
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 signature on the offer is considered to be a certification by the signatory that the signatory:

1. Is the person in the offeror’s organization responsible for determining the prices being offered in this bid or proposal, and that they have not participated, and will not participate, in any action contrary to paragraphs (A)(1) through (A)(3) above; or

2. (i) Has been authorized, in writing, to act as agent for the following principals in offering that those principals have not participated in, and will not participate in any action contrary to paragraphs (A)(1) through (A)(3) above.

    - Insert full names of person(s) in the offeror’s organization responsible for determining the prices offered in this bid or proposal, and the title of their position in the offeror’s organization.

(ii) As an authorized agent, does certify that the principals named in subdivision (B)(2)(i) above have not participated, and will not participate, in any action contrary to paragraphs
(A)(1) through (A)(3) above; and
(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (A)(1) through (A)(3) above, and

C. If the offeror deletes or modifies subparagraph (A)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

Signature of FSMC's Authorized Representative		Title		Date	

In accepting this offer, the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred to above.

Attachment K: 21–Day Cycle Menu
Please attach to your Proposal

Attachment L: Respondent Taste Test Criteria

Taste test Instructions: Fill in the table below. Identify visual qualities in the 'Appearance' column (ex. Shape, color, consistency etc.) and taste qualities in the 'Taste' column (salty, sweet, tender, after-taste, etc.) Note the overall score for the item (1-5) Details for the taste test will be provided at the mandatory tour.

Taste Menu Item	Appearance Quality Standards	Taste Quality Standards	Overall Score

Exhibit 1: Model Fixed-Price Contract
FOOD SERVICE MANAGEMENT COMPANY

El Camino Real Charter High School
FOOD SERVICE PROGRAM

5440 Valley Circle Blvd
Woodland Hills, CA 91367
(818) 595-7500

Model Fixed-Price Contract

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Contract Summary

FOOD SERVICES CONTRACT	CONTRACT NUMBER
	REGISTRATION NUMBER

1	This contract is entered into between the school food authority and the food service management company named below:	
	SCHOOL FOOD AUTHORITY NAME	
	FOOD SERVICE MANAGEMENT COMPANY NAME AND FEDERAL TAX IDENTIFICATION NUMBER	
2	**The term of this Contract is for one year, commencing on**	**7/1/2022 and ending on 6/30/2023**
3	The maximum dollar amount of this Contract is equal to the fixed price per meal multiplied by the number of meals served	**$**
4	The parties herein agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Contract.	
	Request for Proposal Released	*Enter* page(s)
	Contractor Proposal Received	*Enter* page(s)
	Attached Terms and Conditions	*Enter* page(s)
	Exhibit A: Scope of Work	*Enter* page(s)
	Exhibit B: Schedule of Fees	*Enter* page(s)

IN WITNESS WHEREOF, the parties hereto have executed this Contract.

FOOD SERVICE MANAGEMENT COMPANY		*California Department of Education Use Only*
NAME of FSMC *(if other than an individual, state whether a corporation, partnership, etc.)*		
BY *(Authorized Signature)* ✍	**DATE SIGNED** *(do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		
SCHOOL FOOD AUTHORITY		
NAME of SFA		
BY *(Authorized Signature)* ✍	**DATE SIGNED** *(do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING		☐ Exempt per:

Model Fixed-Price Contract

I. Introduction

The El Camino Real Charter High School, hereinafter referred to as the school food authority (SFA), enters into this Contract with [food service management company name], hereinafter referred to as the FSMC to provide food service management assistance for the SFA's food service program, hereinafter referred to as "Services." **During the term of this Contract, the FSMC will provide services to the SFA as described in the Scope of Work (Exhibit A) of this Contract.**

II. General Terms and Conditions

A. Term

The term of this contract is one year. The FSMC shall commence providing Services under the Contract on July 1, 2022 and continue through June 30, 2023. After careful consideration, the SFA may annually renew this Contract for four additional one-year periods upon agreement between both parties. Execution of all contracts and amendments is contingent on approval by the California Department of Education (CDE). The SFA may cancel this Contract upon notification from the CDE that it or any part of the bidding process has been determined noncompliant with state and federal laws and regulations (Title 7. Code of Federal Regulations (7 *CFR*), Section 210.16[d]).

B. Designated Contract Liaisons

SFA Liaison for Services		FSMC Liaison for Services	
Name:		**Name:**	
Title:		**Title:**	
Phone:	**Cell Phone:**	**Phone:**	**Cell Phone:**
Fax:	**E-mail:**	**Fax:**	**E-mail:**

Respondents shall serve or deliver by postal mail all legal notices to:

SFA	FSMC
Name:	**Name:**
Title:	**Title:**
Address:	**Address:**

C. Fees

1. Fixed-price Contracts

   The SFA will pay the FSMC at a fixed rate per meal. The fixed rate per meal includes all fees and charges indicated in the Schedule of Fees (Exhibit B) of this Contract. The SFA must determine, and the FSMC shall credit the SFA for, the full value of U.S. Department of Agriculture (USDA) Foods. The FSMC's fixed-price invoice will be fully compliant with procurement requirements for the National School Lunch, School Breakfast, and Special Milk Programs, set forth in 7 *CFR*, parts 210, 215, and 220, and the USDA Food and Nutrition Service (FNS) Final Rule issued Wednesday, October 31, 2007. The FSMC shall take discounts, rebates, and other credits into account when formulating their prices for this fixed-price contract (Title 2, Code of Federal Regulations (2 *CFR*), Section 200.406[a]).

2. Payment Terms

   The FSMC shall submit monthly invoices by the 10th of the following month that reflect all activity for the previous calendar month. The FSMC must submit detailed cost documentation monthly to support all charges to the SFA. Charges and expenses are included in the Schedule of Fees (Exhibit B). All costs, charges, and expenses must be mutually agreeable to the SFA and the FSMC, and must be allowable costs consistent with the cost principles in 2 *CFR*, Part 200, as applicable. The SFA will pay invoices submitted by the FSMC within 30 days of the invoice date. The SFA will pay invoices received by its accounting department within 30 days if the invoices pass the SFA's audit. The SFA will notify the FSMC of invoices that do not pass audit, which the SFA will not pay until the invoices have passed audit, with no penalty accruing to the SFA.

3. Interest, Fines, Penalties, Finance Charges, Income and Expenses

   Interest, fines, penalties, finance charges, income and expenses that may accrue under this contract are not allowable expenses to the nonprofit school food service (cafeteria fund) (2 *CFR*, Section 200.441). The SFA is prohibited from paying unallowable expenses from the SFA's cafeteria fund.

4. Spoiled or Unwholesome Food, Food Not Meeting Detailed Food Component Specifications or Contract Requirements.

   The SFA shall make no payment to the FSMC for meals that, in the SFA's determination, are spoiled or unwholesome at the time of delivery, do not meet detailed food component specifications as developed by the SFA for the meal pattern, or do not otherwise meet the requirements of this Contract (7 *CFR,* Section 210.16[c][3]).

D. Contract Cost Adjustment

The contract price (which can include General and Administrative Expense and Management Fees) may be increased on an annual basis by the Yearly Percentage Change in the Consumer Price Index for All Urban Consumers, as published by the U.S. Department of Labor, Bureau of Labor Statistics, Food Eaten Away from Home [CPI regional index: Los Angeles (CPI)]. The April CPI value will be used as a representation of the change in CPI. Such increases shall be effective on a prospective basis on each anniversary date of this Contract and will be allowed only if approved in advance by the SFA. CPI Fee increases for the upcoming Contract renewal year must be submitted to the SFA. Of note, the CPI fee increases should be applied to individual meal or unit costs.

The renegotiation of price terms under this Contract is permitted only upon the occurrence of unpredictable, unexpected conditions beyond the control of both parties. If those conditions create a significant and material change in the financial assumptions upon which the price terms of this contract were based, then those price terms so affected may be renegotiated by both parties. Renegotiation of price terms under such conditions must be mutual and both parties must agree on any changes in price terms. Any adjustments so negotiated and agreed upon must accurately reflect the change in conditions. The occurrence of contingencies that are foreseeable and predictable, but not certain, should be calculated into the defined price terms, to the extent possible, with the goal of minimizing the need for renegotiation of price terms during the term of the Contract. Substantive changes of the Contract will require the SFA to rebid the Contract.

E. Availability of Funds

Every payment obligation of the SFA under this Contract is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. The SFA may terminate this Contract at the end of the period for which funds are available if funds are not allocated and available for the continuance of this Contract. In the event the SFA exercises this provision, no liability shall accrue to the SFA and the SFA shall not be obligated or liable for any future payments or for any damages resulting from termination under this provision.

F. Timeliness

Time is of the essence in this Contract.

G. Approval

This Contract has no force or effect until it is signed by both parties and is approved by the CDE (7 *CFR*, Section 210.19[a][5]).

H. Amendment

No amendment or variation of the terms of this Contract shall be valid unless made in writing, signed by both parties, and approved by the CDE. Any oral understanding or agreement not incorporated into the Contract in writing and approved by the CDE is not binding on either party (7 *CFR*, Section 210.19[a][5]).

I. Substantive Changes to Contract

Any change to this Contract that results in a material change or any proposed renewals of this Contract may, at the determination of the CDE, either void this Contract or require the SFA to rebid the Contract. Following are examples of substantive changes that could require the SFA to rebid the Contract:

- The addition of a program
- A major shift in responsibilities for FSMC or SFA staff

J. Subcontract/Assignment

No provision of this Contract shall be assigned or subcontracted without prior written approval of the SFA. If subcontracts are let, the FSMC should have taken steps to contract with small and minority businesses, women's business enterprises, and labor surplus area firms when possible.

K. Written Commitments

Any written commitment by the FSMC relative to the services herein shall be binding upon the FSMC. Failure of the FSMC to fulfill any such commitment shall render the FSMC liable for damages due to the SFA. Such written commitments include, but are not limited to:

- Any warranty or representation made by the FSMC in any publication, drawing, or specifications accompanying or referred to in the proposal pertaining to the responsiveness of the proposal

- Any written notifications, affirmations, or representations made by the FSMC in, or during the course of, negotiations that are incorporated into a formal amendment to the proposal

L. Trade Secrets/Copyrights

The FSMC and SFA shall designate any information they consider confidential or proprietary—including recipes, surveys and studies, management guidelines, operational manuals, and similar documents—that the SFA and FSMC regularly use in the operation of their business or that they develop independently during the course of this Contract. Information so designated and identified shall be treated as confidential by the FSMC and the SFA, and the FSMC and the SFA shall exercise the same level of care in maintaining the confidences of the other party as they would employ in maintaining their own confidences, unless disclosure is otherwise required under the law. All such materials shall remain the exclusive property of

the party that developed them and shall be returned to that party immediately upon termination of this Contract. Notwithstanding, the federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use the work for federal purposes (7 *CFR*, Section 200.315[b]).

M. Severability

Should any provision(s) of this Contract be declared or found to be illegal, unenforceable, ineffective, and/or void, then each party shall be relieved of any obligations arising from such provision(s). The balance of this Contract, if capable of performance, shall remain and continue in full force and effect.

N. Counterparts

This Contract may be executed in counterparts, each of which shall be deemed an original, but all of which together will constitute one and the same instrument.

O. Silence/Absence/Omission

Any silence, absence, or omission from the Contract specifications concerning any point shall mean that only the best commercial practices are to prevail. Only those materials (e.g., food, supplies, etc.) and workmanship of a quality that would normally be specified by the SFA are to be used.

P. Indemnification

The FSMC shall indemnify and hold harmless the SFA, or any employee, director, agent, or Board Member of the SFA, from and against all claims, damages, losses, and expenses (including attorney's fees and court costs incurred to defend litigation), and decrees or judgments whatsoever arising from any and all injuries, including death or damages to or destruction of property resulting from the FSMC's acts or omissions, willful misconduct, negligence, or breach of the FSMC's obligations under this Contract by the FSMC, its agents, employees, or other persons under its supervision and direction.

The FSMC shall not be required to indemnify or hold harmless the SFA from any liability or damages arising from the SFA's sole acts or omissions.

Q. Sanctions

If the FSMC fails to perform the contract terms, the following penalties may be imposed:

If the FSMC causes the breach, the FSMC assumes liability for any and all damages, including excess cost to the SFA in procuring similar services, and is liable for administrative, contractual, and legal remedies, as applicable.

R. Breach of Contract

For the breach of the Contract and associated benefits:

If the FSMC causes the breach, the FSMC assumes liability for any and all damages, including excess cost to the SFA in procuring similar services, and is liable for administrative, contractual, and legal remedies, as applicable.

S. Penalties

Cost resulting from the SFA's violations, alleged violations of, or failure to comply with federal, state, tribal, local, or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the federal award, or with prior written approval of the federal awarding agency (2 *CFR*, Section 200.441).

T. Force Majeure

1. Neither party shall be liable to the other for delay in, or failure of, performance nor shall any such delay in, or failure of, performance constitute default if such delay or failure is caused by force majeure. Force majeure means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Force majeure may include, but is not restricted to, acts of God, the public enemy, acts of the state in its sovereign capacity, fires, floods, power failure, disabling strikes, epidemics, pandemics, quarantine restrictions, and freight embargoes.

2. Force majeure does not include any of the following occurrences:

    - Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market

    - Late performance by a subcontractor, unless the delay arises out of a force majeure occurrence

    - Inability of either the FSMC or any of its subcontractors to acquire or maintain any required insurance, bonds, licenses, or permits

3. If either party is delayed at any time in the progress of work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as practicable and no later than the following work day or

the commencement thereof, and shall specify the causes of such delay. Such notice shall be delivered by hand or sent by postal mail with a certified return receipt requested and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time for completion shall be extended by contract amendment, as long as the amended period does not violate 7 *CFR*, Section 210.16(d).

4. Any delay or failure in performance by either party caused by force majeure shall not constitute default, nor give rise to any claim for damages or loss of anticipated profits.

U. Nondiscrimination

Both the SFA and FSMC agree that no child who participates in the National School Lunch Program (NSLP), School Breakfast Program (SBP) will be discriminated against on the basis of race, color, national origin, age, sex, or disability. State agencies and SFAs shall comply with the requirements of Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Department of Agriculture regulations on nondiscrimination (7 *CFR*, parts 15, 15a, and 15b); and FNS Instruction 113-1 (7 *CFR,* Section 210.23[b]).

V. Compliance with the Law

The FSMC shall comply with all laws, ordinances, rules, and regulations of all applicable federal, state, county, and city governments, bureaus, and agencies regarding purchasing, sanitation, health, and safety for the food service operations and shall procure and maintain all necessary licenses and permits. The SFA shall cooperate, as necessary, in the FSMC's compliance efforts.

The FSMC shall comply with all applicable federal regulations in 2 *CFR,* parts 200 and 400 and 7 *CFR,* parts 210 (NSLP), 220 (SBP), 245 (Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools) as applicable, 250 (Donation of Foods for Use in the United States, its Territories and Possessions and Areas Under its Jurisdiction), USDA FNS Instructions and policy, federal laws and regulations, California *Education Code* (*EC*), and California laws and regulations, where applicable.

W. Choice of Law

This Contract shall be construed under the laws of the state of California, where applicable, without giving effect to the principles of conflict of laws. Any action or proceeding arising out of this Contract shall be heard in the appropriate courts in California.

X. Advice of Counsel

Each party acknowledges that, in executing this Contract, such party has had the opportunity to seek the advice of independent legal counsel and has read and understood all of the terms and provisions of this Contract.

Y. Relationship of the Parties

A. The FSMC's relationship with the SFA will be that of an independent contractor and not that of an employee of or supervisor for the SFA. The FSMC will not be eligible for any employee benefits, nor will the SFA make deductions from payments made to the FSMC for taxes, all of which will be the FSMC's responsibility. The FSMC agrees to indemnify and hold the SFA harmless from any liability for, or assessment of, any such taxes imposed on the SFA by relevant taxing authorities. The FSMC will have no authority to enter into contracts that bind the SFA or create obligations on the part of the SFA.

B. When the SFA is a public school district or program operated by the county Office of Education, the FSMC, as an independent contractor, shall have no authority to supervise food service classified personnel operating the NSLP, SBP, or Afterschool Meal Supplements (AMS) under the NSLP (*EC* Section 45103.5).

C. All services to be performed by the FSMC will be as agreed between the FSMC and the SFA. The FSMC will be required to report to the SFA concerning the services performed under this Contract. The SFA shall determine the nature and frequency of these reports.

D. The SFA is the responsible authority, without recourse to USDA or CDE, for the settlement and satisfaction of all contractual and administrative issues arising in any way from this Contract. Such authority includes, but is not limited to, source evaluation, protests, disputes, claims, or other matters of a contractual nature.

IV. Food Service Program

A. Food Service Management Company Responsibilities

1. The SFA will provide the FSMC with an electronic Point of Service (POS) meal/milk counting system. Such meal/milk counting system must eliminate any potential for the overt identification of free and reduced-price eligible students under 7 *CFR* Section 245.8. This POS system will be used for the duration of this Contract.

2. The FSMC will not directly or indirectly restrict the sale or marketing of fluid milk at any time or in any place on school premises or at any school-sponsored event (7 *CFR*, Section 210.21[e]).

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

B. School Food Authority Responsibilities

1. The SFA shall ensure that the food service operation is in conformance with the SFA's Permanent Single Agreement with the CDE and will monitor the food service operation through periodic on-site visits (7 *CFR*, sections 210.16[a][2] and 210.16[a][3]).

2. The SFA retains control of the quality, extent, and the general nature of its food service; the prices children are charged for meals (7 *CFR*, Section 210.16[a][4]), and a la carte prices. The SFA may not contract with the FSMC to provide only nonprogram food (e.g., a la carte and adult meals) unless the FSMC offers free, reduced-price, and paid reimbursable lunches to all eligible children (7 *CFR*, Section 210.16[a]).

3. SFAs with more than one school shall perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction. The on-site review shall take place prior to

February 1 of each school year. Further, if the review discloses problems with a school's meal counting or claiming procedures, the SFA shall ensure that the school implements corrective action and, within 45 days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problem. Each on-site review shall ensure that the school's claim is based on the counting system authorized by the CDE under 7 *CFR,* Section 210.7(c) and that the counting system, as implemented, yields the actual number of reimbursable free, reduced-price, and paid lunches respectively, served for each day of operation (7 *CFR,* Section 210.8[a][1]).

4. The SFA shall retain responsibility for developing the meal pattern for students with disabilities, when their disability restricts their diet, and for those students without disabilities who are unable to consume the regular lunch because of medical or other special dietary needs (7 *CFR*, Section 210.10[m]).

5. The SFA shall retain signature authority for the food services application, agreements, Free and Reduced-Price Policy Statement, monthly Claim for Reimbursement, reports, program renewal, the verification of applications, letters to households, and all correspondence to the CDE relating to the food service program (7 *CFR,* Section 210.16[a][5]).

6. The SFA shall retain signature authority and be responsible for all contractual agreements entered into in connection with the food service program (7 *CFR*, Section 210.21).

7. The SFA shall be responsible for the establishment and maintenance of the free and reduced-price meals eligibility roster (*EC* Section 49558).

8. The SFA shall be responsible for the development, distribution, and collection of the letter to households and Application for Free and Reduced-Price Meals and/or Free Milk (7 *CFR,* Section 245.6).

9. If the SFA uses direct certification of eligibility, the SFA shall be responsible for obtaining the direct certification list at least three times annually.

10. The SFA shall be responsible for the determination of eligibility for free and reduced-price meals and shall disclose the eligibility status of individual students or confidential information provided on the application for free or reduced-price meals to the FSMC, to the extent that such information is necessary for the FSMC to fulfill its obligations under this Contract. The FSMC will not disclose the eligibility status of individual students or confidential information provided (*EC* Section 49558).

11. The SFA shall be responsible for conducting any hearings related to determinations regarding free and reduced-price meal eligibility (7 *CFR*, Section 245.7).

12. The SFA shall be responsible for verifying applications for free and reduced-price meals as required by federal regulations (7 *CFR*, sections 245.6 and 245.6[a]).

13. The SFA shall establish and maintain an advisory board composed of parents, teachers, and students to assist with menu planning (7 *CFR*, Section 210.16[a][8]).

14. The SFA shall maintain applicable health certification and ensure that all state and local regulations are being met by the FSMC preparing and serving meals on-site at an SFA facility (7 *CFR,* Section 210.16[a][7]).

V. Buy American Requirements

A. Food Service Management Company Responsibilities

1. The FSMC must submit statements for all processed agricultural products to the SFA at the time of delivery for each processed agricultural product certifying that the food product was processed 100 percent domestically and that the percentage of domestic content in the food component of the processed food product is over 51 percent, by weight or volume (USDA Policy Memo SP 38-2017).

2. The FSMC must notify the SFA in writing at least 10 days **prior** to delivering a nondomestic agricultural commodity or product and request prior approval for delivery of a nondomestic agricultural commodity or product. This written notification must list alternative domestic substitutes for the SFA to consider and provide an explanation for the following:

    a) Why the domestic product is not produced or manufactured in sufficient and reasonably available quantities of a satisfactory quality; and/or

    b) Why competitive bids reveal the cost of the domestic product is significantly higher 50% higher than the nondomestic product

3. The FSMC will provide certification of domestic origin for products which do not have country of origin labels.

B. School Food Authority Responsibilities

1. The SFA shall maintain documentation outlining the justification for supporting their use of an exception to the Buy American Provision requirement **prior** to accepting nondomestic agricultural commodities or products. This documentation will be kept on file for the term of the contract plus any extensions and three additional school years thereafter. This will be made available during an on site administrative review and an off site procurement review.

2. The SFA shall monitor the contract to ensure that the correct domestic food components contracted for are delivered as required by 2 *CFR*, Section 200.318(b) unless the FSMC has received prior approval from the SFA for nondomestic agricultural commodity or product.

3. The SFA must ensure FSMC compliance with the Buy American Provision in accordance with their procurement procedures. These procedures, at a minimum, must include the requirement to include Buy American Provision language in solicitations and contracts as well as the process for requiring FSMCs to certify the domestic percentage of the agricultural food component of products.

VI. U.S. Department of Agriculture Foods

C. Food Service Management Company Responsibilities

1. The FSMC shall fully use, to the maximum extent possible, donated foods made available by the SFA solely for the purpose of providing benefits for the SFA's nonprofit school food program (7 *CFR,* Section 210.16[a][6]).

2. In accordance with 7 CFR, Section 250.53, the FSMC shall comply with the following provisions relating to the use of donated foods, as applicable:

   a) The FSMC must credit the SFA for the value of all donated foods (including both entitlement and bonus foods) received for use in the SFA's meal service in the school year or fiscal year. The credit must include the value of donated foods contained in processed end products if the FSMC procures processed end products on behalf of the SFA, or acts as an intermediary in passing on the donated foods value of processed end products to the SFA (7 *CFR,* Section 250.51[a]).

   b) The FSMC shall account for the full value of donated foods (7 *CFR,* Section 250.51) by:

i) Subtracting the value of all donated foods received for use in the SFA's food service from the SFA's (monthly/quarterly) invoice, and

ii) Using the Average Price File for the school year in which the donated foods are received by the SFA. This listing is available from the USDA Food Distribution web page at http://www.fns.usda.gov/fdd/processor-pricing-reports.

3. The FSMC will be responsible for any activities relating to donated foods in accordance with 7 *CFR*, Section 250.50(d), as applicable, and will ensure that such activities are performed in accordance with the applicable requirements in 7 *CFR*, Part 250.

4. The FSMC shall accept liability for any negligence on its part that results in any loss of, improper use of, or damage to donated foods.

5. The FSMC must use all donated beef, pork, and all processed end products, in the recipient agency's food service, and must use all other donated foods, or commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the donated foods, in the recipient agency's food service (unless the contract specifically stipulates that the donated food, and not such commercial substitutes, be used) (7 *CFR*, Section 250.51[d]).

6. The FSMC shall ensure that the processing agreement's value will be used in crediting the SFA for the value of donated foods contained in end products (7 *CFR*, Section 250.53[a][7]).

7. The method and frequency of crediting donated foods will be in accordance with 7 *CFR*, Section 250.51(b). The FSMC must ensure that it follows the negotiated method and frequency of crediting agreed upon by the parties.

8. The FSMC will provide assurance that it will not itself enter into the processing agreement with the processor required in subpart C of 7 *CFR*, Part 250 (7 *CFR*, Section 250.53[a][8]).

9. The FSMC will provide assurance that it will comply with the storage and inventory requirements for donated foods (7 *CFR*, Section 250.53[a][9]).

10. The FSMC will maintain records to document its compliance with requirements relating to donated foods, in accordance with 7 *CFR,* Section 250.54(b).

D. School Food Authority Responsibilities

1. The SFA shall retain title to all donated foods and ensure that all donated foods received by the SFA and made available to the FSMC accrue only for the benefit of the SFA's nonprofit school food service and are fully used therein (7 *CFR*, Section 210.16[a][6]).

2. The SFA shall accept and use, in as large quantities as may be efficiently used in its nonprofit food service program, such foods as may be offered as a donation by USDA (7 *CFR*, Section 210.9[b][15]).

3. The SFA will maintain records to document its compliance with requirements relating to donated foods and conduct reconciliation (at least annually and upon termination of the Contract) to ensure that the FSMC has credited the value of all donated foods in accordance with 7 *CFR*, sections 250.54(a) and (c).

4. The SFA will not extend or renew any Contract if the FSMC did not fulfill all Contract provisions relating to donated foods (7 *CFR*, Section 250.53[a][12]).

VII. Meal Responsibilities

A. The FSMC shall:

1. Serve meals on such days and at such times as requested by the SFA.

2. Offer free, reduced-price, and paid (subject to Universal Meals) reimbursable meals to all eligible children through the SFA's food service program.

3. Provide meals through the SFA's food service program that meet the requirements as established in 7 *CFR*, parts 210 and 220, as applicable.

4. Prepare/Serve school staff meals in the staff lounge. Meals will be paid by school employees and should be priced competitively with nearby restaurants.

VIII. Food Service Management Company Employees

A. The FSMC shall only place employees for work at the SFA that meet the minimum professional standards outlined in 7 *CFR*, Section 210.30 which can be viewed at the following web page: School Nutrition Program Professional Standards.

The SFA shall ensure that all employees the FSMC proposes for placement meet the minimum professional standards. The FSMC shall ensure their employees take the required annual training as outlined in the professional standards. The FSMC shall track the trainings completed by each employee and maintain documentation to validate that training was completed. The FSMC shall remove from the SFA premises any employee who fails to take the required training.

The FSMC shall provide the SFA with a list of employees and evidence that they meet the professional standards.

B. The SFA reserves the right to interview and approve the on-site food service consultant(s)/employee(s).

C. The FSMC shall provide the SFA with a schedule of employees, positions, assigned locations, salaries, and work hours. The FSMC will provide specific locations and assignments to the SFA 4 calendar weeks prior to the commencement of operation. (Exhibit C: Schedule of FTE)

D. The FSMC shall comply with all wage and hours of employment requirements of federal and state laws. The FSMC will be responsible for supervising and training their personnel.

E. The FSMC agrees to assume full responsibility for the payment of all contributions and assessments, both state and federal, for all of its employees engaged in the performance of this Contract.

F. The FSMC agrees to furnish the SFA, upon request, a certificate or other evidence of compliance with state and federal laws regarding contributions, taxes, and assessments on payroll.

G. The FSMC will be solely responsible for all personnel actions regarding employees on its respective payroll. The FSMC shall withhold and/or pay all applicable federal, state, and local employment taxes and payroll insurance with respect to its employees, insurance premiums, contributions to benefit and deferred compensation plans, licensing fees, and workers' compensation costs, and shall file all required documents and forms. The FSMC shall indemnify, defend, and hold the SFA harmless from and against any and all claims, liabilities, and expenses related to, or arising out of, the indemnifying party's responsibilities set forth herein.

IX. Books and Records

A. The SFA and the FSMC must provide all documents as necessary for an independent auditor to conduct the SFA's single audit. The FSMC shall maintain such records as the SFA will need to support its Claims for Reimbursement. Such records shall be made available to the SFA upon request and shall be retained in accordance with 7 *CFR,* Section 210.16(c)(1).

B. The SFA and the FSMC shall, upon request, make all accounts and records pertaining to the nonprofit food service program available to the CDE, USDA FNS and Office of Inspector General of the United States for audit or review at a reasonable time and place. Each party to this Contract shall retain such records for a period of three (3) years after the date of the final Claim for Reimbursement for the fiscal year in which this Contract is terminated, unless any audit findings have not been resolved. If audit findings have not been resolved, then records shall be retained beyond the three-year period as long as required for resolution of issues raised by the audit (7 *CFR*, Section 210.9[b][17]).

C. The FSMC shall not remove state or federally required records from the SFA premises upon contract termination.

D. The USDA, Inspector General, the Comptroller of the United States, and the CDE, or any of their duly authorized representatives must have the right of access to any documents, papers, or other records of the FSMC and the SFA which are pertinent to the federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the FSMC and SFA's personnel for the purpose of interview and discussion related to such documents (2 *CFR*, Section 200.336[a]).

E. The distributing agency/CDE, recipient agency/SFA, the Comptroller General, the USDA, or their duly authorized representatives, may perform on-site reviews of the FSMC's food service operation, including the review of records, to ensure compliance with requirements for management and use of donated foods (7 *CFR*, Section 250.53[a][10]).

X. Monitoring and Compliance

A. The FSMC shall monitor the food service operation of the SFA through periodic on-site visits in order to develop recommendations for improvement of the food service program.

B. The FSMC warrants and certifies that in the performance of this Contract it will comply with all applicable statutes, rules, regulations, and orders of the United States and the state of California.

C. The SFA shall establish internal controls that ensure the accuracy of lunch counts prior to the submission of the monthly Claim for Reimbursement in accordance with 7 *CFR, Sec*tion 210.8(a). At a minimum, these internal controls shall include all of the following:

- An on-site review of the lunch counting and claiming system employed by each school within the jurisdiction of the SFA (7 *CFR,* Section 210.8[a][1])
- Comparisons of daily free, reduced-price, and paid lunch counts against data that will assist with the identification of lunch counts in excess of the number of free, reduced-price, and paid lunches served each day to children eligible for such lunches
- A system for following up on lunch counts that suggest the likelihood of lunch counting problems

XI. Equipment, Facilities, Inventory, and Storage

A. The SFA will make available to the FSMC, without any cost or charge, area(s) of the premises agreeable to both parties in which the FSMC shall render its services. The SFA shall provide the FSMC with local telephone service. The SFA shall not be responsible for loss or damage to equipment owned by the FSMC and located on the SFA's premises.

B. The FSMC shall notify the SFA of any equipment belonging to the FSMC on the SFA's premises within 10 days of its placement on the SFA's premises.

C. The SFA shall have access, with or without notice, to all of the SFA's facilities used by the FSMC for purposes of inspection and audit.

D. Ownership of the beginning inventory of food and supplies shall remain with the SFA.

E. Ownership of all nonexpendable supplies and capital equipment shall remain with the SFA. However, the FSMC must take such measures as may be reasonably required by the SFA for protection against loss, pilferage, and/or destruction.

XII. Certifications

A. The FSMC warrants and certifies that in the performance of this Contract, it will comply with the rules and regulations of the CDE and the USDA, and any additions or amendments thereto, including but not limited to 2 *CFR,* parts 200 and 400, and 7 *CFR*, parts 210, 215, 220, 245, 250, and USDA FNS Instruction and policy, as applicable. The FSMC agrees to indemnify the SFA and the CDE against any loss, cost, damage, or liability by reason of the FSMC's violation of this provision.

B. The FSMC shall comply with Title VI of the Civil Rights Act of 1964, as amended; USDA regulations implementing Title IX of the Education Amendments; Section 504 of the Rehabilitation Act of 1973; and any additions or amendments to any of these regulations, and statutes.

C. The SFA and FSMC shall comply with all applicable standards, orders, or regulations issued.

For contracts in excess of $150,000, the SFA and FSMC shall comply with the Clean Air Act (42 U.S.C. sections 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. Section 1251) as amended (Appendix II to 2 *CFR*, Part 200).

D. Debarment and Suspension

The parties shall not enter into contracts with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement programs (Executive Orders 12549 and 12689 and 2 *CFR*, Part 200, Appendix II).

E. Lobbying

The Certification Regarding Lobbying and a Disclosure of Lobbying Activities form (2 *CFR*, Section 418) must accompany each subsequent four (4) additional one-year renewals. Contract renewals that do not include this certification will not be accepted for consideration (Appendix II to 2 *CFR* Part 200 Section [I]: Byrd Anti-Lobbying [31 U.S.C 1352]).

XIII. Insurance

The parties shall maintain the following insurances:

A. Workers' Compensation Insurance

Each party shall maintain Workers' Compensation Insurance coverage as required by state law, and Employers' Liability in the amount of one million dollars ($1,000,000.00) for each accident covering all employees employed in connection with child nutrition program operations.

B. Comprehensive or Commercial Insurance

The FSMC shall maintain during the term of this Contract, for protection of the SFA and the FSMC, Comprehensive or Commercial General Bodily Injury and Property Damage Liability Insurance with a Combined Single Limit of not less than five million dollars ($5,000,000.00) for each occurrence, including, but not limited to, Personal Injury Liability, Broad Form Property Damage Liability on the FSMC-owned property, Blanket Contractual Liability, and Products Liability, covering only the operations and activities of the FSMC under the Contract and, upon request, shall provide the SFA with a certificate evidencing such policies. The insurance policies shall contain covenants by the issuing company that the policies shall not be canceled without 30 days prior written notice of cancellation to the SFA. With the exception of Workers' Compensation Insurance, the SFA shall be named as an additional insured under the FSMC's policies of insurance to the extent the SFA is indemnified pursuant to this Contract.

C. Property Insurance

The SFA shall maintain, or cause to be maintained, a system of coverage either through purchased insurance, self-insurance, or a combination thereof to keep the buildings, including the premises, and all property contained therein insured against loss or damage by fire, explosion, or other cause normally covered by standard broad form property insurance.

XIV. Termination

Either party may cancel for cause with a 60-day notification if either party breaches a provision of this Contract (7 *CFR*, sections 210.16[d] and 250.12[f][9]). The nonbreaching party shall give the other party notice of such cause. If the cause is not remedied within 10 days, the nonbreaching party shall give a 60-day notice to the breaching party of their intent to terminate this Contract upon expiration of the 60-day period. This Contract may be terminated, in whole or in part, for convenience by the SFA with the consent of the FSMC, in which case the two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated (2 *CFR*, Section 200.339[a][3]). The Contract may also be terminated, in whole or in part, by the FSMC upon written notification to the SFA, setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, in the case of a partial termination, if the SFA determines that the remaining portion of the Contract will not accomplish the purposes for which the Contract was made, the SFA may terminate the Contract in its entirety (2 *CFR*, Section 200.339[a][4]). The rights of termination referred to in this Contract are not intended to be exclusive and are in addition to any other rights or remedies available to either party at law or in equity.

Exhibit A

Scope of Work

1. Overview of El Camino Real Charter High School Food Service Program

A. Scale. The SFA employs 0 persons who provide food service to approximately 3,700 children at one site. The food service prepares approximately 68,000 Breakfasts and 173,000 Lunches annually.

B. Financial Goals. The FSMC is to manage all food waste, and invoice the SFA each month for the number of meals served.

C. Management Goals. The FSMC is expected to properly manage all aspects of the NSLP, SBP in accordance with USDA and CDE regulations. Daily meal production records, daily temperatures are to be recorded and maintained on site. These records are to be kept for 3 years. All meals served are to contain all components using Offer vs Serve, to create a reimbursable meal. All meals are to follow the USDA meal pattern. FSMC staff is to treat all students with respect and maintain all confidentiality when serving meals.

D. Food Service Office and Staff. The food service staff is provided by the FSMC. The FSMC should analyze the meals needed and determine how many staff is appropriate to properly serve this site.

E. National School Lunch Program and School Breakfast Program.

Participation

PROGRAM	GRADES	MAX ENROLLMENT*	AVERAGE DAILY PARTICIPATION	FULL PAY*	FREE*	REDUCED*
National School Lunch (NSLP)	9-12	3,700	793	256	394	144
School Breakfast Program (SBP)	9-12	3,700	572	136	320	115

2. Description of FSMC Responsibilities

General: Under the direction of the SFA's Operations Director, the FSMC selected pursuant to this RFP will provide the following: The FSMC is expected to properly manage all aspects of the NSLP, SBP, USDA FDP, in accordance with USDA and CDE regulations. Daily meal production records, daily temperatures are to be recorded and maintained on site. These records are to be retained for an additional 3 years from the last date of the contract. All meals served are to contain all components using Offer vs Serve, to create a reimbursable meal. All meals are to follow the USDA meal pattern. FSMC staff is to treat all students with respect and maintain all confidentiality when serving meals. Assist the SFA in student meal collections. In addition, the FSMC will employ qualified professionals to cook, prepare, serve and count all meals.

A. Purchasing of Supplies for the Food Service Program

Recommend (or be responsible for) purchasing standards and specifications that will result in the best quality of products and services at the lowest price for the food service program.

All transactions shall be conducted in a manner so as to provide maximum open and free competition as provided by statute and regulation.

The grade, purchase unit, style, weight, ingredients, formulation, etc., shall be in compliance with applicable statutes and regulations.

Purchase food and/or supplies (if applicable); if authorized by the SFA, the FSMC shall purchase food used by the food service operation and the purchasing of food shall not displace SFA staff or delegate responsibilities of the SFA to the FSMC.

Recommend new or improved procedures for the requisition, receipt, and verification of all supplies used by the food service operation

B. Contracting With Small, and Minority Businesses, Women's Business Enerprises, and Labor Surplus Area Firms

The FSMC shall comply with 2 *CFR*, Section 200.321 (as applicable).

C. Buy American

The SFA participates in meal programs that require the use of nonprofit school food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A 'domestic commodity or product' is defined as one that is either produced in the U.S. or is processed in the U. S. substantially (51 percent or more by weight or volume) using

agricultural commodities that are produced in the U. S. as provided in 7 *CFR*, sections 210.21(d) and 220.16(d). The FSMC must:

1. **Submit certification statements for all processed agricultural products**. The FSMC must provide written documentation to the SFA at the time of delivery for each processed agricultural product certifying that the food product was processed 100 percent domestically and that the percentage of domestic content in the food component of the processed food product is over 51 percent, by weight or volume.

   OR:

2. **Request SFA approval prior to delivering a nondomestic agricultural commodity or product.** If the FSMC cannot comply with #1 above, the FSMC must notify the SFA in writing 10 days prior to delivering a nondomestic agricultural commodity or product. This written notification must include the following:

   a) Whether the request to deliver a nondomestic food is because the product is not produced or manufactured domestically in sufficient and reasonably available quantities of a satisfactory quality, or competitive bids reveal the costs of a domestic product are significantly higher than the nondomestic product

   b) The pricing of both domestic and nondomestic products and/or availability data to justify the use of one of the two allowable exceptions

   c) A list of alternative domestic substitutes for the SFA to consider for delivery instead of the nondomestic agricultural product

D. Facility or Site Operations

The FSMC shall recommend:

- Safety programs for employees
- Sanitation standards for housekeeping, preparation, storage, and equipment
- Adjustments to practices and operation of equipment as required
- A Food Safety Plan and participate in the development, implementation, and maintenance of said plan
- Methods to increase participation at all levels of the SFA’s food service programs, improve food quality, and upgrade equipment and facilities

- Hours and number of positions at each site to meet food service operational needs

E. Menus

Adhere to the 21-day cycle menu for the first 21 days of meal service; thereafter, the FSMC may only make changes with the SFA's approval (7 *CFR*, sections 210.10, 210.16[b][1] and 220.8, if applicable)**.**

Provide recommendations for menu development that will result in the best quality of products and services at the lowest price for the food service program**.**

Seek student and parent input on successful menu variation and planning.

Provide, upon request by the SFA, recommended menus to assure compliance with all applicable statutes and regulations; include menu recommendations to meet the needs of students with special dietary needs or disabilities.

F. Quality Control

Recommend or establish a formal structure to routinely and continuously gather input from students, staff, and parents about food services.

Recommend or establish a structure or process to routinely and continuously gather input from food service employees to ensure the most effective and efficient operation possible.

G. Staff

Recommend management staff and structure that will enhance the SFA's food service programs and ensure that the SFA's food service programs are of consistent top quality and held in positive regard by students, staff, and the public.

Recommend or establish and conduct management and staff training programs that will ensure staff development, proper supervision, professional and health certifications, and consistent quality control both in production and service.

H. Records

Maintain full and complete financial and inventory records sufficient to meet federal and state requirements and that are in accordance with generally accepted accounting procedures.

Maintain employment records that show FSMC staff have all professional and health certifications as required by federal or state law and the SFA.

I. Education

Recommend actions or events to promote the nutrition education aspects of the food service program, and recommend or cooperate with efforts to merge these actions or events with classroom instruction; the FSMC will work in partnership with the SFA to educate students, parents, teachers, and the community about efforts to promote better nutrition and health.

Coordinate meeting times with the Food Service Director, other SFA staff, and parents or students to discuss ideas to improve the food service program; arrange meetings between an acceptable management representative of the FSMC and the Food Service Director, other SFA staff, and the school board, upon request.

J. Reports

Collect and provide, in the required format, information necessary for school food service claims for reimbursement from state and federal agencies and maintain records of past information; at the end of each month the number of meals to be claimed will be submitted to the SFA contact by the FSMC consultant/representative on or before the **10**th of each month (7 *CFR,* 210.16[c][1]).

Provide the SFA with monthly operating statements and other information determined by the SFA regarding the food service programs.

K. Point of Service

Provide and/or implement an accurate point of service meal and milk count; such meal and milk counting system must eliminate the potential for the overt identification of free and reduced-price eligible students under 7 *CFR,* Section 245.8.

3. Specific FSMC Tasks

Staff Training. All FSMC staff must receive their food handlers certificate, and submit proof of the required training prior to school start. All FSMC must also have all background checks conducted prior to school start, July 1, 2021.

Exhibit B

Schedule of Fees

The costs included in the Cost per Meal table comprise the fixed price per meal. The fees are agreed upon by both parties and represent allowable food service costs in accordance with 2 *CFR*, Part 200.

All costs are based on the average daily participation of 1365 students in the district and 180 school days.

Cost per Meal

Note: Prices must **not** include values for donated foods, and must include all meal programs.

LINE ITEM	UNITS*	RATE	TOTAL
Breakfast	98,886	$	$
Lunch	151,114	$	$
Snacks		$	$
Seamless Summer Feeding Option		$	$
Nonreimbursable Meals	3,904	$	$
TOTAL	253,904	$	$

*Units to be provided by SFA



School Food Services Proposal

2022-23 Food Service Management Company

Prepared Specially For:



FreshStart
HEALTHY MEALS

13294 Ralston Ave
Sylmar, California 91342
(818) 797-5881

*This presentation is proprietary information and only intended for the person it is presented to.

Breakfast | Lunch | Supper | Snack



A. Cover Letter

April 20, 2022

Dear El Camino Real Alliance,

On behalf of K12 School Services DBA Fresh Start Healthy Meals, we are delighted to submit for your consideration, this proposal to provide food services for El Camino Real Alliance. and would like to extend our gratitude for the opportunity.

Our program is broad in capability and expansive in offerings, which we are confident will prove Fresh Start Healthy Meals as the ideal partner for El Camino Real Alliance. We build each meal program around your wants and needs; working closely with your staff, parents, and students to find ways to increase participation in addition to enhancing menu appeal. It is through competitive pricing, great flexibility, and dedication to providing the ultimate customer service that we have excelled in an ever-changing business.

We follow the New Meal Pattern without sacrificing taste, quality, or presentation. Offering menus that are fully compliant with the School Breakfast Program (SBP), the National School Lunch Program (NSLP), the After-school Meal Supplements (AMS), the Seamless Summer Feeding Option (SSFO) and the Child and Adult Care Food Program (CACFP). We also assist our schools in utilizing USDA Commodities for their meal programs, saving them thousands of dollars each year.

Should you or your team have any questions or require additional information, please do not hesitate to contact us. Proprietary documents in this proposal will be marked “Proprietary”.

We thank you again for the opportunity and relish the chance to work with El Camino Real Alliance. It is our belief that with this partnership and through our combined efforts, we can build something that will benefit your students and community immensely for years to come.

Sincerely,

Juan Carlos Saucedo
Chief Executive Officer/CEO
Authorized Corporate Officer for Binding Contract

By signing this Cover Letter, I certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company

Federal Tax ID:	82-2725554
SFA Liaison:	Irving Aquino
Mailing Address:	13294 Ralston Ave, Sylmar CA 91342
Contact Numbers:	Direct (818) 624-4762



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5. **Thank you for your Consideration**



"One cannot think well, love well, sleep well, if one has not dined well."
-Valerie Woolf



Attachment A: Attachments Checklist

K12 School Services DBA Fresh Start Healthy Meals
Respondent Company Name

Please complete this checklist to confirm that the items listed below have been included in your proposal. Place a checkmark or "x" next to each item submitted to the SFA. For your proposal to be considered, all required attachments must be returned, including this checklist. Submit one copy of your proposal in a sealed package.

Attachment	Attachment Name
X A	Attachments Checklist
X B	Mandatory Tour
X C	Minimum Qualifications
X D	FSMC Professional Standards
X E	Proposal Questionnaire
X F	Respondent References
X G	Authorization Agreement
X H	Fee Proposal
X I	Certifications Regarding Lobbying Activities, Debarment, Suspension and Other Responsibility Matters
X J	Certificate of Independent Price Determination
X K	21–Day Cycle Menu (Include)

Attachment B: Mandatory Tour

TOURED SCHEDULE

Tour began at March 17, 2022 at 1:00pm
Where: El Camino Real Charter High School
5440 Valley Circle Blvd.
Woodland Hills, CA 91367
On-line (Virtual) Tour began at March 17, 2022 at 1:00pm
Where: El Camino Real Charter High School
5440 Valley Circle Blvd.
Woodland Hills, CA 91367

Attachment C: Minimum Qualifications:

A Respondent must meet all of the following minimum qualifications to the SFA's satisfaction to be given further consideration. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

As of July 1, 2022, both the Respondent's company and its key personnel meet all of the following minimum qualifications:

1. The Respondent has at least five years of experience with food service programs.

   Yes X No _____

2. The Respondent has the resources and ability to provide 250,000 meals per fiscal year.

   Yes X No_____

3. The Respondent has knowledge and experience with the National School Lunch and School Breakfast Programs and USDA Commodities.

   Yes X No _____

4. The Respondent has professional references that demonstrate and evidence the ability to perform the required services.

   Yes X No _____

5. The Respondent is licensed to do business in the state of California.

   Yes X No _____

Attachment D: FSMC Professional Standards

FSMC Employees Professional Standards

Federal Register Vol. 80, No. 40, dated March 2, 2015, referred to as the "Final Rule," establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs. In the Final Rule, the following definitions are established:

1. **School Nutrition Program Director**. The school nutrition program director is any individual directly responsible for the management of the day-to-day operation of school food service for all participating schools under the jurisdiction of the school food authority.

2. **School Nutrition Program Manager**. The school nutrition manager is any individual directly responsible for the management of the day-to-day operation of school food service for a participating school(s).

3. **School Nutrition Program Staff**. School nutrition program staff are those individuals, without managerial responsibilities, involved in day-to-day operations of school food service for a participating school(s).

The Final Rule establishes that these definitions apply to the function/role rather than the specific title within the school food service structure, and that the definitions apply whether or not the school food service is operated by an FSMC. Therefore, as of the effective date of this contract, the minimum professional standards established by the Final Rule, and described therein, shall apply to FSMC staff performing any of the duties described above.

The FSMC shall only place staff for work in the school district that meet the minimum professional standards outlined in 7 *CFR*, Section 210.30, which can be viewed at the following Web page: http://www.fns.usda.gov/sites/default/files/cn/profstandards_flyer.pdf.

- The SFA shall ensure that all staff the FSMC proposes for placement meet the minimum professional standards.

- The FSMC shall ensure their employees take the required annual training as outlined in the professional standards and provide certification of such training to the SFA. The FSMC shall remove from the SFA premises any staff who fail to take the required annual training.

- The FSMC shall provide the SFA with a list of proposed employees and evidence that they meet the professional standards.

Fresh Start at a Glance

Company Profile

30,000+ | Number of school meals produced daily

40,000+ | Square feet of the Fresh Start Meals kitchen, warehouse and distribution facility

140 | Number of members on the Fresh Start Team

120+. | Number of school sites to which Fresh Start Meals delivers

10+. | Total counties served by Fresh Start Meals (Los Angeles, San Bernardino, Alameda, Contra Costa, San Diego, Orange Counties, etc)

Fresh Start Healthy Meals was born from the idea that our children deserve more than tasteless, frozen food aisle, cookie cutter meals and founded on the belief that our kids are entitled to a freshly made meal that is prepared with the freshest ingredients, daily. Our SQF certified facility, with over 30,000 sq. ft of production space producing over 30,000 meals per day and over 7 million school meals annually.





Attachment E: Proposal Questionnaire

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment C, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.

Fresh Start makes a full-hearted effort to craft the program that best fits you. Offering flexible menu options, daily variety, vegetarian menus and even salad bars to add a little something extra to your day-to-day service. The Fresh Start team has an inimitable expertise in understanding and meeting the needs of the School Breakfast Program, National School Lunch Program, the After-school Meal Supplements, the Seamless Summer Feeding Option, the Summer Food Service Program and the Child and Adult Care Food Program. We strive to fulfill the varying wishes of our schools, providing supreme customer service and a personal touch that no one can duplicate. Since our team first began servicing schools, we have always been at the forefront of innovation and have always sought to be a full support provider. By that we mean taking on several more duties and responsibilities than a usual vendor would to lighten the burden that can come with maintaining a working food program. We have worked with schools in their first year, guiding them through their CNIPS process, letting them know what to expect during their health inspections and Administrative Reviews and seen them grow to triple or quadruple their original size. On the other end of the spectrum, we have worked with large, long established CMO's that while they may fall under the same umbrella, have individual sites with varying needs and personalities.

Whether your school is big or small, our approach remains the same: provide exceptional customer service and do everything in our power to deliver the best meal experience your scholars could possibly have. We are overjoyed with the prospect of potentially partnering with your school and thank you for the opportunity to submit this proposal. The Fresh Start Team has been supplying reimbursable meals for the National School Lunch Program, School Breakfast Program, After school Meal Supplements, Seamless Summer Feeding Option and Child and Adult Care Food Program for over 20 years.

Fresh Start Healthy Meals, stays focused on customer relations, attentiveness and flexibility, we work together with school administrators to reach program goals which include feeding every eligible recipient, reducing costs and staying in compliance to avoid fiscal penalties after Administrative Reviews/audits. While our Nutrition Department ensures that all menus are compliant with SBP, NSLP and CACFP standards in relation to the New Meal Pattern and provides guidance on Administrative Reviews. Our Nutrition Department has processed numerous audits and Six Cent Certification packets for schools. Fresh Start has submitted all our menus, recipes, nutritional CN Labels, etc. for these audits and they have all been approved. We are in excellent standing with the State of California Department of Education.

Fresh Start currently works with schools to utilize USDA Commodities program offering by way of backcalling, which is the process of picking up commodities at the school site are returning them to our facility for use in our meals; providing our schools with thousands of dollars in savings. We are currently in the process of becoming an approved USDA processor in the state of California and expect to be approved no later than June 2022.



Juan Carlos Saucedo is a businessman and entrepreneur. A native of Mexico City, at age 9, a young Juan Carlos would immigrate to Los Angeles, California and the self-educated entrepreneur would start to work from a young age. Juan Carlos held a lengthy stint at the Los Angeles Equestrian Center, where he became fluent in the culture of the American kitchen. This experience was followed by employment at the Warner Brothers Studios, delivering meals between the Studios' workspaces.

To expand his early career, Mr. Saucedo independently bid on cafeteria contracts outside of Warner Brothers Studios. In time, Mr. Saucedo would be approached by a consortium of charter schools to provide food services to their students. This initial project would mark Saucedo's first independent foray into the food service business by delivering meals on his bicycle. This would prove to be a pivotal and affirming decision for a self-made entrepreneur long involved in this industry. In 2004, in response to the consortium's request, Saucedo began to focus on school cafeteria lunch programs. The success was both immediate and impressive: his first company, Royal Dining, went from servicing 700 meals per day in 2004, to 70,000 meals per day in 2015.

In 2016, Mr. Saucedo opened a division called Fresh Start Meals, a school food service provider with a focus on providing healthy, nutritious meals to all school children. An established food service provider, the business has blossomed, expanding to include the entirety of Los Angeles County and is now recognized Fresh Start Healthy Meals, Inc. Currently, Fresh Start Healthy Meals Inc. services 30,000 school meals per day throughout Southern California.



Veronica Alcaraz is a business leader, United States Army Veteran and CEO of Fresh Start Healthy Meals Incorporated. Veronica Alcaraz attended the University of California, Los Angeles and earned a Bachelor of Arts degree in English. Shortly after obtaining her college degree, Alcaraz earned her realtor's license and began a dedicated career in real estate, which included owning a real estate firm at the age of 22.

Subsequently, Veronica Alcaraz entered the restaurant and food service industries in 2013. Alcaraz purchased her first commercial manufacturing building at 39-years old in 2020. This building of Fresh Start Healthy Meals Inc., a meal provider that serves 30,000 school meals per day throughout Southern California Alcaraz presently has the distinct honor of being one of the first Latina presidents/owners of a food manufacturing company in the United States. Additionally, Alcaraz is the co-founder of Dough Girl Pizza. Through Dough Girl, Alcaraz has also founded the Dough Girl Foundation, a food-oriented organization designed to give underprivileged members of society employable culinary skills.

Looking to the future, Alcaraz seeks to expand the size, footprint, and profitability of her business endeavors. Additionally, seeking to further partake in philanthropic endeavors, Alcaraz wishes to use her business aptitude to chart a legacy for not only her children and family, but for anybody that is looking for an opportunity or second chance. An advocate of leadership and financial literacy for youth, her passion project is to build an academy that will mold entrepreneurs by providing them with appropriate life skill sets and a mindset to excel through economic empowerment.



2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is(are); the length of time the company has been providing food service management services (consulting, food purchase, etc.) and related services as described in this RFP. In addition, provide the duration and extent of experience the company has with similar SFA food management services.

K12 School Services DBA Fresh Start Healthy Meals was founded in 2017 by Juan Carlos Saucedo with the intent of utilizing over 15 years of extensive experience in working with the National School Lunch Program, School Breakfast Program, After school Meal Supplements, Seamless Summer Feeding Option, Summer Food Service Program and USDA Commodities Program to assist schools in need affordable food service management and consulting. In 2020, at the onset of the COVID-19 pandemic, those services expanded to the manufacturing, packaging, and delivery of fully compliant meals.

Fresh Start Healthy Meals assisted our partners at the YMCA transition several of their locations to community distribution centers along with our school partners all throughout California. We provided a variety of tasty take home meals, as well as box sets that supplied a combination of prepackaged items and fresh food offerings that gave families 5- or 7-days' worth of breakfast, lunch, and snack options.

As schools began to re-open, we equipped them with warmers, ovens, and refrigeration units. We reopened our hot kitchen and provided schools with ready to serve pre-pack and family-style options. While navigating an uncertain landscape Fresh Start Healthy Meals was able to begin expanding our menu options while competitors began becoming more restrictive.

Our team has decades of experience working with some of the largest CMOs in California and assisting schools operate a successful food management program.

3. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.

Fresh Start Healthy Meals has a management team with over 50 years of combined experience in the food industry providing entrées and meals to schools. We can deliver meals ready to eat or provide equipment for ready to heat meals that are delivered cold in refrigerated trucks. Fresh Start Healthy Meals will work with every site to plan the appropriate logistics to suit their school set up and student needs. We believe we have enough resources, cash flow and financial resources to provide services with ease as stated on our financial statements.

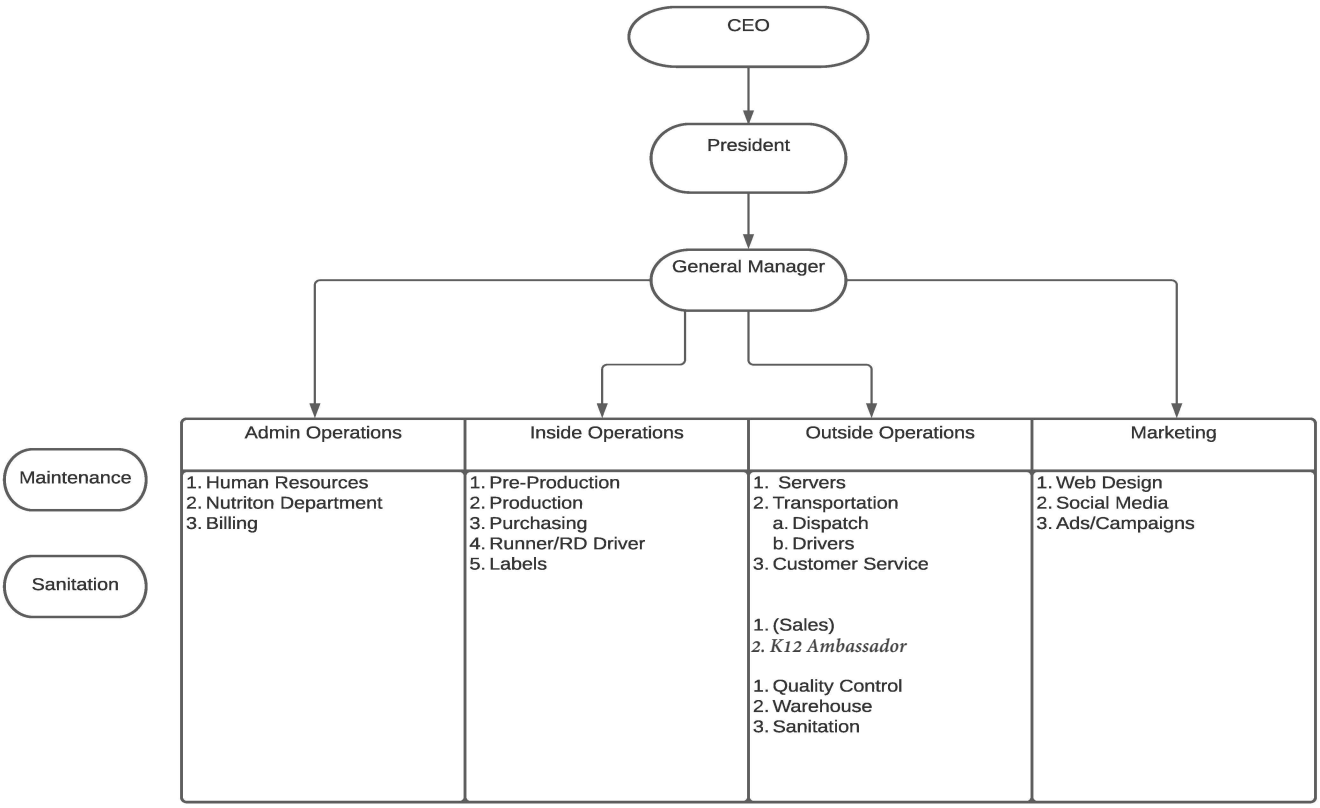
4. P**rovide a complete list of SFAs that have discontinued or terminated your company's services in the last five years and the reason(s) why**

A. Alliance Judy Ivie Burton Tech - Contract ended

B. Alliance Morgan McKinzie High School - Contract ended

C. Alliance Patti & Peter Neuwirth High School - Contract ended

5. Provide an organization chart for your company, a description of the lines of communication, and the responsibilities at each corporate level.



CEO – Oversee entirety of company

President – Oversees the Quality Assurance Field Team, Account Specialist, and Business Development Departments.

General Manager – Oversees day to day operations and oversees operation managers.

- **Admin Operations –Oversees the Admin teams and billing.**
- **Inside Operations – Oversees Shift Managers who oversee Pre=production, prodution, purchasing, runners, labels**
- **Outside Operations - Oversees Servers, Transportation, Customer Service, Sales, Quality Control. Warehouse and Sanitation.**
- **Shift Managers- coordinate the different production stations and personnel**
- **K12 Ambassadors – Charged with visiting and problem solving for school sites.**
- **Client Services: Client Service Manager – Oversees the Client Service Representatives and Server Manager.**
- **Server Supervisor – Oversees Servers and POS Personnel**
- **Nutrition: Nutrition Manager – Oversees Nutrition Department and creation of monthly menus.**



6. Provide a complete balance sheet or annual report (verified by a certified public accountant if applicable) for the last three years of operation.

PLEASE SEE FINANCIALS ON NEXT PAGE



K12 Schools Services DBA Fresh Start Healthy Meals
CONSOLIDATED BALANCE SHEETS

	Year Ended December 31, 2021 (Unaudited)	Year Ended December 31, 2020 (Unaudited)	Year Ended December 31, 2019 (Unaudited)
ASSETS			
Current assets:			
Cash	$ 419,245.24	$ 130,289.85	$ -
Accounts receivable, net of allowances	$ 1,991,454.57	$ 1,217,772.41	$ -
Inventories	$ 250,000.00	$ 250,000.00	$ -
Prepaid expenses	$ (89.86)	0	
Total current assets	$ 2,660,609.95	$ 1,598,062.26	$ -
Long-term portion of Loans from shareholders	$ 770,549.27	$ 33,987.26	$ -
Property and Equipment, net	$ 955,223.56	$ 122,517.28	$ -
Other long term assets	$ 96,430.77		
Total assets	$ 4,482,813.55	$ 1,754,566.80	$ -
LIABILITIES AND STOCKHOLDERS' EQUITY			
Current liabilities:			
Current portion of loans			
Accounts Payable	$ 568,844.99	$ 396,718.06	$ -
Total current liabilities	$ 55,698.21	$ 86,093.38	$ -
Long-term portion of Loans	$ 135,500.00	$ 269,441.19	$ -
Long-term portion of Loans from shareholders		.	.
Long-term Loans	$ 731,423.02		
Total liabilities	$ 1,491,365.52	$ 752,252.63	$ -
Stockholders' equity:			
Capital Stock	$ 164,705.00	$ 164,705.00	$ -
Common stock:			
Retained earnings	$ 837,609.17	$ 192,740.00	$ -
Total liabilities and stockholders' equity	$ 2,493,679.69	$ 1,109,697.63	$ -
Net Income	$ 1,989,133.86	$ 644,869.17	$ -
TOTAL LIABILITIES AND EQUITY	$ 4,482,813.55	$ 1,754,566.80	$ -

See notes to consolidated financial statements.

K12 Schools Services DBA Fresh Start Healthy Meals
CONSOLIDATED STATEMENTS OF OPERATIONS

	Year Ended **December 31, 2021** (Unaudited)	Year Ended **December 31, 2020** (Unaudited)	Year Ended **December 31, 2020** (Unaudited)
Net Sales	$ 15,849,982.07	$ 5,819,628.96	$ -
Cost of sales and related occupancy expenses	$ 6,720,812.29	$ 2,247,013.49	$ -
Gross profit	$ 9,129,169.78	$ 3,572,615.47	$ -
Selling expenses			
General and administrative expenses	$ 7,140,380.91	$ 2,932,746.40	$ -
Income (loss) from operations			
Interest expense			
Other income	$ 48.99	$ 5,000.10	$ -
Income (loss) before income taxes	$ 1,988,837.86	$ 644,869.17	$ -
Income tax(expense) benefit			
Net income (loss)			

See notes to consolidated financial statements.

Los Angeles, California March 16, 2022

K12 Schools Services DBA Fresh Start Healthy Meals
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

1. BASIS OF PRESENTATION AND OPERATIONS

General— The Company, as consolidated, operates a food preparation and distribution business in California. The Company operates two divisions segregated mainly by the markets they serve. Fresh Start Healthy Meals a California corporation, serving school nutrition programs throughout California. And, K12 School Services, a California corporation, serving school districts, convenience retail markets and local institutions. The Company operates a warehouse and a food manufacturing facility in Sylmar, California.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Use of Estimates—The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Consolidation Policy—the consolidated financial statements include the two divisions, Fresh Start Healthy Meals and K12 School Services. All significant intercompany balances and transactions have been eliminated.

Cash—represents cash on hand and cash held in banks.
Estimated fair value of financial instruments—the carrying value of cash, accounts receivable, accounts payable

3. PRO FORMA INFORMATION

The objective of the pro forma information is to show what the significant effects on the historical information might have been had the Company not been treated as an S corporation for tax purposes.

4. FINANCIAL AGREEMENTS

As of December 31, 2021, the Company has credit agreements with financial institutions, for the purchase of vehicles to be used in Fresh Start Healthy Meals operations. Facility is operated out of building owned by stockholders allowing great flexibility long term stability.

5. COMMITMENTS AND CONTINGENCIES

Leases— Facility is operated out of building owned by stockholders allowing great flexibility long term stability.

Contingencies—The Company is party to various legal proceedings arising from normal business activities. Management believes that the resolution of these matters will not have an adverse material effect on the Company’s financial position or results of operations.

7. Provide a description of promotional and/or marketing materials you will use to attract students to the program.







Student & Community Engagement

Fresh Start utilizes various materials and methods to grow interest in the meal program. We provide a great many additional services, such as, our Three Level Workshop that is meant to familiarize ourselves with every aspect of a school and allows parents, students and staff a taste of the Fresh Start treatment. Some of the added services we offer are: pizza Fridays, fundraisers, toy drives, and more!

Special Events

Fresh Start prides itself on being an all-around partner to our schools and are available to provide catered food service (with times and prices to be mutually agreed upon) for a vast array of events including fundraisers, PTA Meetings, Open House Night, Graduation and any other special events that may arise throughout the school year. We offer several types of breakfast, lunch and appetizer caterings. We can do a cut fruit platter, cookie platter, assortment of bagels & muffins or a full on deluxe breakfast with eggs, country potatoes, sausage links, coffee and orange juice. We can provide cut sandwich platters, a buffet with your choice of main entrée, vegetarian option, sides and drinks or one of our famous BBQs. Whatever your needs, Fresh Start Healthy Meals has you covered.

Field Trips

Fresh Start Healthy Meals invites our schools to schedule class trips for a chance to tour our facility in Sylmar and get a first-hand look at where their meals are made. We take students and staff through each department, allow them to prepare their own meals and finally, get the chance to eat what they made!

Raffles and Giveaways

Fresh Start Healthy Meals has had great success in building excitement for our meal programs by engaging students in raffles during breakfast and lunch. We have used point systems that allow for students that participate regularly to be entered into a raffle or allow entrance into a monthly workshop that allows them to provide feedback and be treated to a taste test. We have also utilized randomly marked plates and containers to mark entrants. All of these serve the goal of bringing students to the line and from there, getting them to eat.

School BBQs

Fresh Start Healthy Meals is always happy to offer one of our signature BBQs for your students. Whether for an end of the semester celebration, for grade promotions or any other reason you can think of, a BBQ is always a treat! If inviting parents or other community members to participate, the school can order meals for them as well at a minimal cost. Fully compliant BBQs are available to replace the regularly scheduled lunch option for the day. Schools can choose to use this option up to two (2) times during the school year. To schedule a BBQ, we require at least 2 weeks prior notice and are subject to availability.



PROPRIETARY INFORMATION

At Fresh Start, we take student participation and feedback very seriously. In addition to our Student Workshop, we offer follow up meetings with the students for menu planning. We provide surveys to assist us in identifying which meals your kids are enjoying and bring samples of potential new items they might like to see added to their menu.

Our staff will go through each day allowing the students to directly choose what they will be eating, providing suitable alternatives and guiding them through the menu planning process. This takes pressure off school management and staff to construct a menu that the students will enjoy and allows the kids a chance to communicate.

Three Level Workshops

Fresh Start has managed to increase and maintain participation throughout our schools by employing a Three Level Workshop model that is meant to educate students, parents and staff on the SBP and NSLP programs.

We offer parent orientations to introduce the food program to the family of the students. We address the New Meal Pattern, explain the program guidelines and give them a chance to try the food that their students will be eating every day. This way, the parents get involved with making sure their kids eat daily and lets them know that the school is providing their child delicious, nutritious meals.

Building on our parent orientation, we work closely with the school's Student Council and ASB programs to allow your students an avenue to provide their feedback and inspire them to go out and encourage their fellow classmates to participate.
Lastly, we provide a workshop to the school staff and point of service (POS) personnel, educating them on Offer Versus Serve protocols, what constitutes a compliant meal, proper line set up and POS strategies to improve line flow.
Utilizing such a program allows us to connect with the entire school community and identify how to best serve them in the coming year.

Offer vs. Serve



Is a concept that pertains to the meal patterns used in the School Nutrition Programs, which allows students to decline two of the five food components offered in a school lunch, while still allowing programs to claim those meals as complete and reimbursable. The program goals are to reduce food waste and allow students to choose foods that they prefer.
Fresh Start is committed to helping schools implement the Offer vs. Serve concept to ensure that schools allow students to eat only the meal components they want and receive full meal reimbursement.

Share Table

To reduce the amount of food waste and encourage the consumption of food served, many school food service operations have established "sharing tables." Sharing tables are carts and/or tables where children can place unconsumed food and beverage items (pre-packaged food and beverages, unopened wrapped food and beverages, or food items with a peel) that they choose not to eat/drink. These tables provide an opportunity for other children to take additional helpings of food or beverages at no cost to them. In many instances, food and beverage items, especially unopened milk, have been reused by food service operations as part of a reimbursable meal, served a la carte, and/or used in cooking.





8. Provide a recommended transition plan that describes the steps the Respondent will take to begin providing the services described in this RFP.

Our goal is to establish a smooth transition and offer the best customer service possible...

PROPRIETARY INFORMATION

Transition Plan

When Fresh Start is chosen, our first step is establishing our on-site contact for each school and working with them to identify that school's needs for the coming year. Finding out our first day of service and bell schedule, we will begin to shape the best possible transportation route and delivery times. Our Server Supervisor will procure the necessary number of servers for each individual site.

A member of our Business Development team will visit the school sites to assess serving area and schedule Parent and Student Workshops to build interest in the food program and ingratiate ourselves with the community. This is beneficial in that it allows parents to see what their students will be eating at school, giving them confidence that their child will be provided with healthy and flavorful meals daily. This also gives us the opportunity to get feedback directly from our most valued clientele, the students. During this visit, we will also establish where deliveries will be made, if there are any special delivery instructions (e.g., gate requires a code, certain meals must be placed in a different area upon delivery, etc.), possible serving area locations, rainy day procedures and items that need to be posted in the serving area.

A Client Service Representative will be assigned and will assist the school contact in constructing a favorable menu to ensure the school year starts on a high note. Based on enrollment, the previous year's average counts and free/reduced percentage of the site, initial counts will be generated. Participation will be monitored by the Client Service Representative, who will adjust the counts accordingly in the first couple weeks of the new school year to avoid waste or shortages.

Fresh Start will provide the school with a utensil dispenser, floor racks, table cloths and chafer stands for the service area. After assessing the service area, if needed, Fresh Start can assist in acquiring tables, canopies, reusable food trays, warmers, refrigerators and other equipment at minimal cost to the school. Fresh Start Meals will provide our servers with sanitizer, towels, hairnets, gloves and a thermometer to be used for the meal program.
Our servers can assist with the organizing, cleaning and dismantling of the serving area, but cannot assist with janitorial services outside of said serving area.



"Tell me what you eat, and I will tell you what you are."
–J.K. Chesterton



- Pandables with Broccoli, Carrots and Chicken, Beef or Tofu.
- Fresh Salads and Pastas
- Papa John's Pizza or Dominos Pizza



Menu Ordering

We understand that no two clients are alike. That is why we prefer an individualized approach instead of a cookie cutter system. We work closely with administrators to find ways to increase participation and enhance menu appeal. Be it through student surveys, orientations or workshops; Fresh Start is committed providing each one of our schools a highly-personalized experience and the attention they deserve.

During the first full week of each month, Fresh Start Healthy Meals releases an electronic file of our menu for the subsequent month. Fresh Start Healthy Meals asks each school to submit their orders to their assigned client service representative by the 15th of each month.

Schools can make changes to their menu selections 5 school days prior to the actual day of service. Count changes are permitted by 2pm, 2 school days prior to the day of service.

Expanded Vegetable & Fruit Options

Fresh Start Healthy Meals is committed to providing our schools with a variety of fruit and vegetable options that appease the appetites of your students. By offering items such as cut fruit, we are able to expand the usual fruit rotation as some fruit drop in and out of season.

We also offer our schools a Salad Bar option, which provides a plethora of healthy vegetable and dressing options, as well as additional pasta and fruit serving on occasion.
For schools that qualify, we assist in the participation of the fruit and vegetable program.

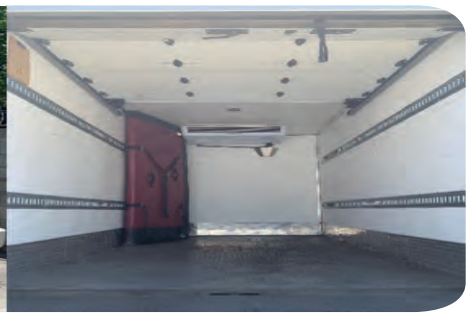
Transportation

We operate a large fleet of temperature-controlled vans and trucks to ensure on-time meal delivery to every school. All food is checked for the appropriate temperature and recorded onto the Transportation Record before leaving our facility.

Upon arrival at the school, the temperatures are measured again and recorded on the same document. A copy for the school is left at the delivery site for their records and another is retained at Fresh Start for three years.

In case of any emergency, shortage/missing component or any incident that may affect your meal service, drivers are provided with an emergency card for emergency purchases. Fresh Start is also able to provide shelf stable meals that can be used to replace individual components or act as a fully compliant meal for days where more students participate than expected.





Attachment F. Respondent References

List three references to which the Respondent has provided food service management services within the past 3 year(s).

Failure to complete and return this Attachment will cause your proposal to be rejected.

PROPRIETARY INFORMATION

Reference 1		
Name of Reference	Alta Public Schools	
Street Address	2410 Broadway	
City Huntington Park	State CA	Zip Code 90255
Contact Person Xavier Reyes	Contact Title CEO/Executive Director	Contact Phone Number (323) 839-3286
Brief Description of Services Provided	Provide breakfast, lunch, snack and supper meals, as well as, serving staff. We provide prepackaged and family style meals to 4 different sites.	
Dates of Service	2013- Present	
Reference 2		
Name of Reference	Academia Avance Charter Schools	
Street Address	115 N. Avenue 53	
City Los Angeles	State CA	Zip Code 90042
Contact Person Ricardo Mireles	Contact Title CEO/Executive Director	Contact Phone Number (323) 216-8177
Brief Description of Services Provided	Provide breakfast snack, lunch, snack and supper meals, as well as serving staff to 2 School Sites.	
Dates of Service	2013 - Present	
Reference 3		
Name of Reference	Los Angeles Academy of Arts & Enterprise	
Street Address	1200 Colton Building 3 (Royal Learning Center)	
City Los Angeles	State CA	Zip Code 90026
Contact Person David Defrenz	Contact Title Principle	Contact Phone Number (310) 614-2855
Brief Description of Services Provided	Provide breakfast and lunch as well as serving staff to 2 School Sites.	
Dates of Service	2016 - Present	

Attachment G: Authorization Agreement

Request for Proposal for Food Service Management Company

RFP Number: RFP#2022-001

We, K12 School Services DBA Fresh Start Healthy Meals, by our signature on this document certify the following:

1. That we will operate in accordance with all applicable California state and federal laws, regulations, and statutes.

2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.

3. That the proposal submitted is a firm and irrevocable offer good for one year.

4. That we have carefully examined all terms and conditions set forth in the Model Fixed-price Contract issued by **El Camino Real Alliance..**

5. That we have made examinations and verifications, and are fully conversant with all conditions under which services are to be performed for **El Camino Real Alliance..**

6. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

FSMC Name: K12 School Services DBA Fresh Start Healthy Meals

Address: 13294 Ralston Avenue

City: Sylmar State: CA Zip: 91342

E–mail Address: Irving@fshealthymeals.com

Web Site Address: fshealthymeals.com

Name of Authorized Representative: Juan Carlos Saucedo

Title of Authorized Representative: CEO

Signature of Authorized Representative

Date Signed: 04/20/2022

Attachment H: Fee Proposal

All costs are based on average daily participation of 1365 number of meals served on 180 number of school days.

COST BREAKDOWN			
Respondent Instructions ⇨ **Provide a breakdown of all costs included in the fixed price, including personnel costs.** ⇨ **Provide the cost per meal; base all food costs** on the attached 21–day cycle menu**.** ⇨ Clearly identify all costs			
Item #	**Description** *(Include All Goods and Services included in the Fixed Price, Family Style Meals)*		**Annual Cost**
1.	Breakfast		**$** 217,549.20
2.	Lunch		**$** 544,010.40
3.	Snacks		**$** 63,000.00
4.	Non-reimbursable Meals		**$** 14,054.40
	Sub Total		**$** 838,614.00
	Personnel Costs		**Annual Cost**
5.	Management Fee Per Meal (includes Personal)	$1.03	$ 253,071.00
6.	Consultant Fee Per Meal	$0.00	
	Sub Total	$	
	GRAND TOTAL		**$1,091,685.00**

Additional Pricing Disclosure:

> Soy/alternative/Shelf Stable milk: $0.80 per milk (medical waiver required)

COST PER MEAL			
Respondent Instructions: ⇨ **Provide the cost per meal; base all food costs** on the attached 21–day cycle menu**.** ⇨ **Prices must not include values for donated foods and must include all meal programs applicable. (Identify Estimated Commodity Credits Separately)**			
1. LINE ITEM	2. UNITS	3. RATE	4. TOTAL
Breakfast	98,886	$ 2.20	$ 217,549.20
Lunch	151,114	$ 3.60	$ 544,010.40
Snacks	70,000	$ 0.90	$ 63,000.00
Nonreimbursable Meals	3,904	$ 3.60	$ 14,054.40
TOTAL	253,904	$	$ 838,614.00

YOUR GUARANTEE – BREAK EVEN

If the foodservice operation should result in an amount less than a break-even financial position, Fresh Start Healthy Meals shall reimburse El Camino Real Alliance for the difference up to $10,000.

Attachment I: Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters

CERTIFICATION REGARDING LOBBYING

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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding 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 of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, 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, United States 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.

Organization: K12 School Services DBA Fresh Start Healthy Meals

Street address: 13294 Ralston Avenue

City, State, Zip: Sylmar, CA 91342

CERTIFIED BY: (Type or Print) Juan Carlos Saucedo

TITLE: CEO

(Signature) 04/20/2022 (Date)

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DISCLOSURE OF LOBBYING ACTIVITIES AND INSTRUCTIONS

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

Approved by OMB

1. Type of Federal Action: a. Contract b. Grant c. Cooperative agreement d. Loan e. Loan guarantee f. Loan insurance N/A	2. Status of Federal Action: a. Bid/Offer/Application b. Initial Award c. Post-Award N/A	3. Report Type: a. Initial filing b. Material change For Material Change Only: Year_____ Quarter_____ Date of last report_____ N/A
4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee ☐ Tier, if known Congressional District, if known: N/A		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known: N/A
6. Federal Department/Agency: N/A		7. Federal Program Name/Description: N/A CFDA Number, if applicable:
8. Federal Action Number, if known: N/A		9. Award Amount, if known: N/A $
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): N/A		b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI)
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.		Signature: Print Name: Juan Carlos Saucedo Title: CEO Telephone No: (818)294-2065 Date: 04/20/2022
FEDERAL USE ONLY:		*Authorized for Local Reproduction* Standard Form (SF—LLL (Rev. 7-97)

INSTRUCTIONS
Disclosure of Lobbying Activities (SF-LLL)

This disclosure form shall be completed by the reporting entity, whether sub awardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to 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 (OMB) 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 sub award recipient. Identify the tier of the sub awardee, e.g., the first sub awardee of the prime is the first tier. Sub awards include but are not limited to subcontracts, sub grants, and contract awards under grants.

5. If the organization filing the report in item 4 checks “Sub awardee,” 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, U.S. Department of Agriculture, Food and Nutrition Service.

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., RFP number; Invitation for Bid (IFB) 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.

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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 phone number.

According to the Paperwork Reduction Act, as amended, no persons are 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 OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 7 *CFR*, Section 3017.510, for prospective participants in primary covered transactions, as defined at 7 *CFR* Section 3017.200:

A. The contractor certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

K12 School Services DBA Fresh Start Healthy Meals

Contractor/Company Name

Award Number, Contract Number, or Project Name

Juan Carlos Saucedo, CEO

Name(s) and Title(s) of Authorized Representatives



Signature(s)

04/20/2022

Date

Attachment J: Certificate of Independent Price Determination

Both the SFA and FSMC shall execute this Certificate of Independent Price Determination.

K12 School Services DBA Fresh Start Healthy Meals	El Camino Real Alliance
Name of FSMC	Name of SFA

A. By submission of this offer, the offeror (FSMC) 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, directly or indirectly to any other offeror or to any competitor; and

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 on behalf of the offeror certifies that:

1. He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein and 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 the 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.

To the best of my knowledge, this vendor and its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency, and have not, in the last three years, been convicted or found liable for any act prohibited by state or federal law, in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows (provide detail):

_____

Signature of FSMC's Authorized Representative	CEO Title	04/20/2022 Date

In accepting this offer, the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred to above.

Signature of SFA's Authorized Representative	Title	Date

Note: Accepting a Respondent's offer does not constitute award of the contract.

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Attachment K: 21 Day Cycle Menu
Please attach to your Proposal

SEE MENUS ON NEXT PAGE

Attachment K: 21 Day Cycle Menu Please attach to your Proposal

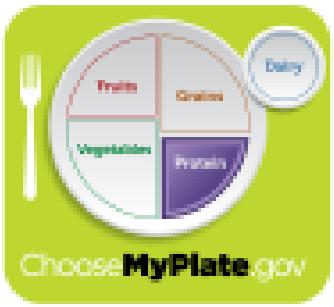
Sample 21 Day Cycle	School	GRADE: K-12	Menu
	B= L= S=		Serve w/ Milk & Fruit

Menus subject to change.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
B	1 Banana Muffin & WG Crackers	2 Cinnamon French Toast w/Syrup	3 Multi Grain Cheerios & WG Crackers	4 Bean & Cheese Burrito	5 Fruit Yogurt Graham Parfait
L	Herb Chicken Breast with Brown Rice Pilaf (1/2c) & Mixed Vegetables (1c)	Cheeseburger with Tater Tots (3/4c)	Beef Meatball & Cheese Hoagie Sandwich with Sweet Potato (3/4c)	Hawaiian Chicken with Brown Rice Pilaf (1/2c) & BBQ Baked Beans (3/4c)	Turkey & Cheese Croissant with Carrot Sticks (1/2c) & Ranch
S					
B	8 Bagel with Cream Cheese	9 Pancakes & Sausage w/Syrup	10 Reduced Sugar Trix & WG Crackers	11 Cheese & Bean Quesadilla	12 Cinnamon Pop Tart & String Cheese
L	Spanish Chicken Adobo with Brown Rice Pilaf (1/2c) & Mixed Vegetables (1c)	Chili Hot Dog with Sweet Potato (3/4c)	Beef Lasagna with Steamed Broccoli & Carrots (1c)	Chicken Tamal with Pinto Beans (1/2c) & Mexican Corn	Pepperoni Bagel Pizza with Green Salad (1 12c)
S					
B	15 Pumpkin Spice Muffin	16 Cinnamon French Toast w/Syrup	17 Rice Chex & WG Crackers	18 Egg & Sausage Croissant Sandwich	19 Strawberry Concha
L	Chipotle Macaroni & Cheese (1c) with Mixed Vegetables (1c)	Peperjack Cheesburger with Sweet Potato (3/4c)	Chicken Parmesan Sandwich with Whole Kernel Corn (3/4c)	Chicken Quesadilla with Pinto Beans (3/4c)	Chicken Teriyaki with Brown Rice Pilaf (1/2c) & Steamed Broccoli & Carrots (1c)
S					
B	22 Bagel with Cream Cheese	23 Pancakes & Sausage w/Syrup	24 Reduced Sugar Cinnamon Toast Crunch & WG Crackers	25 Chicken Tamal	26 Egg & Cheese Burrito
L	Creamy Chicken Chipotle (1/2c) over Penne Pasta (1/2c) with Mixed Vegetables (1c)	Breaded Chicken Patty Sandwich with Mashed Potatoes (3/4c)	Beef (2oz) & Cheese (.5oz) Nachos (1oz) with Pinto Beans (3/4c)	Italian Turkey, Ham & Cheese Hoagie Roll Sandwich with Carrot Sticks (1/2c) & Ranch	Chicken Fettuccine (1c) Alfredo with Steamed Broccoli & Carrots (1c)
S					
B	29 **Coco Puffs & WG Crackers**	30 Coffee Cake & String Cheese	31 Lucky Charms & WG Crackers		
L	**Honey BBQ wings with Mash/ Roll(1c)**	Cajon Chicken Pasta with Carrot Sticks (1c) & Ranch	Spaghetti(1c) & Meatballs with Steamed Carrots (3/4c)		
S					

this institution is an equal opportunity provider.

Breakfast fruit/juice portions: 1 cup & Lunch fruit/juice portions: 1/2 cup (Juice cannot exceed 50% of total weekly servings.) Milk (1 Cup) (1%/Non-fat/Non-fat Choc)



School Notes:

"Eat Right, Be Bright!"

FreshStart MEALS

Powered by BoardOnTrack
607 of 959
El Camino Real Charter High School - Special Board Meeting - Agenda - Thursday June 2, 2022 at 4:30 PM

April 2021

GRADE: K-12

CACFP Menu

B= Breakfast | S= Supper | S1=Snack | Serve w/ Milk & Fruit

Last updated: 2/26/21 at 1:11 pm

Menus subject to change.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	29	**30**	31	**1**	**2**
B	Strawberry Muffin	Pancakes (2)	Coffee Cinnamon Crumble	Bean & Cheese Burrito	Mexican Concha
S	BBQ Chicken on a HB Bun w/carrots (1/2c)	Chicken Parmesan Sandwich w/mashed potato (1/2c)	Teriyaki Chicken Chow Mein w/broccoli (1/2c)	Creamy Chicken Chipotle w/brown rice (1/2c) & pinto beans (1/2c)	Pepperoni Pizza Bagel w/carrot sticks (1/2c)
S1	Scooby Doo Crackers	Apple Muffin	Goldfish Crackers	Cinnamon Pop Tart	Animal Crackers
	5	**6**	7	**8**	**9**
B	Cheese Quesadilla	Waffles (2)	Coffee Cinnamon Crumble	Grilled Cheese Sandwich	Mexican Concha
S	Cheeseburger w/carrots (1/2c)	Turkey & Cheese Bagel Sandwich w/bbq corn salad (1/2c)	Penne Pasta and Meat Sauce (3/4c) w/broccoli (1/2c)	Beef & Cheese Nachos w/pinto beans (1/2c)	Turkey & Cheese Hoagie Sandwich w/carrot sticks (1/2c)
S1	Blueberry Muffin	Cheez-it-Crackers	Strawberry Pop Tart	Scooby Doo Crackers	Cinnamon Graham Bug Bites
	12	**13**	**14**	**15**	**16**
B	Breakfast Burrito	Banana Muffin	Chicken Tamal	Coffe Cake and String Cheese	Bagel & Jelly
S	Creamy Chicken Chipotle over Penee Pasta (1c) with mixed Vegtables (1c)	Chicken & Waffles w/mashed potatoes (1/2c)	Vegetarian Lasagna w/broccoli (1/2c)	Southwestern Chicken w/brown rice (1/2c) & pinto beans (1/2c)	Garlic Pesto Cheese Pasta w/carrots (1/2c)
S1	Banana Muffin	Vanilla Wafers	Oatmeal Cookie	Chocolate Gripz Graham Bitz	Goldfish Crackers
	19	20	21	**22**	**23**
B	Cheese Quesadilla	Cinnamon French Toast (2)	Coffee Cinnamon Crumble	Grilled Cheese Sandwich	Apple Cinnamon Tamal
S	Honey BBQ Wings w/dinner roll & carrot sticks	Chicken Parmesan Sandwich with Tater Tots	Spaghetti and Meatballs w/broccoli	Cilantro Chicken Salad Hoagie Sandwich w/bbq bean salad (1/2c)	Chicken Alfredo Pasta w/mixed vegetables
S1	(1/2c) Cheeze it Crackers	(1c) Orange Muffin	(1/2c) Animal Crackers	Vanilla Wafers	(1/2c) Scooby Doo Crackers
	26	**27**	28	**29**	**30**
B	Bagel & Jelly	Banana Muffin	Croissant Sausage Egg and Cheese	Bean & Cheese Burrito	Grapre Crescent
S	Marinara Cheese Pasta w/carrots (1/2c)	Chicken Nuggets w/whole kernel corn (1/2c)	Lemon Pepper Chicken & Brown Rice (1/2c) w/ broccoli (1/2c)	Breaded Chicken Patty on a HB Bun w/bbq baked beans (1/2c)	Chicken Teriyaki & Brown Rice (1/2c) w/ mixed vegetables (1/2c)
S1	Strawberry Pop Tart	Goldfish Crackers	Oatmeal Cookie	Animal Crackers	Blueberry Muffin

Earth Day

This institution is an equal opportunity provider.

Breakfast fruit/juice portions: 1/2 cup & Lunch fruit/juice portions: 1/4 cup (Juice cannot exceed 50% of total weekly servings.) Milk (1 Cup) (1%/Non-fat/Non-fat Cho

School Notes:

-
-
-
-
-
-
-
-

Spring Break

ChooseMyPlate.gov

FreshStart HEALTHY SCHOOL MEALS

eat right, be bright!

Powered by BoardOnTrack

El Camino Real Charter High School - Special Board Meeting - Agenda - Thursday June 2, 2022 at 4:30 PM

MENU ORDER FORM

Orders not submitted before 5 day deadline will receive the first option for that particular week. Order counts may be changed within a 48 hour notice. All grains/breads are whole grain rich food items. Fruits are subject to change depending on availability of product. All breakfast and lunches are served with milk and fruit.

MONTH

FreshStart MEALS

Grades 9 - 12	School Name:				
	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 Options	Starchy	Dark Green	Red & Orange	Beans & Peas	Other Veggies
Breakfast			Reduced Sugar Trix & WG Crackers	Bean & Cheese Burrito	Mexican Concha
Hot Lunch			***Honey BBQ Chicken Wings (4) with Dinner Roll, Carrot Sticks (1c) & Ranch***	***Beef Meatball & Cheese Hoagie Sandwich with Tater Tots (1c)***	***Chicken Teriyaki with Brown Rice Pilaf (1c) & Steamed Broccoli & Carrots (1c)***
Hot Lunch			***Michael B's / Bestway***	***Michael B's / Bestway***	***Pandables***
			Breaded Chicken Patty Sandwich with Sweet Potato (1c)	*Double Dog Chicken Hot Dogs with Tater Tots (1c)*	*Chicken Fettuccine (1c) Alfredo with Green Salad (2c)*
Cold Lunch			***Michael B's / Bestway***	***Michael B's / Bestway***	
			Ham & Cheese Croissant Sandwich with Green Salad (1 1/2c)	Turkey & Cheese Sandwich with Carrot Sticks (3/4c) & Ranch	Creamy Basil Chicken Tortilla Wrap with Carrot Sticks (1/2c) & Ranch
			Michael B's / Bestway		
Daily Salad			**Chinese Chicken Salad with a Wheat Dinner Roll**	**Greek Chicken Salad with a Wheat Dinner Roll**	**Santa Fe Chicken Salad with a Wheat Dinner Roll**
Snack			**Scooby Doo Crackers**	**Animal Crackers**	**Apple Muffin**
Week 2 Options	**Starchy**	**Dark Green**	**Red & Orange**	**Beans & Peas**	**Other Veggies**
Breakfast	Mini Bagels w/Cinnamon Cream Cheese	Pancakes (2) with Syrup	Reduced Sugar Cinnamon Toast Crunch & WG Crackers	Beef, Cheese & Chili Flaquito	Coffee Cake & String Cheese
Hot Lunch	***Chicken Parmesan Sandwich with Mashed Potatoes (1c)***	***Penne Pasta (1c) & Turkey Meat Sauce (3/4c) with Green Salad (1 1/2c)***	***Pepperoni Pizza with Carrot Sticks (1c) & Ranch***	***Chicken Tamal with Black Beans (1c)***	***Chicken (1/2c) Chow Mein (1c) & Steamed Broccoli & Carrots (1c)***
			Papa Johns WG Slice	***Michael Bs Food Products***	***Pandables***
Hot Lunch	*Beef Hot Dog with Tater Tots (1c)*	*Lemon Pepper Chicken with Brown Rice Pilaf (1c) & Mixed Vegetables (1c)*	Orange Chicken with Brown Rice Pilaf (1c) & Steamed Carrots (1c)	Beef (2oz) & Cheese (.5oz) Nachos (2oz) with Black Beans (1c)	*Creamy Chicken Chipotle (1/2c) over Penne Pasta (1c) with Steamed Broccoli & Carrots (1c)*
	Michael Bs Food Products	***Pandables***	***Prepack Wednesday***		
Cold Lunch	Parmesan Chicken Pasta with Basil Corn Salad (1c)	Cilantro Turkey Tortilla Wrap with Green Salad (1c)	*Turkey Salad Sandwich with Carrot Sticks (3/4c) & Ranch*	*Ham & Cheese Torta with Cilantro Bean Salad (3/4c)*	Oriental Chicken Wheat Tortilla Wrap with Carrot Sticks (1/2c) & Ranch
	Michael Bs Food Products		***Michael Bs Food Products***		
Daily Salad	**Caesar Chicken Salad with a Wheat Dinner Roll**	**Chef Turkey & Ham Salad with a Wheat Dinner Roll**	**Chinese Chicken Salad with a Wheat Dinner Roll**	**Greek Chicken Salad with a Wheat Dinner Roll**	**Santa Fe Chicken Salad with a Wheat Dinner Roll**
Snack	**Goldfish Crackers**	**Scooby Doo Crackers**	**Cinnamon Pop Tart**	**Vanilla Educational Snack**	**Banana Muffin**
Week 3 Options	**Starchy**	**Dark Green**	**Red & Orange**	**Beans & Peas**	**Other Veggies**
Breakfast	Chocolate Crescent	Cinnamon French Toast w/Syrup	Rice Chex & WG Crackers	Egg & Sausage Burrito	WG Apple Cinnamon Donut
				Johnny Ringos	
Hot Lunch	***Green Wet Chicken Burrito with Whole Kernel Corn (1c)***	***Chicken Fettuccine (1c) Alfredo with Green Salad (2c)***	***Beef & Bean Chili with WG Saltines (6pkts) & Green Salad (1c)***	***Philly Cheese Steak Sandwich with Sweet Potato (1c)***	***Orange Chicken with Brown Rice Pilaf (1c) & Steamed Broccoli & Carrots (1c)***
		Michael B's / Bestway	***Prepack Wednesday***	***Michael Bs Food Products***	***Pandables***
Hot Lunch	*Beef Taquitos (2) with Whole Kernel Corn (1c)*	*Chicken Teriyaki with Brown Rice Pilaf (1c) & Mixed Vegetables (1c)*	*Red Chicken & Cheese Enchiladas with Pinto Beans (3/4c)*	*Corn Dog Nuggets (6) with Sweet Potato (1c)*	*Spaghetti (1c) & Meatballs with Green Salad (1 1/2c)*
	Michael Bs Food Products	***Pandables***			***Michael Bs Food Products***
Cold Lunch	Cajun Chicken Pasta with BBQ Corn Salad (1c)	Ham & Cheese Sandwich with Green Salad (1 1/2c)	Turkey, Cheese & Spinach Ciabatta Sandwich with Cilantro Bean Salad (3/4c)	Italian Turkey, Ham & Cheese Hoagie Roll Sandwich with Carrot Sticks (3/4c) & Ranch	Caesar Chicken Tortilla Wrap with Carrot Sticks (1/2c) & Ranch
	Michael Bs Food Products		***Prepack Wednesday***		
Daily Salad	**Caesar Chicken Salad with a Wheat Dinner Roll**	**Chef Turkey & Ham Salad with a Wheat Dinner Roll**	**Chinese Chicken Salad with a Wheat Dinner Roll**	**Greek Chicken Salad with a Wheat Dinner Roll**	**Santa Fe Chicken Salad with a Wheat Dinner Roll**
Snack	**Berry Rice Krispies Granola Bar**	**Oatmeal Cookie**	**Animal Crackers**	**Cinnamon Graham Bug Bites**	**Blueberry Muffin**
Week 4 Options	**Starchy**	**Dark Green**	**Red & Orange**	**Beans & Peas**	**Other Veggies**
Breakfast		Waffles (2) with Syrup	Coco Puffs & WG Crackers	Maple Pancake Corn Dog	Cherry Strudel
Hot Lunch		***Macaroni & Cheese (1c) with BBQ Baked Beans (1c)***	***Pepperoni Pizza with Carrot Sticks (1c) & Ranch***	NEW! ***Beef & Cheese Chimichanga with Whole Kernel Corn (1c)***	***Mongolian Beef (1/2c) Chow Mein (1c) with Steamed Broccoli & Carrots (1c)***
			Papa Johns WG Slice		***Pandables***
Hot Lunch	Happy MLK Day	*Chicken Tamal with Pinto Beans (1c)*	*Hawaiian Chicken with Brown Rice Pilaf (1c) & Steamed Carrots (1c)*	*Spanish Chicken Adobo with Brown Rice Pilaf (1c) & Whole Kernel Corn (3/4c)*	*Pesto Chicken Penne Pasta (1c) with Steamed Broccoli & Carrots (1c)*
		Michael Bs Food Products	***Pandables***	***Michael Bs Food Products***	
Cold Lunch		*Creamy Basil Chicken Tortilla Wrap with Green Salad (1c)*	*Turkey & Cheese Sandwich with Carrot Sticks (3/4c) & Ranch*	Chicken Breast Pita Sandwich with Cilantro Bean Salad (3/4c)	Roasted Pepper Chicken Tortilla Wrap with Carrot Sticks (1/2c) & Ranch
				Michael Bs Food Products	
Daily Salad		**Chef Turkey & Ham Salad with a Wheat Dinner Roll**	**Chinese Chicken Salad with a Wheat Dinner Roll**	**Greek Chicken Salad with a Wheat Dinner Roll**	**Santa Fe Chicken Salad with a Wheat Dinner Roll**
Snack		**Chocolate Chip Gripz Graham Bits**	**Scooby Doo Crackers**	**Strawberry Sport Graham Cr**	**Orange Muffin**
Week 5 Options	**Starchy**	**Dark Green**	**Red & Orange**	**Beans & Peas**	**Other Veggies**
Breakfast	Zucchini Loaf	Pancakes (2) with Syrup	Multi Grain Cheerios & WG Crackers	Green Chile Egg & Cheese Burrito	Mini Cinnamon Rolls
				Johnny Ringos	
Hot Lunch	***Beef (2oz) & Cheese (.5oz) Nachos (2oz) with Pinto Beans (1c)***	***Spaghetti (1c) & Meatballs with Green Salad (1 1/2c)***	***Chicken & Waffles with Mashed Potatoes (1c)***	***Pepperjack Cheeseburger with Sweet Potato (1c)***	***Chicken Teriyaki with Brown Rice Pilaf (1c) & Steamed Broccoli & Carrots (1c)***
		Michael Bs Food Products	***Prepack Wednesday***		***Pandables***
Hot Lunch	Beef, Bean & Cheese Burrito with Pinto Beans (1c)	*Orange Chicken with Brown Rice Pilaf (1c) & Mixed Vegetables (1c)*	*Chicken Parmesan Sandwich with Mashed Potatoes (1c)*	*Honey BBQ Chicken Wings (4) with Dinner Roll, Carrot Sticks (1c) & Ranch*	*Chicken Fettuccine (1c) Alfredo with Green Salad (2c)*
		Pandables	***Prepack Wednesday***		
Cold Lunch	*Spinach Chicken Pasta with Cilantro Bean Salad (1c)*	*Turkey Salad Sandwich with Green Salad (1 1/2c)*	*Ham & Cheese Torta with BBQ Corn Salad (3/4c)*	Turkey & Cheese Croissant Sandwich with Carrot Sticks (3/4c) & Ranch	Oriental Chicken Tortilla Wrap with Carrot Sticks (1/2c) & Ranch
	Michael Bs Food Products			***Michael Bs Food Products***	
Daily Salad	**Caesar Chicken Salad with a Wheat Dinner Roll**	**Chef Turkey & Ham Salad with a Wheat Dinner Roll**	**Chinese Chicken Salad with a Wheat Dinner Roll**	**Greek Chicken Salad with a Wheat Dinner Roll**	**Santa Fe Chicken Salad with a Wheat Dinner Roll**
Snack	**Apple Cin. Rice Krispies Granola Bar**	**Elf Chocolate Graham Crackers**	**Cheez-it Crackers**	**Strawberry Pop Tart**	**Banana Muffin**

All entrées are 2oz eq M/MA (protein). Snacks are served with juice unless it is fruit and then it will be given with milk. Fruits are subject to change depending on availability of product.



Additional Documents



HCCP Plan

02/15/2022

We reassessed our HACCP program and made changes to our food safety system, to better streamline our environmental process and met our critical limits. We now have 3 critical limits which is defined below and identification of supporting documentation for critical limits chosen for hazards we have identified as reasonably likely to occur:

CCP 1-**165*F Critical limit, cook process- FSIS Directive 7111.1 Appendix A**

CCP 2 **– During cooling, the product's maximum internal temperature should not remain between 135*F and 70*F for more than 2 hours (120 min) nor between 70*F and 45*F for more than 4 hours. This cooling rate can be applied universally to cooked products process-FSIS Directive 7111.1option 1. appendix B Additionally, we have some products where a heat treatment only is applied, products may not reach the 135*F temperature, but may reach temperatures above 70*F in less than 120 minutes (2.0 hours) then follow from 70*F to 45*F in less than 4 hours.**

CCP3**- 44.6*F Critical Limit- Bruce Tompkins Study**

In-house validation

Verification Procedures: Monitoring of our Critical Control Limits at the critical control point locations will be performed per each in process or finished meat/poultry products produced, and documented: in process meat/poultry/non-meat- Raw/Fully Cooked and Cooling Record Report (CCP 1 & 2) Finished cooked meat/poultry products- production Report for USDFA Assembled Products (CCP3)

Direct observation-Daily

Calibration – Daily

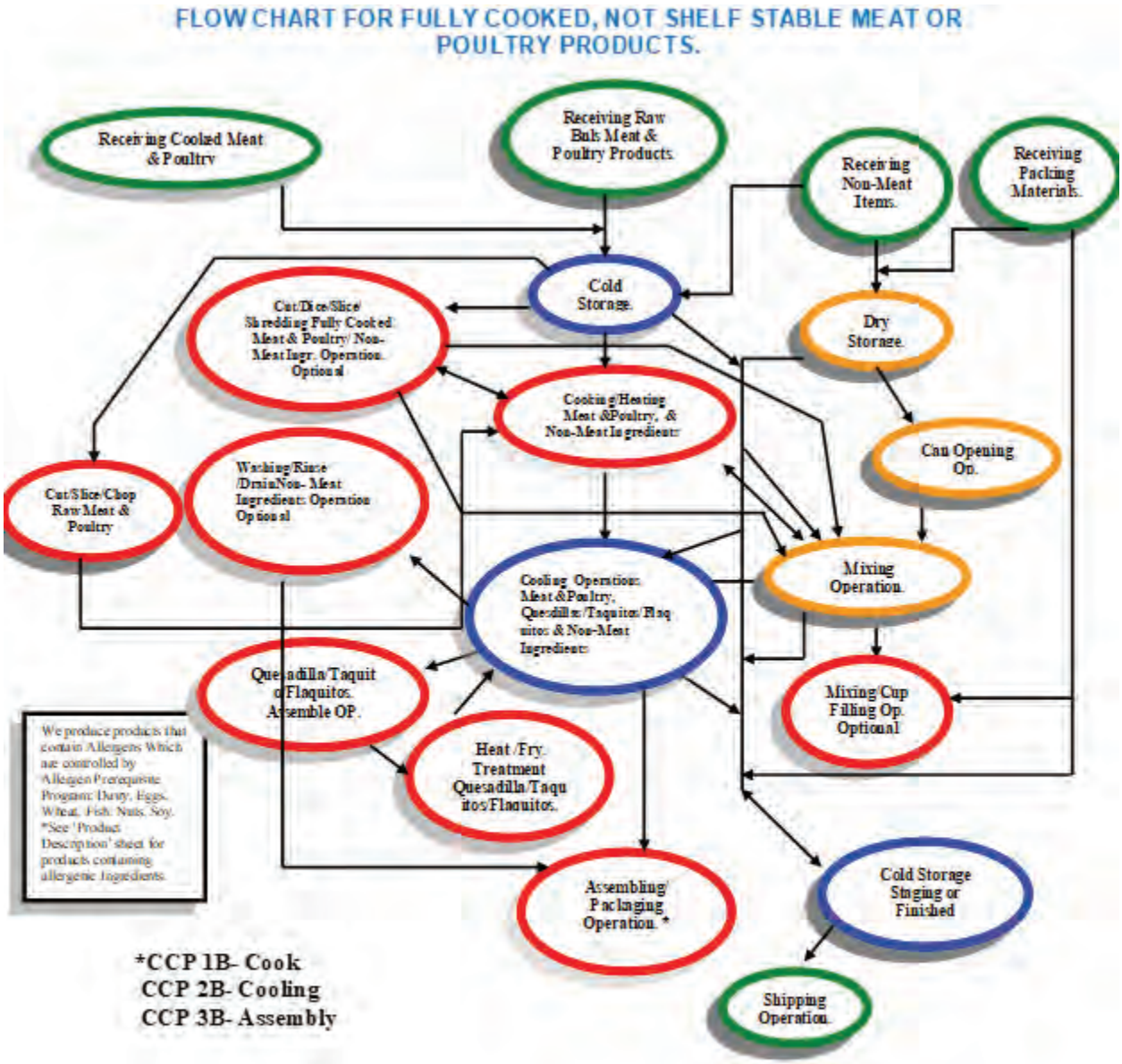
Record Review: Daily

Pre-shipment Review: Daily (Unless a FSIS sample is taken then we will abstain until results are reported by FSIS)

FSIS states, "That identification of Hazards not reasonably likely to occur could be covered by a control-point program or prerequisite program." The following programs are supported with on going documentation. They are defined as follows and maybe found in titled program books.

Listeria monocytogenes prerequisite program-Alternative 3
Allergen prerequisite Program
Receiving and Temperature control point program
Cooler/ Freezer Storage Control Point Program
Letters of Guarantee from our Suppliers
Establishment does not accept "Returned Product" that has left establishment control.

DATE 4/05/2022 SIGNATURE Q.A Eduardo Covarrubias -



02/15/2022

Date

FRESH START HEALTHY MEALS

HACCP PLAN-FRESH START

PROCESS CATEGORY: FULLY COOKED, NOT SHELF STABLE MEAT OR POULTRY PRODUCTS.
PRODUCT NAME: FULLY COOKED, NOT SHELF STABLE MEAT OR POULTRY PRODUCTS. Page 1

PROCESS STEP	Hazard Description Biological (B) Chemical (C) Physical (P)	CCP NO.	CRITICAL LIMITS	MONITORING PROCEDURES & FREQUENCY. PERSON RESPONSIBLE.	CORRECTIVE ACTIONS & PERSON RESPONSIBLE.	HACCP RECORDS	VERIFICATION PROCEDURES & PERSON RESPONSIBLE.
COOKING/ HEATING / COOKED MEAT & POULTRY, PASTAS, RICE, SALSAS OPERATION	**B. Biological** (Listeria Monocytogenes, Salmonella, E. Coli 0157:H7, STEC s, Campylobacter, C. Perfringens)	**1B**	**B. The meat or poultry food products and scrambled egg are to be cooked. 158°F for Meat and scrambled egg and at least 165 °F for Chicken. All Fresh Start Hot Cater Meals will be heating to a minimum internal temperature of 180*F. Rice and Pasta: Vegetative pathogens survival, Rice is pasteurized at ≥ 165 °F for 15 seconds.** **Directive 7111.1 Appendix A, USDA Poultry Cooking Guidelines and FDA 2009, 3.401.11**	B. Trained establishment official will monitor the internal temperature of the product being cooked/ heated at the end of the cooking/heating cycle for each kind of product. A)FOR HOT CATER MEALS Per our correlation data the responsible personnel will monitor the internal product temperature of the product for each batch and document the lowest temperature. The second temperature will monitor at the end of loading into cambrios and document the lowest temperature. B)FOR COOKING Each batch or lot responsible personnel will at least pick up one largest piece of cooked meat or poultry product and check the internal temperature. For each batch or lot, responsible personnel will at least pick up three largest light color pieces of scrambled egg from the top layer, check the internal temperature and document the lowest temperature.	Trained establishment official will make corrective actions to be in compliance with HACCP Regulations Part 417.3(a)(1-4) Establishment official will identify the cause of deviation, bring CCP under control and implement controls if needed to prevent re-occurrence. Product will be inventoried to assure all product is under establishment control. SEE "HACCP Corrective Action Report"	**Trained establishment official will record date, time of observation, and all the pertinent information required for the correct completion of the** COOKING /HEATING COOLING REPORT **initial or sign all documentation including any corrective action in the** HACCP CORRECTIVE ACTION REPORT. CALIBRATION THERMOMETER RECORD.	**Trained establishment official will perform a direct observation at least once per day observe the designated person, or by a plant official monitor the procedures listed in the "Monitoring Procedures & Frequency…" block to see if these procedures are being followed including any corrective action implemented by the designated person or management.** **Trained establishment official will perform record review verification at least once per day on the monitoring documents, direct observation, thermometer calibration form, and any corrective actions required or more often if necessary to assure that the documentation complies with regulatory requirements. NOTE: Record Review Must be performed by someone other than the person performing the monitoring.** **Trained establishment official will calibrate the thermometer for accuracy at least once per day. Adjust and record the findings in the** CALIBRATION THERMOMETER RECORD.

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FRESH START HEALTHY MEALS

HACCP PLAN-FRESH START

PROCESS CATEGORY: FULLY COOKED, NOT SHELF STABLE MEAT OR POULTRY PRODUCTS.
PRODUCT NAME: FULLY COOKED, NOT SHELF STABLE MEAT OR POULTRY PRODUCTS. Page 2

PROCESS STEP	Hazard Description Biological (B) Chemical (C) Physical (P)	CCP NO.	CRITICAL LIMITS	MONITORING PROCEDURES & FREQUENCY. PERSON RESPONSIBLE.	CORRECTIVE ACTIONS & PERSON RESPONSIBLE.	HACCP RECORDS	VERIFICATION PROCEDURES & PERSON RESPONSIBLE.
COOLING OPERATION FOR MEAT/POULTRY AND NON-MEAT INGREDIENTS	**B. Biological** (listeria Monocytogenes, *C. Perfringens, C. Botulism*)	2B	B. Cooked meat or non-meat ingredients should be cooled as per FSIS Directive 7111.1 Appendix B Option 1 From 130°F to 80 °F not to exceed 1½ hours. From 80 °F to 40 °F not to exceed 5 hours.	B. Trained establishment official will monitor the internal temperature of each batch or lot of the meat product being cooled, to assure that the critical control limit is met. Check at least one piece of the product being cooled from each lot or batch at every step of the cooling cycle by inserting a hand held thermometer in the middle of the product. Record the highest temperature if more than one temperature is checked per cooling step.	Trained establishment official will make corrective actions to be in compliance with HACCP Regulations Part 417.3(a)(1-4) Establishment will identify the cause of deviation, bring CCP under control and implement controls if needed to prevent re-occurrence. Product will be inventoried to assure all product is under establishment control. SEE "HACCP Corrective Action Report"	Trained establishment official will record date, time of observation, and all the pertinent information required for the correct completion of the COOKING/COOLING REPORT initial or sign all documentation Document any deficiency or corrective actions in the HACCP CORRECTIVE ACTION REPORT. CALIBRATION THERMOMETER RECORD.	Trained establishment official will perform a direct observation at least once per day observe the designated person or a plant official monitor at least one step of the cooling process of the procedures listed in the "Monitoring Procedures & Frequency….) block to see if the these procedures are being followed, including any corrective action implemented by the designated person or management. Trained establishment official will perform record review verification at least once per day on the monitoring documents, direct observation records, including the thermometer calibration form and any corrective action to assure that the documentation complies with all the regulatory requirements. NOTE: Record Review Must be performed by someone other than the person performing the monitoring. Trained establishment official will calibrate the thermometer for accuracy at least once per day. Adjust and record the findings in the CALIBRATION THERMOMETER RECORD.

Personal Hygiene

Standard Operating Procedure

1. **Purpose:** To prevent contamination of food by foodservice employees.
2. **Scope:** This procedure applies to foodservice employees who handle, prepare, or serve food.
3. **Key Words:** Personal Hygiene, Cross-Contamination, Contamination
4. **Instructions:**
    a. Train foodservice employees on practicing good personal hygiene.
    b. Report to work in good health, clean, and dressed in clean attire.
    c. Change apron or clothes when they become soiled.
    d. Wash hands properly, frequently, and at the appropriate times.
    e. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
    f. Avoid wearing artificial fingernails and fingernail polish.
    g. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
    h. Do not wear any jewelry except for a plain ring such as a wedding band.
    i. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
    j. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
    k. Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated. Thoroughly wash hands afterward.
    l. Taste food the correct way:
        1) Place a small amount of food into a separate container.
        2) Step away from exposed food and food contact surfaces.
        3) Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
        4) Wash hands immediately.
    m. Wear suitable and effective hair restraints while in the kitchen.
    n. Follow State and local public health requirements.
5. **Monitoring**:
    a. A designated school or foodservice employee will inspect employees when they report to work to be sure that each employee is following this SOP.

The designated foodservice employee will monitor that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

6. **Corrective Action**:
    a. Any foodservice employee found not following this procedure will be retrained at the time of the incident. Effected food will be discarded.
7. **Verification and Record Keeping**:
    a. The foodservice manager or other designated personnel will verify that foodservice employees are following this policy by visually observing the employees during all hours of operation.

Washing Hands

Standard Operating Procedure

1. **Purpose:** To prevent foodborne illness by contaminated hands.
2. **Scope:** This procedure applies to anyone who handles, prepares, and / or serves food.
3. **Keywords:** Hand washing, Cross-Contamination
4. **Instructions:**
   a. Fresh Start will train any individual that prepares or serves food on proper hand washing. Training may include viewing a hand washing video and demonstrating proper hand washing procedure.
   b. Post hand washing signs or posters in a language understood by all foodservice staff near all hand washing sinks, in food preparation areas, and restrooms.
   c. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each hand washing sink or near the door in restrooms.
   d. Keep hand washing sinks accessible anytime employees are present.
   e. Wash hands:
      1) Before starting work
      2) During food preparation
      3) When moving from one food preparation area to another
      4) Before putting on or changing gloves
      5) After using the toilet
      6) After sneezing, coughing, or using a handkerchief or tissue
      7) After touching hair, face, or body
      8) After smoking, eating, drinking, or chewing gum or tobacco
      9) After handling raw meats, poultry, or fish
      10) After any clean up activity such as sweeping, mopping, or wiping counters
      11) After touching dirty dishes, equipment, or utensils
      12) After handling trash
      13) After handling money
      14) After any time the hands may become contaminated
   f. Follow proper hand washing procedures as indicated below:
      1) Wet hands and forearms with warm, running water (at least 100 ºF) and apply soap.
      2) Scrub lathered hands and forearms, under fingernails, and between fingers for at least 20 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
      3) Dry hands and forearms thoroughly with single-use paper towels.
      4) Dry hands for at least 30 seconds if using a warm air hand dryer.
      5) Turn off water using paper towels.

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6) Use paper towel to open door when exiting the restroom.

g. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:

1) Use hand sanitizers only after hands have been properly washed and dried.

2) Use only hand sanitizers that comply with the *2005 FDA Food Code*. Confirm with the manufacturers that the hand sanitizers used meet these requirements. Use hand sanitizers in the manner specified by the manufacturer.

5. **Monitoring**:

a. A designated employee will visually observe the hand washing practices of the foodservice staff during all hours of operation.

b. In addition, the designated employee will visually observe that accessibility of hand washing sinks and supplies during all hours of operation.

6. **Corrective Action**:

a. Employees that are observed not washing their hands at the appropriate times or using the proper procedure will be asked to wash their hands immediately.

b. Employee will be re-trained to ensure proper hand washing procedure.

7. **Verification and Record Keeping**:

a. The foodservice manager or other personnel will routinely complete the Food Safety Checklist to indicate that monitoring is being conducted as specified.

Using and Calibration of Thermometers

Standard Operating Procedure

1. **Purpose:** To prevent foodborne illness by ensuring that the appropriate type of thermometer is used to measure internal product temperatures and that thermometers use are correctly and routinely calibrated for accuracy for the safety of food being served to children.
2. **Scope:** This procedure applies to foodservice employees who use thermometers in the designated food preparation area.
3. **Key Words:** Calibration, Thermometer
4. **Instructions:**
   a. Train foodservice employees on using the procedures in this SOP.
   b. Follow State or local health department requirements.
   c. Follow the food thermometer manufacturer's instructions for use. Use a food thermometer that measures temperatures from 0 ºF (-18 ºC) to 220 ºF (104 ºC) and is appropriate for the temperature being taken. For example:
      1) Temperatures of thin products, such as hamburgers, chicken breasts, pizza, filets, nuggets, hot dogs, and sausage patties, must be taken using a thermistor or thermocouple with a thin probe.
      2) Bimetallic, dial-faced stem thermometers are accurate only when measuring temperatures of thick foods. They may not be used to measure temperatures of thin foods. A dimple mark located on the stem of the thermometer indicates the maximum food thickness that can be accurately measured.
      3) Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven.
   d. Have food thermometers easily-accessible to foodservice employees during all hours of operation.
   e. Clean and sanitize food thermometers before each use. Refer to the *Cleaning and Sanitizing Food Contact Surfaces SOP* (see APPENIDX 4) for the proper procedure to follow.
   f. Store food thermometers in an area that is clean and where they are not subject to contamination.
5. **Monitoring:**
   a. The foodservice manager or other designated personnel will review the Thermometer Calibration Record / Menu routinely to ensure that thermometers were calibrated.
   b. Employees will calibrate thermometers routinely using the following steps as demonstrated during training by Fresh Start Healthy Meals:
      1) Ice-Point Method
         a) The ice-point method of calibrating thermometers is used.
            1 Fill a large glass (at least 6" in diameter) with crushed ice. Add cold, clean tap water until the glass is full. Stir the mixture well so that it will be at 32°F.

2 Put the end of the clean thermometer or probe stem into the ice water so that the sensing area is completely submerged, but the stem does not touch the bottom or sides of the glass. Wait 30 seconds. The thermometer stem or probe stem must remain in the ice water submerged past the sensing area indicator (indentation on dial thermometers).Allow the temperature reading to stabilize before reading temperature.

3 Hold the adjusting nut on a dial thermometer, located under the indicator head of the thermometer, securely with a small wrench or pliers, and rotate the head of the thermometer until it reads 32°F (0°C).

4 Temperature measurement should be 32 ºF (+ 2 ºF) [or 0 ºC (+ 1 ºC)]. If not, adjust according to manufacturer's instructions.

5 Press the reset button on a digital thermometer to adjust the readout.

6 Record calibration, including date and initials, on the Thermometer Calibration Record. See TAB H to APPENDIX 25.

6. **Corrective Action**:
   a. Retrain any foodservice employee found not following the procedures in this SOP.
   b. For an inaccurate, bimetallic, dial-faced thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench.
   c. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions.
   d. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer's instructions for having the thermometer calibrated.
   e. Retrain employees who are using or calibrating food thermometers improperly.
7. **Verification and Recordkeeping. :**
   a. Foodservice employees will record the calibration temperature and any corrective action taken, if applicable, on the Thermometer Calibration Log each time a thermometer is calibrated.
   b. The foodservice manager will verify that foodservice employees are using and calibrating thermometers properly by making visual observations of the employees during the calibration process and all operating hours.
   c. The foodservice manager will review and initial the Calibration Log daily. The Calibration Log will be kept on file a minimum of 1 year.
   d. The foodservice manager or designee will complete the Food Safety Checklist daily.
   e. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

Cleaning and Sanitizing Food Contact Surfaces

Standard Operating Procedure

1. **Purpose:** To prevent foodborne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.
2. **Scope:** This procedure applies to foodservice employees involved in cleaning and sanitizing food contact surfaces.
3. **Key Words:** Food Contact Surface, Cleaning, Sanitizing
4. **Instructions:**
   a. Train foodservice employees on using the procedures in this SOP.
   b. Follow State or local health department requirements.
   c. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to *Storing and Using Poisonous or Toxic Chemicals SOP*. See APPENDIX 7.
   d. If State or local requirements are based on the *2001 FDA Food Code*, wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
      1) Before each use
      2) Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
      3) Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
      4) Any time contamination occurs or is suspected
   e. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
      1) Wash surface with detergent solution.
      2) Rinse surface with clean water.
      3) Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
   f. Place wet items in a manner to allow air drying. If a 3-compartment sink is used, setup and use the sink in the following manner:
      1) In the first compartment, wash with a clean detergent solution at or above 110 ºF or at the temperature specified by the detergent manufacturer.
      2) In the second compartment, rinse with clean water.
      3) In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label or by immersing in hot water at or above 171 ° F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.
5. **Monitoring:**
   a. Foodservice employees will:

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1) During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2) In a 3-compartment sink, on a daily basis:

b. Visually monitor that the water in each compartment is clean.
   1) Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
   2) If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
   3) If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. Refer to *Using and Calibrating Thermometers SOP* .

6. Corrective Action:

a. Retrain any foodservice employee found not following the procedures in this SOP.
b. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
c. In a 3-compartment sink:
   1) Drain and refill compartments periodically and as needed to keep the water clean.
   2) Adjust the water temperature by adding hot water until the desired temperature is reached.
   3) Add more sanitizer or water, as appropriate, until the proper concentration is achieved.

7. Verification and Record Keeping:

a. Foodservice employees will record monitoring activities and any corrective action taken on the Food Contact Surfaces Cleaning and Sanitizing Log.
b. The foodservice manager or designee will verify that foodservice employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Food Contact Surfaces Cleaning and Sanitizing Log.
c. The foodservice manager or designee will complete the Food Safety Checklist daily.
d. The Food Contact Surfaces Cleaning and Sanitizing and Food Safety Checklist are to be kept on file for a minimum of 1 year.

Washing Fruits and Vegetables

Standard Operating Procedure

1. **Purpose:** To prevent or reduce risk of foodborne illness or injury by contaminated fruits and vegetables.
2. **Scope:** This procedure applies to foodservice employees who prepare or serve food.
3. **Keywords:** Fruits, Vegetables, Cross-Contamination
4. **Instructions:**
   a. Train foodservice employees who prepare or serve food on how to properly wash and store fresh fruits and vegetables.
   b. Wash hands using the proper procedure.
   c. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce, such as:
      1) cutting boards,
      2) knives, and,
      3) sinks.
   d. Follow manufacturer's instructions for proper use of chemicals.
   e. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
   f. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the *2005 FDA Food Code.*
   g. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
   h. Follow State and local public health requirements.
5. **Monitoring:**
   a. The foodservice manager will visually monitor that fruits and vegetables are being properly washed during all hours of operation.
   b. In addition, foodservice employees will check daily the quality of fruits and vegetables in cold storage.
6. **Corrective Action:**
   a. Unwashed fruits and vegetables will be removed from service and washed immediately before being served.
   b. Unlabeled fresh cut items will be labeled and dated.
7. **Verification and Record Keeping:**
   a. The foodservice manager or other designated personnel will routinely complete the Food Safety Checklist to indicate that monitoring is being conducted as specified in this procedure. See TAB A to APPENDIX 25.

Cooking & Preparing Foods

Standard Operating Procedure

1. **Purpose:** To prevent foodborne illness by ensuring that all foods are cooked to the appropriate internal temperature and to prevent or reduce the risk of foodborne illness during preparation.
2. **Scope:** This procedure applies to foodservice employees who prepare or serve food.
3. **Key Words:** Cross-Contamination, Temperatures, Cooking
4. **Instructions:**
   a. Fresh Start Food Service Manager will train foodservice employees who prepare or serve food on how to use a food thermometer and cook foods using this procedure.
   b. Ensure all food stored or prepared in facility is from approved sources.
   c. Food equipment, utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.
   d. Frozen food is thawed under refrigeration, cooked to proper temperature (165^{o}F) from frozen state, or in cold running water.
   e. Thawed food is not refrozen.
   f. Food is tasted using the proper procedure.
   g. Food is handled with suitable utensils, such as single use gloves or tongs.
   h. Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor.
   i. The temperature of food is tested with a calibrated food thermometer. The internal temperature of food being cooked is monitored and documented.
5. **Monitoring:**
   a. Use a clean, sanitized, and calibrated probe thermometer.
   b. Take the internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product (usually the center). Be sure that thermometer is inserted completely in product.
   c. Record temperature of each food item on the Production Record or the Cooking - Reheating Temperature Log.
6. **Corrective Action:**
   a. Continue cooking food until the internal temperature reaches the required temperature.
7. **Verification and Record Keeping:**
   a. Foodservice employees will record product name, time, temperatures, and any corrective action taken on the Cooking - Reheating Temperature Log or in the appropriate space on the Food Production Record. See TAB G to APPENDIX 25.
   b. Foodservice manager will verify that foodservice employees have taken the required cooking temperatures by visually monitoring foodservice employees and preparation

procedures during the shift and reviewing, initialing, and dating the temperature log or Production Record regularly.

1) The Cooking – Reheating Temperature Logs are kept on file for a minimum of 1 year.
2) Production Records are kept on file for 3 years plus the current year.

Cooking & Preparing Foods

Standard Operating Procedure

1. **Purpose:** To prevent foodborne illness by ensuring that all foods are cooked to the appropriate internal temperature and to prevent or reduce the risk of foodborne illness during preparation.
2. **Scope:** This procedure applies to foodservice employees who prepare or serve food.
3. **Key Words:** Cross-Contamination, Temperatures, Cooking
4. **Instructions:**
   a. Fresh Start Food Service Manager will train foodservice employees who prepare or serve food on how to use a food thermometer and cook foods using this procedure.
   b. Ensure all food stored or prepared in facility is from approved sources.
   c. Food equipment, utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.
   d. Frozen food is thawed under refrigeration, cooked to proper temperature (165^{o}F) from frozen state, or in cold running water.
   e. Thawed food is not refrozen.
   f. Food is tasted using the proper procedure.
   g. Food is handled with suitable utensils, such as single use gloves or tongs.
   h. Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor.
   i. The temperature of food is tested with a calibrated food thermometer. The internal temperature of food being cooked is monitored and documented.
5. **Monitoring:**
   a. Use a clean, sanitized, and calibrated probe thermometer.
   b. Take the internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product (usually the center). Be sure that thermometer is inserted completely in product.
   c. Record temperature of each food item on the Production Record or the Cooking - Reheating Temperature Log.
6. **Corrective Action:**
   a. Continue cooking food until the internal temperature reaches the required temperature.
7. **Verification and Record Keeping:**
   a. Foodservice employees will record product name, time, temperatures, and any corrective action taken on the Cooking - Reheating Temperature Log or in the appropriate space on the Food Production Record. See TAB G to APPENDIX 25.
   b. Foodservice manager will verify that foodservice employees have taken the required cooking temperatures by visually monitoring foodservice employees and preparation

procedures during the shift and reviewing, initialing, and dating the temperature log or Production Record regularly.

1) The Cooking – Reheating Temperature Logs are kept on file for a minimum of 1 year.
2) Production Records are kept on file for 3 years plus the current year.

Transportation of Foods to Locations

Standard Operating Procedure

1. **Purpose:** To ensure that food will be transported in a manner that maintains quality and safety.
2. **Scope:** Employees involved in the production or transportation of food from a central or regional kitchen to a satellite location.
3. **Key Words:** Quality, Food Safety, Temperatures
4. **Instructions:**
   a. Train staff on using the procedures in this SOP.
   b. Follow State or local health department requirements.
   c. Use only food carriers for transporting approved food. Containers should be:
      1) Rigid and sectioned so that foods do not mix
      2) Tightly closed to retain the proper food temperature
      3) Nonporous to avoid leakage
      4) Easy-to-clean or disposable
      5) Approved to hold food
   d. Calibrate thermometers each week or sooner, if dropped or inaccurate.
   e. Use calibrated thermometers to take food temperatures.
   f. Record temperature and time in **Service Temperature Log** with employee initials.
      1) <u>Prior to transport, employees at central or regional kitchen should:</u>
         a) Ensure that all surfaces of the food carrier are clean
         b) Wash, rinse, and sanitize the interior surfaces.
         c) Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier. Refer to the *Holding Hot and Cold Potentially Hazardous Foods SOP* (APPENDIX 12) for the proper procedures to follow when taking holding temperatures
         d) Hot foods should be at or above 135ºF and cold food should be at or below 41ºF.
         e) Place a calibrated stem thermometer in the warmest part of the carrier if used for transporting cold food, or the coolest part of the carrier if used for transporting hot food. Refer to the *Using and Calibrating Thermometers SOP*.
         f) Take temperature of food during loading. Record temperatures in log and initial the entry.
         g) Place food containers in food carriers and transport the food in clean trucks, if applicable, to remote sites as quickly as possible.

2) Employees at Satellite Location:

   a) Follow *Receiving Deliveries SOP* when food arrives at remote site.

   b) Take and record food temperatures upon arrival at the satellite location. Employee should initial entry.

   c) Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier.

   d) Refer to the *Holding Hot and Cold Potentially Hazardous Foods SOP* (APPENIDX 12) for the proper procedures to follow when taking holding temperatures.

   e) Record and Discard leftover food.

5. **Monitoring**:

   a. Retrain any foodservice employee found not following the procedures in this SOP.

   b. Continue heating or chilling food carrier if the proper air temperature is not reached.

   c. Reheat food to 165 ºF for 15 seconds if the internal temperature of hot food is less than 135 ºF. Refer to the *Reheating Potentially Hazardous Foods SOP*.

   d. Cool food to 41 ºF or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 ºF.

   e. Refer to the Cooling Potentially Hazardous Foods SOP for the proper procedures to follow when cooling food.

   f. Discard foods held in the danger zone for greater than 4 hours.

   g. The foodservice manager or other designated personnel will:

      1) Review logs to ensure the temperatures and corrective actions are being met.

      2) Follow up as necessary.

      3) File temperature logs in HACCP file.

6. **Verification and Record Keeping:**

   a. Before transporting food to remote sites, foodservice employees will record food carrier temperature, food product name, time, internal temperatures, and any corrective action taken on the Hot and Cold Holding Temperature Log.

   b. Upon receipt of food at remote sites, foodservice employees will record receiving temperatures and corrective action taken on the Receiving Log.

   c. The foodservice manager or designee at sites will verify that foodservice employees are following this SOP by visually observing employees and reviewing and initialing the Hot and Cold Holding Temperature Log daily.

   d. The foodservice manager or designee at the remote site(s) will verify that foodservice employees are receiving foods at the proper temperature and following the proper receiving procedures by visually observing receiving practices during the shift and reviewing and initialing the Receiving Log daily.

e. The foodservice manager or designee will complete the Food Safety Checklist daily.
f. All logs and Food Safety Checklists are to be kept on file for a minimum of 1 year.

Holding Hot and Cold Potentially Hazardous Foods

Standard Operating Procedure

1. **Purpose:** To prevent foodborne illness by ensuring that all potentially hazardous foods are held under the proper temperature.
2. **Scope:** This procedure applies to foodservice employees who prepare or serve food.
3. **Key Words:** Cross-Contamination, Temperatures, Holding, Hot Holding, Cold Holding, Storage
4. **Instructions:**
   a. Fresh Start Food Service Management staff will train foodservice employees who prepare or serve food about proper hot and cold holding procedures. Included in the training is a discussion of the temperature danger zone.
   b. State or local health department requirements regarding required hot and cold holding temperatures will be followed. If State or local health department requirements are based on the *2005 FDA Food Code*:
      1) Hold hot foods at 135 ºF or above after initial heating to 165ºF; and
      2) Hold cold foods at 41 ºF or below.
   c. Use heating blankets supplied by Fresh Start Healthy Meals to keep hot food hot and cold food cold before service.
5. **Monitoring:**
   a. Use a clean, sanitized, and calibrated probe thermometer, available through Fresh Start Healthy Meals Customer Service to measure the temperature of the food.
   b. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
   c. For hot foods held for service:
      1) All hot potentially hazardous foods should be 135 ºF or above before placing the food out for display or service.
   d. For cold foods held for service:
      1) Chill foods, if applicable.
      2) All cold potentially hazardous foods should be between 32 ºF and 41 ºF before placing the food out for display or service.
      3) Take the internal temperature of the food before placing it onto any cold serving line and at least every 2 hours thereafter.
   e. For cold foods in storage:
      1) Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
      2) Chill food if the food is not 41 ºF or below.
6. **Corrective Action:**
   a. For hot foods:

1) Reheat the food to 165 ºF for 15 seconds if the temperature is found to be below 135 ºF and the last temperature measurement was 135 ºF or higher and taken within the last 2 hours.
2) Discard the food if it cannot be determined how long the food temperature was below 135 ºF.

b. For cold foods:

1) Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 ºF and the last temperature measurement was 41 ºF or below and taken within the last 2 hours:

a) Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.

2) Discard the food if it cannot be determined how long the food temperature was above 41 ºF.

7. Verification and Record Keeping:

a. If food is to be held before service, foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log.

b. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs.

c. Foodservice manager or other designated personnel will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs regularly.

d. Maintain the temperature logs for a minimum of 1 year.

Serving Food

Standard Operating Procedure

1. **Purpose**: To prevent foodborne illness by ensuring that all foods are served in a sanitary manner.
2. **Scope:** This procedure applies to foodservice employees who serve food.
3. **Key Words**: Cross-Contamination, Service
4. **Instructions**:
   a. Train foodservice employees on using the procedures in this SOP. Refer to the Personal Hygiene SOP.
   b. Follow State or local health department requirements.
   c. Follow the employee health policy, if applicable. (Employee health policy is not included in this resource.)
   d. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the *Washing Hands SOP*.
   e. Serve food on clean surface with clean and sanitized utensils and containers.
   f. Avoid touching ready-to-eat foods with bare hands. Refer to the *Using Suitable Utensils when Handling Ready-To-Eat Foods SOP*.
   g. Handle food containers by the edge or bottom and utensils by the handles.
   h. Store utensils with the handles up or by other means to prevent contamination.
   i. Hold potentially hazardous food at the proper temperature. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP.
   j. Wipe up spills and serving surfaces between serving lines.
   k. Count and record leftovers on the Meal Production Record. Discard cooked leftovers and other foods left in the temperature Danger Zone (41˚- 135˚) for longer than 4 hours.
5. **Monitoring**:
   a. A designated foodservice employee will visually observe that food is being served in a manner that prevents contamination during all hours of service.
6. **Corrective Action**:
   a. Retrain any foodservice employee found not following the procedures in this SOP.
   b. Replace improperly handled trays, utensils or food containers.
   c. Discard ready-to-eat food that has been touched with bare hands.
   d. Follow the corrective actions identified in the *Washing Hands SOP*; *Using Suitable Utensils When Handling Ready-To-Eat Foods*; and *Holding Hot and Cold Potentially Hazardous Foods SOP*.

7. **Verification and Record Keeping**:
   a. The foodservice manager or other designated person will periodically check the storage and use of utensils during service and will monitor procedures during serving.
   b. If food is to be held before service, foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log.

Administrative Reviews & Corrective Action Response

We understand that these reviews can at times be stressful, so addition to assisting with requested paperwork and preparation, your assigned School Ambassador will attend all Administrative Review site visits to provide additional support and make themselves available to answer any questions the reviewer has if needed.

In the event of an Administrative Review, Fresh Start will provide all the support necessary and required documents to ensure that the review is successful. This includes:

- Daily menus for the month of review for the selected sites
- Menu production records, recipes, Nutrition Facts labels and documentation of the contribution to the meal pattern for all meals served for the week during the review period for all selected sites
- Dietary Specifications Assessment Tool for sites selected for targeted menu review
- Any additional documentation that the auditor may request regarding the Meal Programs

Our Nutrition Department has processed numerous audits and Six Cent Certification packets for schools. Fresh Start has submitted all our menus, recipes, nutritional CN Labels, etc. for these audits and they have all been approved.

The most common corrective actions come from human error which requires retraining and re-inspection to correct. For example, a server forgetting to review her transportation record to see which serving spoon is needed for a particular item and under or over-serving as a result. Another example being a broken latch that was missed upon inspection leading to hot air escaping from the cambro and causing meal temperatures to drop and resulting in meals being below serving temperature.

We hold multiple trainings at our facility and provide on-site training regularly when conducting site visits to limit the likelihood of such things and work hard to make sure that when issues do arise, we are quick with our response. That can include replacing equipment, adjusting schedules, assigning personnel to supervise certain accounts or steps in production process and creating new protocols to include in our HACCP and SOP for the future.

Client#: 1011467 PRESHSTA0

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/01/2021

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services LLC-CL Lic # 0G11911 21700 Oxnard Street, Suite 1200 Woodland Hills, CA 91367	CONTACT NAME: Dolores Gonzalez PHONE (A/C, No, Ext): 818 251-3071 FAX (A/C, No): E-MAIL ADDRESS: Doloers.Gonzalez@usi.com
INSURED Fresh Start Healthy Meals, Inc. 13924 Ralston Avenue Sylmar, CA 91342-7607	INSURER A : Pacific Employers Insurance Co — NAIC # 22748 INSURER B : ACE Property & Casualty Insurance Co — NAIC # 20699 INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **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.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	X		D95372533	05/01/2021	05/01/2022	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
							MED EXP (Any one person)	$5,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR			D95444775	05/01/2021	05/01/2022	EACH OCCURRENCE	$4,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$4,000,000
	DED X RETENTION $0							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N / A					E.L. EACH ACCIDENT	$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

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

City of Inglewood, SBWIB, Inc., its Employees, Officers and Agents and the County of Los Angeles, its Special Districts, Officers and Employees are included as additional insured. Attached Additional insured endorsement CG 20 26 & CG 20 20 Additional Insured Endorsements

Loc# 1 - 13294 Ralston Avenue; Sylmar, CA

Building # 1 Office & Industrial Bakery/Food Production Warehouse

CERTIFICATE HOLDER

CANCELLATION

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

Gary D. Patterson

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ACORD 25 (2016/03) 1 of 1 #S32630469/M32630453

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D2GJA

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COUNTY OF LOS ANGELES
Public Health

THIS PERMIT MUST BE CONSPICUOUSLY DISPLAYED ON THE PREMISES

PUBLIC HEALTH LICENSE
FY 2021/2022
Valid Until 6/30/2022

PR Number: PR0241280
Program ID: FRESH START HEALTHY MEALS, INC
Description: FOOD PROCESSING WHOLESALE (6,000 + SQ. FT.)

Facility Owner - Mail Address
FRESH START HEALTHY MEALS, INC
5762 VALERIE AVE
SYLMAR, CA 91342

WFA

Facility Location
FRESH START HEALTHY MEALS, INC
13294 RALSTON AVE
SYLMAR, CA 91342



Buy American Policy

PROPRIETARY INFORMATION

Fresh Start Healthy Meals
13294 Ralston Ave, Sylmar, CA 91342

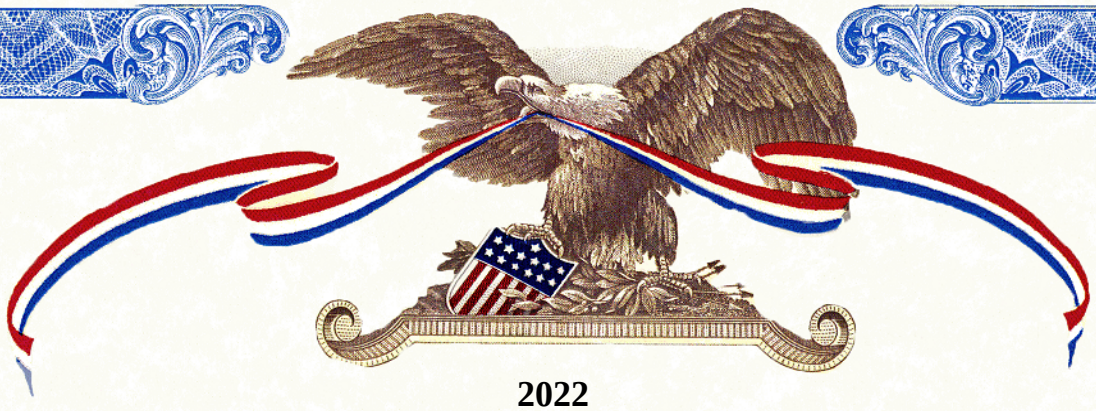
The Richard B. Russell National School Lunch Act provides in Section 12(n) the Buy American Provision which requires that school food authorities (SFAs) operating school meals programs purchase domestically produced (grown) and process foods, to the maximum extent practicable. The Buy American provision was codified in the National School Lunch Program regulations at 7CFR 210.21(d). A "domestic commodity or product" is defined in the Federal regulations as:

(i) An agricultural commodity that is produced in the United States (U.S.); **and**
(ii) A food product that is processed in the U.S.>, substantially using agricultural commodities that are produced in the U.S., 7 CFR 210.21(d).

Product Certification

We certify that our U.S. processed Fresh Start Healthy Meals have at least 95% U.S., content

Signature		Purchasing Director Title
Mayra Perez	04/20/2022	(818) 797-5881
Printed Name	Date	Phone Number



2022

CERTIFICATE OF REGISTRATION

This certifies that:

Fresh Start Healthy School Meals, Inc.
13294 Ralston Ave.
Sylmar, CA 91342
United States

is registered with the U.S. Food and Drug Administration pursuant to the Federal Food Drug and Cosmetic Act, as amended by the Bioterrorism Act of 2002 and the FDA Food Safety Modernization Act, such registration having been verified as currently effective on the date hereof by Registrar Corp:

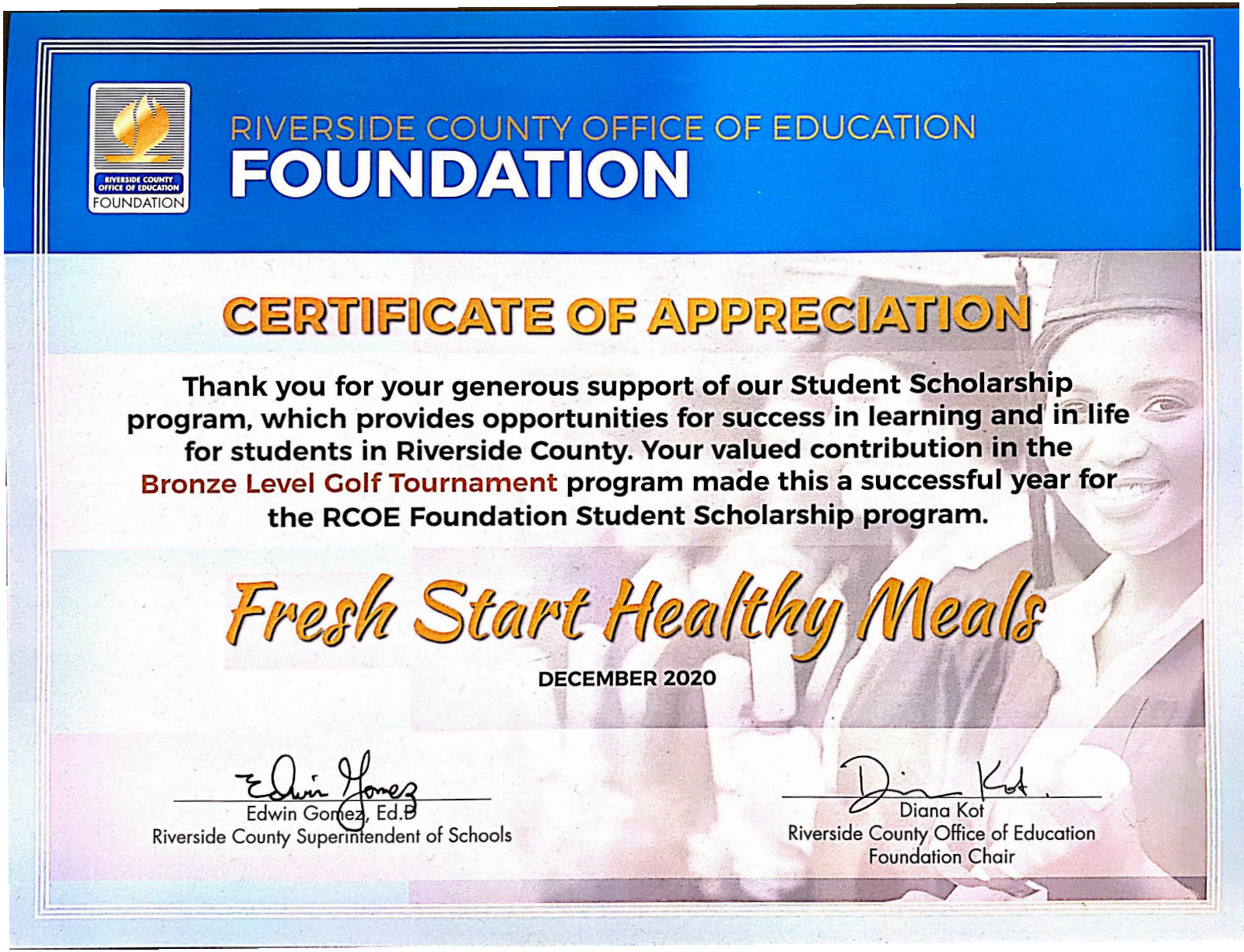
U.S. FDA Registration No.:	**19829765260**
U.S. Registration Agent:	**Registrar Corp** 144 Research Drive, Hampton, Virginia, 23666, USA Telephone: +1-757-224-0177 • Fax: +1-757-224-0179

This certificate affirms that the above stated facility is registered with the U.S. Food and Drug Administration pursuant to the Federal Food Drug and Cosmetic Act, as amended by the Bioterrorism Act of 2002 and the FDA Food Safety Modernization Act, such registration having been verified as effective by Registrar Corp as of the date hereof, and Registrar Corp will confirm that such registration remains effective upon request and presentation of this certificate until December 31, 2022, unless such registration has been terminated after issuance of this certificate. Registrar Corp makes no other representations or warranties, nor does this certificate make any representations or warranties to any person or entity other than the named certificate holder, for whose sole benefit it is issued. Registrar Corp assumes no liability to any person or entity in connection with the foregoing. The U.S. Food and Drug Administration does not issue a certificate of registration, nor does the U.S. Food and Drug Administration recognize a certificate of registration. Registrar Corp is not affiliated with the U.S. Food and Drug Administration.

Registrar Corp
144 Research Drive, Hampton, Virginia, 23666, USA
Telephone: +1-757-224-0177 • Fax: +1-757-224-0179
info@registrarcorp.com • www.registrarcorp.com

David Lennarz
Executive Director
Registrar Corp
Dated: March 11, 2022

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RIVERSIDE COUNTY OFFICE OF EDUCATION
FOUNDATION
CERTIFICATE OF APPRECIATION
Thank you for your generous support of our Student Scholarship program, which provides opportunities for success in learning and in life for students in Riverside County. Your valued contribution in the Bronze Level Golf Tournament program made this a successful year for the RCOE Foundation Student Scholarship program.
Fresh Start Healthy Meals
DECEMBER 2020
Edwin Gomez, Ed.D
Riverside County Superintendent of Schools
Diana Kot
Riverside County Office of Education
Foundation Chair

City of Compton

Appreciation Proclamation

Presented to

Fresh Start Healthy School Meals

Thank you for your contribution to the
City of Compton.
We commend you for your outstanding food,
, Neighborly generosity, and
Commitment to our community,
To make our city the unique place that it is.
At the request of Councilman Galvan,
On behalf of the 100,000 Citizen
Of the great City of Compton,
A host of family and friends.
We congratulate, honor and pray that God continues to
Richly bless you with peace, prosperity, and Success!

Resolved *this* 10th *day of* **June**, 2021

Isaac Galvan
Council Member – District 2

Michelle Chambers
Council Member – District 1

Tana McCoy
Council Member – District 3

Emma Sharif
Council Member – District 4

Aja Brown
Mayor

CALIFORNIA LEGISLATURE

Assembly

CERTIFICATE OF RECOGNITION

Fresh Start Healthy Meals, Inc

For your unwavering dedication to providing healthy and delicious meals to schools in the San Fernando Valley! Your commitment to children and families in the 39th Assembly District is truly admirable. It is an honor to represent you in the CA State Legislature. I wish you continued success in all future endeavors!

Presented Friday September 17, 2021

Luz Rivas
Member of the Assembly
39th Assembly District

City of Los Angeles
State of California

Certificate of Recognition
is hereby presented to

Fresh Start

On behalf of the City of Los Angeles and the Seventh Council District, I extend this certificate of recognition for your work. The program helps bring fresh, healthy food options to the youth in the community. Your dedication to the students is admirable. I extend my best wishes and success in all your future endeavors.

September 17, 2021

CITY OF LOS ANGELES
FOUNDED 1781

MONICA RODRIGUEZ
Councilmember 7th District

U.S. HOUSE OF REPRESENTATIVES

Certificate of Special Congressional Recognition

is hereby presented to

Fresh Start Healthy Meals

As the Representative of the 29th Congressional District, I am delighted to extend my sincerest congratulations on the occasion of your Ribbon Cutting.

Your hard work and dedication to providing nutrition to the students of the San Fernando Valley is truly commendable.

May you continue making lasting contributions to the surrounding communities for many years to come. Best wishes for success and growth!

September 17, 2021

Tony Cárdenas

TONY CÁRDENAS
MEMBER OF CONGRESS

"Enriching Lives"

County of Los Angeles

FreshStart
HEALTHY SCHOOL MEALS

Fresh Start Healthy Meals Inc.

GRAND OPENING AND RIBBON CUTTING

With sincere congratulations and best wishes the Board of Supervisors of the County of Los Angeles does hereby join in your celebration.

SEPTEMBER 17, 2021

Sheila Kuehl

SHEILA KUEHL
Supervisor, Third District

Thank you for your consideration in the El Camino Real Alliance bid process!

(818) 797-5881
www.fshealthymeals.com

chartwells
serving up happy & healthy



A Foodservice Proposal for El Camino Real Charter High School



Section 1 – Administrative Requirements

A. Cover Letter

Serving Up Happy & Healthy

Food is a big part of everyone's well-being, and students need a place to eat where they can connect with others, recharge and enjoy a sense of happiness in their school. That's why we serve food kids love to eat and create programs that encourage fun and discovery. Most importantly, we believe that happy cafeterias start with our people so we empower them to go above and beyond to bring their personal "extra" for even more creativity and joy at mealtime. **Our goal** ***every day*** **is to make sure that students leave the cafeteria happier and healthier than when they came in.**

chartwells

April 29, 2022

Gregory Wood
Chief Business Officer
El Camino Real Charter High School
5440 Valley Circle Blvd.
Woodland Hills, CA 91367

Proposal - Foodservice Management Company 2022-001

Dear Greg and School Nutrition Program Committee Members:

Name of Proposing Company: Chartwells School Dining Services

Organizational Structure: Corporation

Federal Employee Identification Number: 56-1874931

Primary Liaison:

Rafael Negroe, District Manager
332 S. Fairvale Ave.
Azusa, CA 91702
Phone: 626-627-3186
Email: rafael.negroe@compass-usa.com

Authorized Contract Respondent:

Belinda Oakley, CEO
1301 W. 22nd St., Suite 710
Oak Brook, IL 60523
Phone: 630-993-7532
Email: belinda.oakley@compass-usa.com

Chartwells has the willingness, ability and resources to perform the services described in this RFP and those specifically required in the scope of work, including availability of staff and other required resources, to meet all deliverables as described in this RFP.

This proposal, designed specifically for El Camino Real Charter High School, contains portions that are confidential and proprietary to Compass Group USA Inc. These portions of the proposal have been clearly marked. Except with prior written approval by Compass Group, dissemination to others outside of your organization is not allowed.

It has been a special privilege to be your current partner. Chartwells has enjoyed a rewarding partnership with El Camino Real Charter High School. The environment of mutual trust and integrity, your willingness to be open to new ideas and your desire to challenge us to be better at what we do has made Chartwells a much better organization today. That is a true partnership – one we are proud to be a part of with the school and the community you serve.

We understand that during the required RFP process, others may offer promises to you, but with Chartwells, you know you have a partner committed to you, your school and community. We value the relationships we have developed with the students, staff and administrators. We know you, we know your school, we know the culture, and we share your vision for how this program can continue to evolve.

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Our proposal to you is built around our unique knowledge of the school, providing a nutrition services program featuring healthy, nutritious food with innovative marketing techniques and a commitment to operational excellence while being fiscally sound to support your mission. We will continue to bring the highest quality of people, food, service and innovation to El Camino Real Charter High School for as long as we have the privilege of serving you.

You will see in this proposal that we have presented you with a vision for the future. We are the company that can partner with you to bring this vision to fruition. Your vision is our vision, and with that end in mind, we respectfully ask that you retain Chartwells as your foodservice partner.

By signing this cover letter, we certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

Sincerely,

Belinda Oakley
CEO

Ashley Hartle
West Division Vice President

Paul Tapia
Pacific Region Vice President

Rafael Negroe
District Manager



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Serving Up Happy & Healthy

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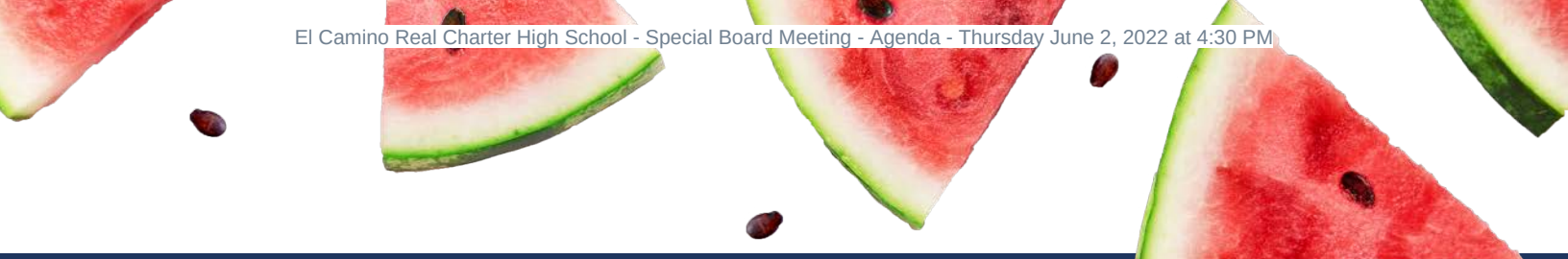
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This proposal, designed specifically for El Camino Real Charter High School, is confidential and proprietary to Compass Group USA Inc. (Compass). Any unauthorized dissemination to others outside your organization would irreparably harm Compass and entitle Compass to judicial equitable relief, including injunction and specific performance. This proposal is valid for 90 days after its presentation and/or delivery to you.

In keeping with Chartwells' sustainability efforts and green initiative, your proposal is printed double-sided on recycled paper.



Proposal Criteria

We know how important this decision is to you because you care about your students, their education and the nourishment they receive.

We also know that caring for those students means you have much more on your plate than just the evaluation of our proposal. To make it as easy as possible for you to assess our vision for the future of our partnership, please find below a pull-out reference card to help guide you as you review our response to your award criteria.

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Evaluation Criteria	Topics & Programs	Proposal Section
Cost **35 Points**	• A responsible fixed cost per meal rate of $2.48 for breakfast meals served. • A responsible fixed cost per meal rate of $4.057 for lunch meals served. • A responsible fixed cost per meal rate of $4.057 for equivalent meals served. • Immediate investment of $ 20,000 at Chartwells' expense for a complete signage upgrade • An attractive proposed foodservice program return of $188,710 • Commitment to the best value for our partners	Pages 20, 97-102
Administrative Requirements **5 Points**	• Chartwells has included all required information in accordance with the general instructions and proposal requirements	Page 3
Experience with School Breakfast and National School Lunch Programs **20 Points**	• Chartwells has been feeding kids in California since 1974 and under the Chartwells name for the past 20 years • Chartwells serves more than 2 million K-12 meals each day • Over 675 district partners nationwide, including smaller district partners with fewer than 1,000 students and larger districts like Duval County Public Schools in Florida with over 130,000 students • Employ over 16,000 K-12 associates • We know California, the culture and climate • Experience serving California kids in any and all environments • Procured over $10.4 million in grants for our K-12 partners last school year	Pages 19, 45 and 117-177

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Evaluation Criteria	Topics & Programs	Proposal Section
Proposal Questionnaire Responses and the Cover Letter **5 Points**	• Cover letter has all required information requested in RFP • All questions from the Proposal Questionnaire have been responded to within the page limit given in the RFP	Pages 3, 67-83
Financial Condition/ Stability **5 Points**	• Compass Group PLC is $24.8 billion strong and the world leader in hospitality services • Three years of financial statements provided to demonstrate long-term stability • Long-term commitment to partnership, transparency and success	Pages 31, 78-79
Corporate Capability **5 Points**	• Over 40 years of experience in California • Parent company, Compass Group, is headquartered in Charlotte, North Carolina • Experienced on-site leadership team and regional corporate resources • A comprehensive strategic plan • A customized foodservice solution • A food-first, culinary culture • Menus customized locally • Recognized by Food Management as one of the Top 50 Foodservice Management Companies • Experienced on-site leadership team and regional corporate resources • The largest and most innovative network of chefs and culinary experts, we have a culinary culture • The largest team of registered dietitians in the K-12 industry • Award-winning commitment to serving local foods • Industry-leading quality assurance and food safety standards	Pages 14, 87 and 72-73
Taste Test, Food Quality and Appeal (attachment L) **25 Points**	• Attended and presented at the taste test event on April 19	Pages 179-181

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Executive Summary

Serving Up Happy & Healthy for El Camino Real Charter High School Students

Food is a big part of everyone's well-being, and students need a place to eat where they can connect with others, recharge and enjoy a sense of happiness in their school. That's why we serve food **El Camino Real Charter High School** students love to eat and create programs that encourage fun and discovery. Most importantly, we believe that happy cafeterias start with our people so we empower them to go above and beyond to bring their personal "extra" for even more creativity and joy at mealtime. **Our goal** *every day* **is to make sure that El Camino Real Charter High School students leave the cafeteria happier and healthier than when they came in.**

This is our mission and it guides everything we do. You'll see it throughout the proposal as a reminder of our commitment to El Camino Real Charter High School and to our shared values.

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El Camino Real Charter High School & Chartwells

Serving Up Happy & Healthy

You want the very best for your students, and we're here to help you provide the nourishment they need to succeed in the classroom and beyond. You can trust Chartwells to continue to provide nutritious, kid-approved food, innovative programs and responsible fiscal stewardship. We're dedicated to serving up happy and healthy to every El Camino Real Charter High School student, every day.

Your cafeterias should be inviting spaces that students look forward to visiting. With Chartwells, they are served food they love in a relaxing environment where they can recharge with friends. We inspire them to develop lifelong healthy habits through nutrition education, introducing them to new flavors in fun, engaging ways. All of this is possible because our associates are empowered to bring their unique perspectives and personalities to the cafeteria and are always provided the tools they need to succeed.

It is our honor to serve the students of El Camino Real Charter High School as your partner, helping you reach your goals through a customized program designed specifically to meet your needs.



A True Partnership

For the past six years, Chartwells has been committed to El Camino Real Charter High School. We are proud of our collaborative efforts to build a dining program that reflects and supports the evolution of the district and, most importantly, the needs of the almost 3,700 students we serve each day.

One healthy meal can improve a child's day. The more than 310,000 meals served in El Camino Real Charter High School each year can improve an entire community.

Through our partnership, we hope El Camino Real Charter High School has come to know that partnering with Chartwells means partnering with a strong local team led by Director of Dining Services Chef Eduardo Rojas and District Manager Rafael Negroe. Not only do Chef Eduardo, Rafael and the on-site team have the passion, experience, stability and insight to drive innovation, they also are backed by our West Region leadership support team, our national network of chefs, dietitians and operations experts, as well as our parent company, Compass Group. We use the vast array of resources this brings to continue to bring your vision and mission to life every single day.

The El Camino Real Charter High School mission serves as the foundation for the success of our partnership.

To prepare our diverse student body for the next phase of their educational, professional, and personal journey through a rigorous, customized academic program that inspires the development of students' unique talents and skills, builds character, and provides opportunities for civic engagement and real-world experiences.

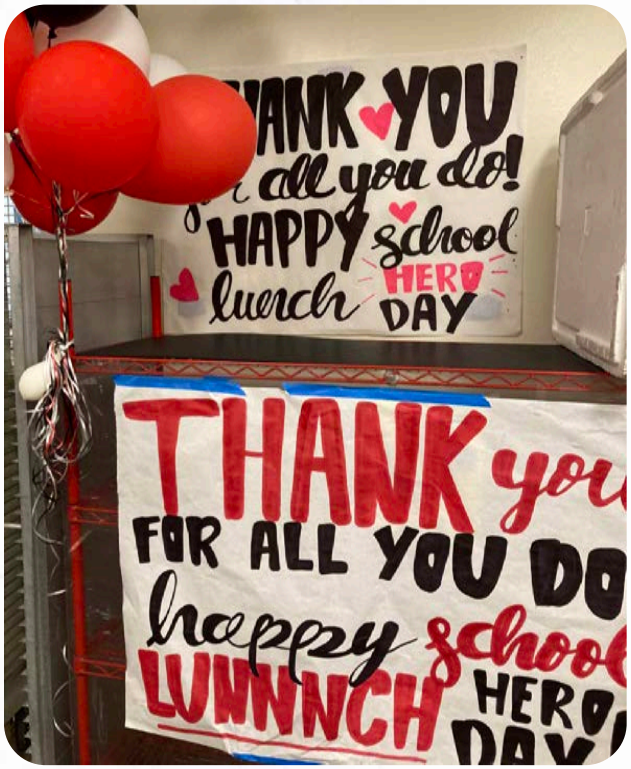
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Corporate Capability and Experience

We Are Team El Camino Real Charter High School

Over the course of our six-year partnership, we have demonstrated our ability to consistently deliver results while understanding and appreciating the unique needs and expectations of El Camino Real Charter High School. Never content with the status quo and always inspired by our shared mission, we will continue to bring new and creative programs and innovations to El Camino Real Charter High School. Unlike any other company, our clear understanding of your culture, school objectives and strategic plan enables us to continue our partnership seamlessly. It is with this unmatched knowledge, experience and insight that we have developed this proposal. We have your specific needs and goals in mind every step of the way.

All of our solutions have been selected with the explicit intent to further align with your mission, provide food kids love to eat, offer fun and engaging programs and create inviting environments.



Local Dedicated Leadership

Chef Eduardo Rojas has rightfully established high expectations, and we have built a strong foundation of support for him to meet and exceed those expectations, while serving up happy and healthy to El Camino Real Charter High School students every day. Your desire to provide a safe and innovative environment for students is supported by our ambition to create impactful programs and deliver experiences that resonate.

We are more than a business partner – we are part of the El Camino Real Charter High School family. Our team members have professional and personal interests in your success, and they are proud to be your neighbors. They are residents with family who work and live in the community, and they know your students. We are all truly committed to El Camino Real Charter High School.

For more information on our Corporate Capability and Experience, see pages 72-73 and 87.



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El Camino Real Charter High School Chartwells Team



Eduardo Rojas • Director of Dining Services

Eddie has over 30 years of management experience in foodservice from corporate dining to K-12. With his culinary background, he has owned his own restaurant where he was the chef and general manager. Chef Eddie earned his degree in electrical engineering at Cal State Long Beach and has been in foodservice management since 1989. He has expertise with turning units around and great leadership skills throughout a variety of environments. Eddie currently resides in Burbank where he has lived since 1988. In his free time he enjoys running, testing new recipes, hiking, watching movies and barbecuing with his wife and sons.



Rafael Negroe • District Manager

Rafael has more than 20 years of experience in contract management and leading a diverse portfolio. He has a passion for exceptional customer service, operational excellence and inclusivity. Rafael has a culinary background and worked as an executive chef in the healthcare and hospitality industries. He holds certifications in foodservice, environmental services and project management and earned his Bachelor of Science in business administration at the University of Phoenix.

Rafael has been a district manager since 2014, demonstrating strong expertise and leadership in a variety of environments. Rafael has lived in the Los Angeles metropolitan area since 1988 and enjoys hiking with his wife and children. He spends his free time reading novels and books on self-improvement.

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Chartwells' West Regional Support Team



Ashley Hartle • Division Vice President



Paul Tapia • Pacific Region Vice President



Betsy Myers • Regional Dietitian



Brent Hoover • Regional Financial Analyst



Bruce Oravetz • Regional Executive Chef



Leah Winchell • Director of Field Marketing



Chris Maggard • Client Relations Manager

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Food First: Our Culinary Culture

Student-Approved Menus!

Menus are the foundation of the El Camino Real Charter High School foodservice program. Each city in California has its favorite local foods, and every district and school has different goals and objectives. With all these variations, it's clear a one-size-fits-all approach to menu planning won't meet El Camino Real Charter High School's needs.

That's why we approach menus regionally and customize locally. Menus are developed, adjusted and fine-tuned locally based on student tastes, demographics and the particular culture of the El Camino Real Charter High School cafeterias.

El Camino Real Charter High School food items are selected based on:

- Optimizing the use of USDA foods
- Incorporating fresh, local fruits and vegetables
- Complying with local wellness policies
- Responding to El Camino Real Charter High School student tastes and preferences, thus increasing participation
- Implementing the latest food trends



We listen, and we respond!

"Food is at the forefront of everything we do, and our recipe is simple: Wholesome ingredients, innovative menus and engaged associates create a great experience!"

– Chef Peter Gilhooly, VP of Culinary

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We're El Camino Real Charter High School's Procurement Advocate

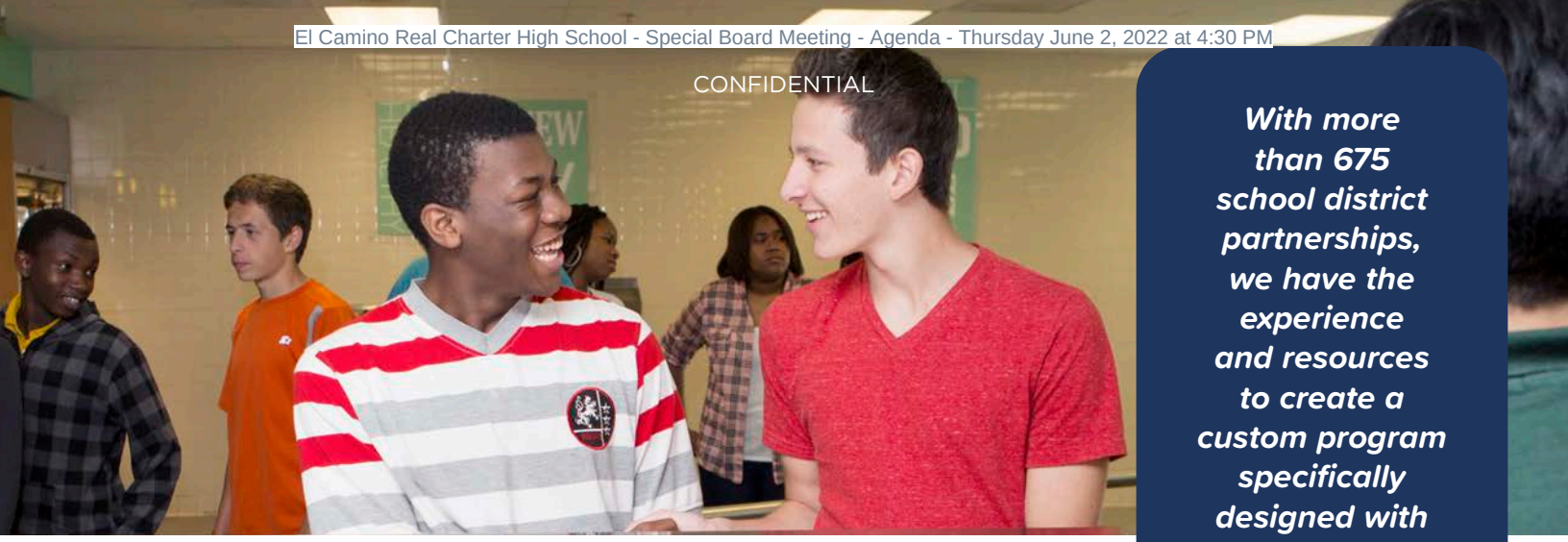
El Camino Real Charter High School's unique specifications are our first priority when purchasing food for your program. Together, we will analyze culinary trends, nutritional goals, operating habits and customer requirements, then Foodbuy will source from the world's premier suppliers to meet your specific needs.

Quality and Variety of Food Procurement

Your partnership with Chartwells provides best-in-class purchasing power through Foodbuy, our group purchasing organization and subsidiary of Compass Group. Foodbuy is the largest foodservice procurement organization in North America, and its partnerships with manufacturers, suppliers and distributors allow us to provide the highest-quality ingredients and goods at the best possible price for our partners. We further drive down cost through volume and expert commodity usage.

Foodbuy offers the stability and purchasing power of a large corporation without sacrificing individualized care and attention. Your unique specifications are our first priority when purchasing food for your program. Together, we will analyze culinary trends, nutritional goals, operating habits and customer requirements, then Foodbuy will source from the world's premier suppliers to meet your specific needs.

High-quality products at a lower cost is only part of our pledge. We're dedicated to responsible sourcing, from purchasing produce from local farmers to following the guidelines of Monterey Bay Aquarium's Seafood Watch program. We'll work to reduce food waste and initiate food recovery, while school gardens and farmers markets put the focus on fresh, delicious and local produce.



With more than 675 school district partnerships, we have the experience and resources to create a custom program specifically designed with your students, goals and school community in mind.

Years of Experience of Working with Child Nutrition Programs

About Compass Group & Chartwells

Chartwells proudly serves more than 2 million meals a day to K-12 students from coast to coast in an effort to create a happier and healthier generation. We are committed to students, faculty and administrators, and we are passionate about improving the well-being of the families and communities we serve.

Partnering with us means partnering with an experienced local and regional team with the stability, innovation and resources of the K-12 industry leader. Every day, we help drive participation, promote healthy lifestyles, engage your community and foster joy – one meal at a time.

We provide a happier and healthier future for your students through:

- The largest and most innovative network of chefs and culinary experts.
- The largest team of registered dietitians in the K-12 industry.
- Experienced, professional K-12 foodservice management.
- Best-in-class associate training and professional development.
- Engaging marketing and promotional programs for all grade levels.



National Experience

We're proud to have some of the longest-running school district partnerships in the industry. Chartwells has 363 district partnerships that have lasted more than a decade, and we've established 203 new partnerships in the past five years. When you speak with our district partners, you'll hear that we consistently provide dependable and excellent service through customized programs that align with the needs of their schools and the desires of their students, delivering on our commitment to serve up happy and healthy. No matter the length of our partnerships, we're focused on meeting – and exceeding – expectations every day by caring for students and associates.

Our Experience with El Camino Real Charter High School

- Six years of partnership with El Camino Real Charter High School
- 30 collective years of foodservice experience of El Camino Real Charter High School's on-site staff
- Over 30 years of doing business in California
- 13 school districts in California

For more information on our Experience with School Breakfast and National School Lunch Programs, see pages 45 and 117-177.

Cost

Our strong partnership with El Camino Real Charter High School has been a journey to excellence. We are proud to have successfully worked together to create a foodservice program that has evolved over the years based on the unique needs of the school. This foundation will continue to evolve as we grow the program together. Chartwells is the only company able to provide a proven price proposal you can trust and depend on for your foodservice program.

Our pricing strategies and proprietary operational processes have been molded to align with our true understanding of the El Camino Real Charter High School foodservice program. Our national experience working with more than 675 school district partners gives you the security, efficiency and experience demonstrated by our history of great financial results. Our financial solution, as detailed in the Cost/Financial section of our proposal, is a balanced distribution of quality, service and price.

The entire Chartwells team is poised and ready to build on the foundation of our solid, collaborative partnership.



Partnership Commitment

Choosing to renew your partnership with Chartwells affords El Camino Real Charter High School a number of benefits that could not be offered by another provider:

- A competitive but responsible price to the school that ensures no reduction in service and quality
- A food cost that ensures we continue to meet quality and variety expectations
- Retention of your dedicated and experienced Director of Dining Services Chef Eduardo Rojas and District Manager Rafael Negroe
- An attractive projected return of $188,710
- Competitive wages and benefits that attract and keep quality frontline staff
- Appropriate benefit packages that enrich the lives of our frontline staff
- An unmatched California network of support experts and resources, including marketing and communications, culinary, nutrition and wellness, regulatory, human resources, procurement, client relations, safety and operations



For our full financial offer, see pages 97-102 of our proposal.



Promotion of Child Nutrition Programs

Chartwells is proud to play a vital role in the El Camino Real Charter High School business model, and we are pleased to present our encompassing financial strategy, including the required submittals outlined in the RFP, to support a vibrant and innovative student dining experience.

We combine a competitive financial proposal with our continued commitment to fund best-in-class programs that guarantee an increase in student participation across the entire school. We constructed our financial package using the information provided in the RFP and our unique knowledge of your expectations to enable continuous quality improvement.

We understand better than anyone else what it takes to deliver quality, local and fresh meals to every student, every day at El Camino Real Charter High School. We take our responsibility to honor and protect the integrity of your reputation seriously and have not compromised your student experience or financial stability in pursuit of the lowest price.

Preparing Lifelong Learners

Our mission supports your mission. We want every student to leave the cafeteria happier and healthier than when they arrived. That means they enter the classroom nourished, focused and ready to learn so you can prepare them for their futures as productive, responsible and participating members of society. We also ensure they cultivate lifelong healthy habits through memorable nutrition education experiences.

As your partner, we bring our expertise in nutrition to the table so you can focus on your core mission of educating a generation. We serve over 2 million meals a day to more than 675 school districts across the country, but that doesn't mean we've stopped learning. Over the last six years, we've learned what El Camino Real Charter HS needs and we'll continue to listen and grow as we take your foodservice program to the next level together.

Like your students, we are resilient problem solvers, equipped and excited to create and contribute to a successful future for your school, your students and your community.



COVID-19 Response: A Prepared Partner

Although you can't plan for a crisis, you can plan how you will react to one. Our standard emergency preparedness planning and the resources of our parent company, Compass Group, meant we were uniquely positioned to redirect our efforts and continue serving your students throughout the pandemic. We instituted pickup and delivery options to get the families of El Camino Real Charter HS the meals they needed.

We'll continue to help you navigate the evolving regulatory landscape, protect our valued associates and ensure we maintain the safest environment for your students. Our commitment to feeding students healthy, delicious meals doesn't waver during a crisis and you can rely on Chartwells to rise to any challenge with ingenuity and positivity.





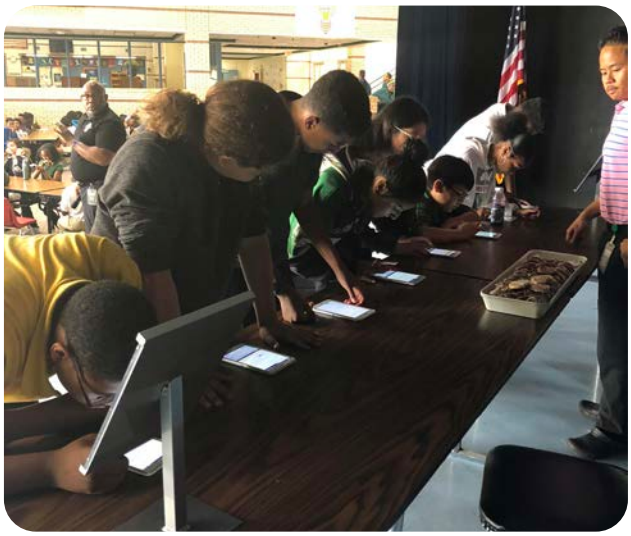
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Increasing Participation – Serving Up Happy & Healthy

No one has more innovative programs to drive participation than Chartwells and we will enjoy great success bringing them to El Camino Real Charter HS. Our signature Discovery Kitchen and Student Choice programs bring fun and interactive engagement to your students. Look out for these student driven programs in the near future!

Student Choice

Fun tasting and voting events amplify the student voice and demonstrate our commitment to serving food they love. Our culinary concepts go head-to-head to see which one will make it on to the menu. We will put student favorites like Mac and Cheesyology versus Big City BBQ to see who will reign supreme. Can the winner remain the reigning favorite as we continue to introduce new and innovative new menus? Your students will decide!







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Discovery Kitchen

Learning experiences that spark curiosity, discovery and a sense of adventure are the cornerstone of our innovative approach to nutrition education. Through Discovery Kitchen, we will engage El Camino Real Charter High School students in hands-on cooking demonstrations and tasting events to introduce them to new foods and flavors. Each month brings a new, exciting theme that blends our menu, promotions and education initiatives together for an immersive experience in the cafeteria, the classroom and at home. When districts transitioned to remote learning, so did we. We started sharing videos as part of our Discovery Kitchen at Home series. We will continue to expand and innovate through this existing platform. Our Healthy Planet video series helps students make choices that are good for them and good for the planet.







Road Trip

Road Trip allows students to experience this great country through the power of food! Take your students on a journey through the quadrants of the U.S., where they will learn about local favorites of each region and, about the geography that allow these regions to produce certain foods for the entire country. Designed to spark curiosity about agriculture and cuisines around the country - Road Trip is packed full of delicious recipes and fun activities for student diners of all ages.

Roadtrip

Sports Nutrition Program

Our science-based sports nutrition education program is ideal for competitive athletes working to achieve peak performance but flexible enough for use with the general student population. Sports nutrition education activities promote nutrition and physical activity through presentations to athletic teams, training tables in the cafeterias, and communication resources to reach parents, coaches and students.

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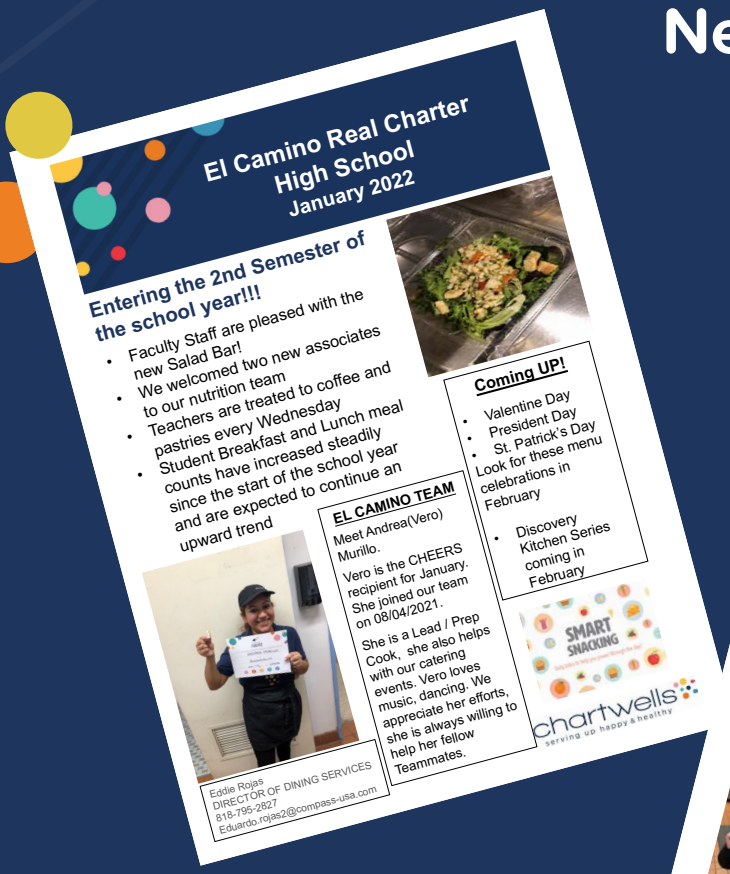
Communications

The success of any foodservice program is based on ongoing, transparent communication. Our relationships are based on honesty, respect, fairness and a commitment to open dialogue. We gather ongoing feedback through surveys and focus groups with students, parents, and faculty. This results in not only an increase in student and faculty satisfaction, but also in student meal participation. We share nutrition tips, program updates, and highlight new research through newsletters, social media, and everyday interactions with students, parents, and faculty.

Strategy	Objective
Monthly Business Review	• Monthly meeting with Chartwells district manager and the director of dining services. • Biweekly meetings with Chartwells director of dining services for financial review and collaboration on continuous program improvement.
Student Board of Directors	• Host regular meetings with the student board to discuss menu feedback, plan tastings and special events and continuously evolve the program to reflect the voice of the students.
Nutrislice	• Educate families and students about Nutrislice, the mobile menu that supports students through allergen identification, nutrition info and cafe communications. • Use web and mobile site to communicate new menu items and special events. Use mobile push notifications to engage users.
Parent Outreach	• Engage parents with website messaging, Nutrislice push notifications, PTO meetings, newsletters, and the good news report. Highlight innovations, recipes, new menu option, price calculators, and special events.
Score Card	• Track the progress of the nutrition program and its impacts on students. Report on how many meals are being served, the financial standing, and the quantity of fruits and vegetables being served to our students in the schools during all meals.
Social Media & PR	• Partner with the school communications team to provide engaging content and storytelling for social media and digital channels. • Collaborate with the PR department to highlight the El Camino Real Charter High School child nutrition program in the local media.

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Sample Monthly Newsletters



El Camino Real Charter High School
January 2022

Entering the 2nd Semester of the school year!!!

- Faculty Staff are pleased with the new Salad Bar!
- We welcomed two new associates to our nutrition team
- Teachers are treated to coffee and pastries every Wednesday
- Student Breakfast and Lunch meal counts have increased steadily since the start of the school year and are expected to continue an upward trend

Coming UP!

- Valentine Day
- President Day
- St. Patrick's Day

Look for these menu celebrations in February

- Discovery Kitchen Series coming in February

EL CAMINO TEAM

Meet Andrea(Vero) Murillo.

Vero is the CHEERS recipient for January. She joined our team on 08/04/2021.

She is a Lead / Prep Cook, she also helps with our catering events. Vero loves music, dancing. We appreciate her efforts, she is always willing to help her fellow Teammates.

SMART SNACKING

chartwells serving up happy & healthy

Eddie Rojas
DIRECTOR OF DINING SERVICES
818-795-2827
Eduardo.rojas2@compass-usa.com



El Camino
September 2021

Welcome Back To School!!!!

- Added to the menu, Breakfast Burrito (Chorizo, Sausage & Ham) individual pizzas (Cheese & Pepperoni) new Waffle, Pancakes & Hot Dogs & the kids are loving the new menu items.
- We added 5 new Associates this year.
- A/C is now working in the Café.
- The kids are loving the new Breakfast meal period.

Coming UP!

- ❑ Teachers Lounge opening on 10/25/21
- ❑ Catering menu Coming soon
- ❑ Discovery Kitchen Series coming on October 28

- ❑ A La Carte Sales to be served ONLY at the WINDOWS!!
- ❑ We will be serving Starbuck's coffee starting 10/14/21
- ❑ Employee Appreciation Day will be 10/21/21. The food will be from Maggiano's Little Italy.
- ❑ Ashley Hartle RVP will be visiting us 10/26/2021

EL CAMINO TEAM

Meet Bianca She was the CHEERS recipient for September. She has been part of the Team since 01/08/2018. She is a Cashier / Prep Cook. She loves music, dancing & is a great Team player. Always willing to helpout her fellow Teammates.

chartwells serving up happy & healthy



El Camino Real Charter High School
October 2021

Entering the 2nd month of the school year!!!

- The team enjoyed our Employee Appreciation dinner
- We are adding 3 new associates within the next few weeks
- Every Wednesday, teachers are served coffee and pastries, courtesy of ECR Friends Group
- The breakfast and lunch action stations in the teacher's lounge are well accepted.

Coming UP!

- ❑ Thanksgiving Break
- ❑ Teacher's Lounge is getting a new Salad Bar in January 2022
- ❑ Discovery Kitchen Series coming in December
- ❑ First QBR meeting coming 12/08/21
- ❑ New Associate's uniforms coming in December 2021
- ❑ District meeting & SAR training on 12/07/21

EL CAMINO TEAM

Meet Ana Flores. she was the CHEERS recipient for October. She has been part of the Team since 08/04/2021. She is a Cashier / Prep Cook and she does the set ups for all the catering events. She loves music, dancing & is a great Team player. Always willing to help out her fellow Teammates.

Eddie Rojas
DIRECTOR OF DINING SERVICES
818-795-2827
Eduardo.rojas2@compass-usa.com

chartwells serving up happy & healthy

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A Vision for the Future

New Food Concepts

Introduction of our hottest new concepts, Revolution Noodle and Mac & Cheesyology!

Noodles are always a good idea!

Revolution Noodle utilizes the freshest produce and specific noodle choices. Of course, authentic broths are the foundation of this Asian noodle cuisine that features elements of Pho, Ramen and Dim Sum. Students will love this fresh meal assembled to order.

REVOLUTION NOODLE



A popular dish, no matter your age, is **all-American macaroni and cheese.**

MAC & CHEESY OLOGY

Comfort food is one of the trends taking over in the restaurant industry. Mac & Cheesyology brings that trend right into our school cafeterias in a new and exciting way. Macaroni and cheese is a timeless staple that has evolved into creative custom dishes with a wide variety of melting cheeses, vegetables, proteins and toppings





"We believe food should be a discovery, an adventure, and that kids learn more when they're experiencing something versus simply taking in information. Our promotions and food education programs are built on this belief and designed to provide engaging and impactful food discovery experiences."

– Belinda Oakley, CEO, Chartwells K12

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GUILD

GUILD

Chartwells K12 has launched a fully-funded foundational education benefit to help their School Lunch Heroes advance their education and career opportunities. The new program was designed in partnership with Guild Education, the nation's leading education and upskilling platform, and provides Chartwells' associates with the opportunity to take advantage of a number of programs to broaden their professional skills and continue their education.

Through Guild, Chartwells will now pay 100% of tuition for a variety of foundational programs through high-quality learning providers. These include self-paced, online, high school completion programs, digital literacy courses, and career prep and soft skills certificates. The program is available to nearly all frontline associates, whether they have been a part of the Chartwells K12 team for one day or many years. Associates will also have access to 1-on-1 coaching services, to help guide them through every step of the process from course selection to completion.

To see what's included and learn more about Chartwells' new program, visit: CompassEd.GuildEducation.com.



A Lifelong Partner

The Chartwells team is proud to be a part of the El Camino Real Charter High School family and it would be a privilege to continue our service to your school, your students and your community. We understand that your highest priority for the foodservice program is getting your students the nutrition they need to become lifelong learners. We'll continue to deliver delicious, nutritious meals and expanded service programs that reach students where they are. Whether we're finding grants to fill backpacks with weekend meals or encouraging students to try something new at the farmers market, we'll be there for you and your community. We can't wait to build on the foundation of our success and create a better future for every student at El Camino.



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Student Engagement at Every El Camino Real Charter High School Grade Level

Today's students, Generation Z, are more interested in the experiential aspects of dining than ever before. That means simply serving meals won't cut it. We create experiences and inspire students to engage and participate by offering great food in a fun atmosphere.

Student Choice

Student Choice gives students a true voice in deciding what culinary concepts are featured on the menu through fun tasting and voting events. Students are savvy consumers with high expectations for the dining experience, and we stay on trend by letting your students take the lead. Winning concepts are served at a Student Choice station or integrated into the menu as a limited-time offer until the next vote. Concepts are regularly refreshed to keep the program exciting.





Discovery Kitchen

Our Discovery Kitchen platform allows us to integrate nutrition education and cooking demonstrations with our promotional calendar through dynamic monthly themes, connecting the lessons students learn with delicious dishes in the cafeteria and at home.

In the Classroom

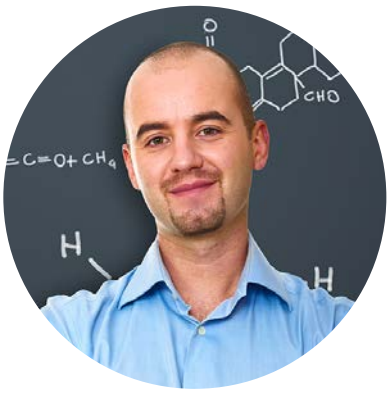
Chartwells will continue to contribute our dietetic resources, knowledge and expertise to the El Camino Real Charter High School school community and be an active participant in your nutrition education efforts. We have and will continue to help you drive your nutrition education efforts and connect the classroom to the cafeteria. Some great examples are: students enjoying a variety of whole-grain items on their menus, such as brown rice or whole-wheat pastas and breads; playing "guess the grains" during a cafeteria demonstration; learning the proper pronunciation of quinoa (keen-wah) during an in-classroom lesson; or practicing pressing their own corn tortillas during a Discovery Kitchen lesson.

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Listening to El Camino Real Charter High School Students

Cafe Chat surveys, On-site Insights focus groups and our Youth Advisory Council are just some of the ways we solicit student feedback to identify opportunities for improvement and measure program success. On average, focus groups result in a 5% increase in participation and higher customer satisfaction by demonstrating that their input is valued and acted upon. Students can rate each menu item via our Nutrislice app and provide additional feedback, which is immediately sent to your director of dining services.



Partnering with El Camino Real Charter High School Administrators

Principals provide feedback on the quality of service and experience they are receiving through our principal scorecards, and we'll follow up with quarterly forums. Additionally, we ensure your administration is always up to date on the program's financial status through monthly and quarterly business reviews. Finally, school nurses can filter our menu for a specific allergen or print a list of carbohydrate counts through Nutrislice, aiding them in their care of students with special dietary needs.



Engaging El Camino Real Charter High School Parents

Parent outreach includes parent nights, back-to-school open houses and family fun nights. We want them to see the services their students have access to each day. We educate families on Nutrislice, ensuring they're getting the most out of this valuable tool. Newsletters help us communicate what's happening in the cafeteria, and we'll help families navigate the application process for free and reduced lunch.



Involving the El Camino Real Charter High School Community

Whether it's supporting the local economy by purchasing local produce or maintaining a presence at the local farmers market, Chartwells seeks to contribute to the entire community. We'll be by your side at special district events and reach out to the community with nutrition and sustainability education at community events.

Financial Condition, Stability & Business Practices

Our parent company, Compass Group PLC, is $24.8 billion strong as of fiscal year 2021 and the world leader in culinary and hospitality services. One of the greatest benefits of a Chartwells partnership is the financial security of a large corporation in tandem with the individualized, local attention of a small company. By choosing to continue our partnership, you are guaranteed financial stability and a long-term commitment to partnership, transparency and success.

We have included three years of financial statements to demonstrate we provide long-term financial stability.

Accounting & Reporting Systems

Detailed, transparent and reliable accounting programs are vital, and we'll ensure you know exactly where your foodservice dollars are being spent by providing just that:

- Monthly operating statement and a monthly meeting to answer questions.
- SAP system utilized as our business management architecture.
- Owner's Management Suite available anytime, anywhere for our managers to oversee people, menus, finances and facilitate communication.
  - This suite of programs provides reports for accounts receivable, inventory, transfers, accounts payable and financial reports including profit and loss.
- Internal Control Review audit site.
- Cash handling policies and monitoring.
- Quarterly forecasts used to evaluate our performance against the budget.
- Preparation of annual budget to anticipate changes in the coming year.

All of these programs, processes and procedures are detailed in the body of the proposal.

For more detailed information on our Financial Conditions and Stability, see pages 78-79.

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Section 2 – Required Attachments

Serving Up Happy & Healthy

Food is a big part of everyone's well-being, and students need a place to eat where they can connect with others, recharge and enjoy a sense of happiness in their school. That's why we serve food kids love to eat and create programs that encourage fun and discovery. Most importantly, we believe that happy cafeterias start with our people so we empower them to go above and beyond to bring their personal "extra" for even more creativity and joy at mealtime. **Our goal** *every day* **is to make sure that students leave the cafeteria happier and healthier than when they came in.**

A. Attachments Checklist

Serving Up Happy & Healthy

The SFA will score and rank selected proposals by assigning a score between zero and the maximum score to each proposal criterion. The SFA will recommend awarding the contract to the most responsive and responsible Respondent with the highest total proposal score.

Attachment A

Attachment A: Attachments Checklist

Chartwells K-12

Respondent Company Name

Please complete this checklist to confirm that the items listed below have been included in your proposal. Place a checkmark or "x" next to each item submitted to the SFA. For your proposal to be considered, all required attachments must be returned, including this checklist. Submit one copy of your proposal in a sealed package.

Attachment	Attachment Name
x A	Attachments Checklist
x B	Mandatory Tour
x C	Minimum Qualifications
x D	FSMC Professional Standards
x E	Proposal Questionnaire
x F	Respondent References
x G	Authorization Agreement
x H	Fee Proposal
x I	Certifications Regarding Lobbying Activities, Debarment, Suspension and Other Responsibility Matters
x J	Certificate of Independent Price Determination
x K	21–Day Cycle Menu (Include)



B. Mandatory Tour

Serving Up Happy & Healthy

It is optional for the SFA to hold a mandatory tour (Attachment B). The tour schedule includes the sites. Prospective Respondents may not contact any sites or employees outside of the scheduled visit. The SFA requests that Respondents do not take pictures during the tour as the SFA has not obtained releases from parents, students, and employees.

Attachment B: Mandatory Tour/On-line meeting

The Mandatory Tour will include an escorted tour.

- The tour schedule includes the sites listed below.
- Prospective Respondents may not contact any sites or employees outside of the scheduled visit.
- The SFA requests that Respondents do not take pictures during the tour as the SFA has not obtained releases from parents, students, and employees.

TOUR SCHEDULE

Tour begins at March 17, 2022 at 1:00pm
Where: El Camino Real Charter High School
5440 Valley Circle Blvd.
Woodland Hills, CA 91367

On-line (Virtual) Tour begins at March 17, 2022 at 1:00pm
Where: El Camino Real Charter High School
5440 Valley Circle Blvd.
Woodland Hills, CA 91367

The SFA thanks all Respondents for abiding by our request to keep the disruption caused by the visit to a minimum.

Chartwells attended the mandatory tour on March 17th, 2022 at 1:00 PM



C. Minimum Qualifications

Serving Up Happy & Healthy

The SFA will only consider Respondents that meet all minimum qualifications (as listed on Attachment C).

Attachment C: Minimum Qualifications

A Respondent must meet all of the following minimum qualifications to the SFA's satisfaction to be given further consideration. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

As of July 1, 2022, both the Respondent's company and its key personnel meet all of the following minimum qualifications:

1. The Respondent has at least five of experience with food service programs.

Yes __x__ No _____

We have been feeding kids in California since 1974 and under the Chartwells name for the past 20 years.

2. The Respondent has the resources and ability to provide 250,000 of meals per fiscal year.

Yes __x__ No _____

Chartwells serves over 10 million meal annually in California.

3. The Respondent has knowledge and experience with the National School Lunch and School Breakfast Programs and USDA Commodities.

Yes __x__ No _____

Chartwells has experience with the National School Lunch, School Breakfast Program and USDA commodities for over 40 years.

4. The Respondent has professional references that demonstrate and evidence the ability to perform the required services.

Yes __x__ No _____

Chartwells has provided the required references in the Respondent References section of this proposal.

5. The Respondent is licensed to do business in the state of California.

Yes __x__ No _____

A copy of the Chartwells license to do business can be found on page 110.



D. FSMC Professional Standards

Serving Up Happy & Healthy

Attachment D: FSMC Professional Standards

FSMC Employees Professional Standards

Federal Register Vol. 80, No. 40, dated March 2, 2015, referred to as the "Final Rule," establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs. In the Final Rule, the following definitions are established:

1. **School Nutrition Program Director**. The school nutrition program director is any individual directly responsible for the management of the day-to-day operation of school food service for all participating schools under the jurisdiction of the school food authority.

2. **School Nutrition Program Manager**. The school nutrition manager is any individual directly responsible for the management of the day-to-day operation of school food service for a participating school(s).

3. **School Nutrition Program Staff**. School nutrition program staff are those individuals, without managerial responsibilities, involved in day-to-day operations of school food service for a participating school(s).

The Final Rule establishes that these definitions apply to the function/role rather than the specific title within the school food service structure, and that the definitions apply whether or not the school food service is operated by an FSMC. Therefore, as of the effective date of this contract, the minimum professional standards established by the Final Rule, and described therein, shall apply to FSMC staff performing any of the duties described above.

The FSMC shall only place staff for work in the school district that meet the minimum professional standards outlined in 7 *CFR,* Section 210.30, which can be viewed at the following web page:
http://www.fns.usda.gov/sites/default/files/cn/profstandards_flyer.pdf.

- The SFA shall ensure that all staff the FSMC proposes for placement meet the minimum professional standards.

- The FSMC shall ensure their employees take the required annual training as outlined in the professional standards and provide certification of such training to the SFA. The FSMC shall remove from the SFA premises any staff who fail to take the required annual training.

- The FSMC shall provide the SFA with a list of proposed employees and evidence that they meet the professional standards.

Chartwells acknowledges and agrees to be fully compliant with the professional standards requirement outlined above.

Management Team

Our Leaders Help El Camino Succeed

One of the many things that sets apart Chartwells is the experience, expertise and dedication of our people. While we're proud of the breadth and depth of skills and services we bring to you, what motivates and inspires us is your students. Our managers truly care about your students and work hard to create a fun and welcoming environment where they can enjoy great food with friends.

Our approach is to build a program that reflects your specific needs. We value our role in the community and view our partnership as an opportunity to provide culinary, nutrition, marketing and operational expertise on a local, regional and national level to ensure we are meeting your goals.

Your students deserve the best, and our managers are committed to making that happen. Chartwells brings an unparalleled depth of resources to our partnerships, including:

- Nutrition and menu development
- Quality food and culinary support
- Accounting and finance
- Human resources and labor relations
- Purchasing
- Training
- Wellness initiatives
- Quality assurance, safety and sanitation
- Technology
- Marketing
- Customer service and communication





Your Local Team

Your local team – led by District Manager Rafael Negroe and Director of Dining Services Chef Eduardo Rojas – will continue to be the cornerstone of your program throughout our partnership. The team will bring exciting, cutting-edge experiences to your schools and provide the support necessary to deliver a best-in-class program. We will consistently demonstrate why we are the first choice for quality, service, value and innovation.

Other companies may promise satisfaction with the on-site staff, but only Chartwells has the quantity and quality of resources to ensure the success of those managers. The most important decision you can make is to select the right company. Chartwells understands and embraces the fact a great team is necessary to bring you a quality foodservice program.

"Thank you so much for sending us a rock star. She has stepped into LCSD with such power and energy that you can't help but want to be on her team. You have set the bar high!"

– Tim Logan, Deputy Superintendent at Lyon County School District about Director of Dining Services Akiko Miyagi

Eduardo Rojas, Director of Dining Services

Eduardo will be the key on-site person in your school. As an active member of your community and administrative team, Eduardo will balance the needs of students, administrators and associates to ensure exceptional service and satisfaction. Eduardo focuses on these key areas:

Customer satisfaction	***Financial execution***	***Merchandising and food presentation***	***Management relations and leadership skills***	***Employee development***



Training

Creating a happy and healthy environment for students and associates begins by hiring people who genuinely care about the students and school they serve. Our associates are the heart and soul of our program, and we empower them to bring their own unique flavor of hospitality to the cafeteria.

We know that when they succeed, we succeed. That is why we have the most robust associate and manager training programs in the industry. We want to ensure they have the knowledge and tools to provide your students with healthy, well-balanced meals every day.

Every Chartwells associate completes a dedicated training schedule each year. Special attention is given to our newest associates with custom onboarding plans and side-by-side work experience with our veteran foodservice professionals.

A list of training topics has been provided here and additional topics may be added throughout the year as required and/or needed to ensure the foodservice associates at El Camino Charter have the most current knowledge and skills needed to be successful.

Orientation and Preopening

Orientation Training kicks off the learning process for our newest team members. We provide information to help acclimate new associates and set them on the path of their professional journey with Chartwells. Passport training for frontline associates includes:

- Learning Your Job
- Food Safety and Sanitation
- Embrace Diversity
- Living Well
- Harassment and the Workplace
- Workplace Safety
- Cross-Training/Skill Building
- Food Allergy Management
- USDA Compliance

As required by the USDA, **Professional Standards Training** is provided to each school foodservice manager, and leads receive a minimum of 10 hours of training. These topics assist associates in performing their daily job duties and enhancing the student experience.

We offer **Back to School Training** for our team during the school's in-service day. Our teams use this time to provide great meals to teachers and administrators, while also taking time to share information and provide training for the new school year.

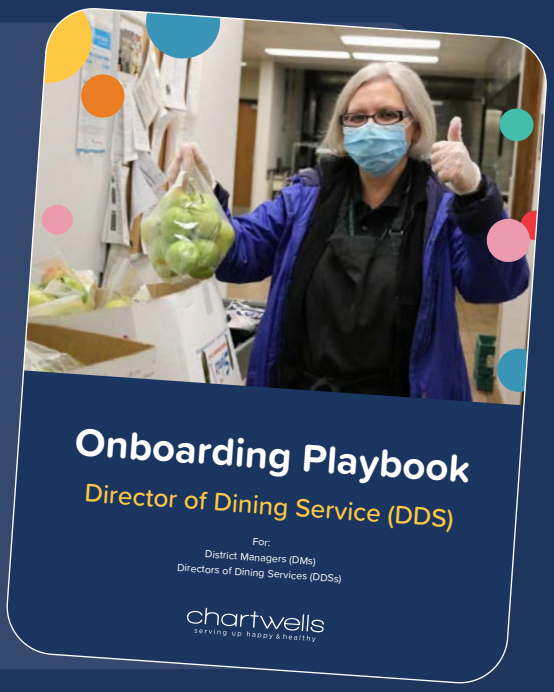
Role-Based Training: Director of Dining Services

Your director of dining services will coordinate training topics to ensure they are customized for your schools. Specific, custom training is provided in collaboration with school principals and administration for intruder safety practices, fire drills and use of fire extinguishers.

Onboarding Playbook

Our Onboarding Playbook for your director of dining services focuses on their first 90 days of employment. It includes a mix of activities through an Experience Map to help the leader with the foundations of our business – field operations, nutrition and culinary excellence, financial processes, human resources, key contacts, safety, marketing and communications. It also emphasizes unit/account leadership and personnel engagement.

The playbook leverages the Nudge Rewards platform to reinforce key role concepts using push messages during the leader's first 30 days and is customizable (we can add or subtract activities) to fit the needs and expectations of El Camino Charter.



Onboarding Experience Checklist | Director of Dining Services (DDS)

	Pre-Boarding	Day 1	Day 2-5	Day 6-30	Day 31-60	Day 61-90+
DDS (New Hire)	Complete onboarding policies before **Day 1**: ❑ Offer Letter signature ❑ Drug/Alcohol Test Consent ❑ Chartwells K12 Background and Fingerprint ❑ School Background and Fingerprint ❑ I-9 (Section 1) ❑ Health Report Agreement ❑ Receipt of Employee Handbook ❑ Annual Legal Acknowledgement ❑ Health Interview Record ❑ Emergency Contact ❑ Benefits Enrollment ❑ Payroll Enrollment	❑ Meet DM and tour school(s) ❑ Finalize I-9 (Section 2), W4, payroll, and other Day 1 employment forms ❑ Meet kitchen team ❑ Meet Principal(s) and key administration ❑ Meet your HRBP ❑ Setup office ❑ Ensure system access and finalize MyFinance, MyReports, MyOrders, Webtrition, MyStaff, MyI9, PeopleHub, others ❑ Setup Nudge and tour the app	❑ Daily check-in with DM – financials, account details, support team intro ❑ Daily check-in with Kitchen Leads – challenges and needs ❑ Schedule 1-1s with K12 contacts – culinary, marketing, nutrition, and finance ❑ Acclimate to systems ❑ Meet additional school admin and union, if applicable ❑ Access MyLMS and begin Annual Required Training ❑ Access Chartwells Safety site ❑ Review Nudge messages	❑ Begin, resume, and complete Annual Required Training ❑ Begin and complete DDS Role Playbook (TBD) ❑ Review Chartwells Cheers program ❑ Daily/weekly check-in with DM ❑ Daily/weekly check-in with Kitchen Lead(s) ❑ Check-in with Principal(s) and key administration ❑ Bi-weekly or monthly check-in with culinary, marketing, nutrition, and finance ❑ Review Nudge messages	❑ Check-in with DM – Recap last 30 days (learning, team challenges, questions and concerns) ❑ Check-in with Principal(s) and key administration ❑ Bi-weekly or monthly check-in with culinary, marketing, nutrition, and finance ❑ Access D&I site ❑ Passport Port of Call 1 – Our Story ❑ Passport Port of Call 2 – Our Companies ❑ Passport Port of Call 3 – Our People ❑ Passport Port of Call 4 – Our Strategy ❑ Passport Port of Call 5 – Our Success ❑ Video: Who is SSC? ❑ Video: Who is Higher Ed	❑ Check-in with DM – Recap last 30 days (learning, team challenges, questions and concerns) ❑ Check-in with Principal(s) and key administration ❑ Bi-weekly or monthly check-in with culinary, marketing, nutrition, and finance
DM (Manager/Supervisor)	❑ Refer to Pre-Boarding Countdown Checklist	❑ Greet DDS and provide school/account tour ❑ Provide role summary and work introduction ❑ Finalize I-9 (Section 2), W4, payroll, and other Day 1 employment forms ❑ Provide computer and swag ❑ Introduce K12 team and HRBP ❑ Introduce Principal(s) and key administration, if necessary ❑ Provide key K12 contact list including culinary, marketing, nutrition, and finance	❑ Daily check-in w/ DDS ❑ Ad-hoc system training and role support ❑ Introduce DDS to additional school/account contacts as applicable ❑ Send email introducing DDS to other DDSs in the region	❑ Daily/weekly check-in w/ DDS ❑ Review Chartwells Cheers program ❑ Ad-hoc system training and role support ❑ Introduce DDS to additional school/account contacts as applicable	❑ Daily/weekly check-in w/ DDS ❑ Ad-hoc system training and role support	**MONTH 3** ❑ Provide informal performance feedback and action planning if needed **MONTH 6** ❑ Provide informal performance feedback and action planning if needed **MONTH 9** ❑ Provide informal performance feedback and action planning if needed
Buddy	❑ Talk to DM about Buddy expectations and obtain DDS background	❑ Introduction and check-in with DDS. Determine site visit at Buddy's account (first 30 days)	❑ Check-in: What questions do you have or how can I help?	❑ Check-in: What questions do you have or how can I help? ❑ Introduce to other DDSs	❑ Check-in: What questions do you have or how can I help?	❑ Check-in: What questions do you have or how can I help?

Role Playbook

Our directors are the heartbeat of our organization and here to ensure your culinary and nutritional success. As such, we've documented a comprehensive list of information to help directors navigate their role through three lenses: you, your team, your account. This resource works in tandem with their onboarding plan.

Annual Training Calendar

This calendar for directors provides a list of required and recommended training and specifies when to complete the training throughout the year. The resources are linked directly to our LMS and help El Camino Charter's district manager and director of dining services stay compliant and on-track.

Annual Training Calendar | Director of Dining Services (DDS)

- This calendar provides a list and hyperlinks to required and recommended courses for DDS associates and suggested months to complete during the school year.
- Assumes that school starts in **August**. Shift the calendar if your school starts in July or September, as needed.
- ® = Recommended courses, which are **Required** as a New Hire and recommended thereafter. All other courses listed are **Required** annually, as noted.
- Average total training time for New Hires: **30 hours**

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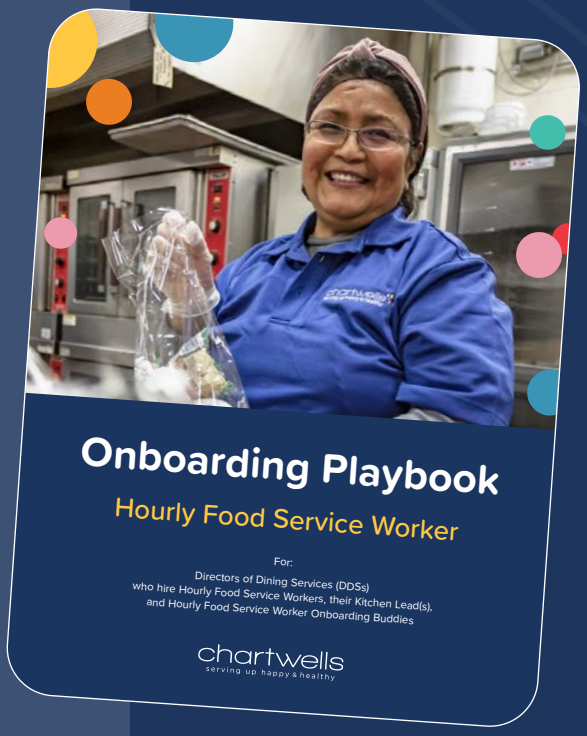
Function	Course	Time (min)	Aug (Start)	Sep	Oct	Nov	Dec (Break)	Jan	Feb	Mar	Apr	May (Summer)	Jun (Summer)	Jul (Summer)
HR & Compliance (Approx. 3 hours)	Workplace Harassment 2021 *(odd years) - IL & NY completed annually*	70 (CA/CT 120 min)	Complete within 30 days as a New Hire.					Access/Review	Complete within 30 days as a New Hire.					
	Wage and Hour 2022 *(even years)*	30	Complete within 30 days as a New Hire.					Access/Review	Complete within 30 days as a New Hire.					
	Food Allergen	45	Complete within 12 months as a New Hire, then every year from that completion date.											
	PCI Compliance *(every 2 years)*	15	Complete within 12 months as a New Hire, then every 2 years from that completion date.											
	Cyber Security *(every 3 years)*	20	Complete within 30 days as a New Hire, then every 3 years from that completion date.											
	ServSafe Manager *(every 3 years)*	8-10 hours	Complete within 30 days as a New Hire, then every 3 years from that completion date.											
	Diversity & Inclusion	10 each		Mitigating Bias			Empathy			Competency			Speaking Up	
Safety (Approx. 2.5 hours)	Blood Borne Pathogens *(First Aid only)*	30	Access/Review	Complete within 30 days as a New Hire.										
	Compass Manager Workplace Safety	30	Access/Review	Complete within 30 days as a New Hire.										
	Hazard Communication	30	Access/Review	Complete within 30 days as a New Hire.										
	COMPASSION – COVID-19 Hospitality	20	Access/Review	Complete within 30 days as a New Hire.										
	COMPASSION – COVID-19 Safety	20	Access/Review	Complete within 30 days as a New Hire.										
	Safety Binder Monthly Reminder	5	Opening	Slip/Trip/Fall	Burns Prev	Struck By	Emergency Res	Stop/Think/Act	Cut Prev	Strain Prev	HAZCOM Ref	Shutdown		
	Alert Driving *(for vehicles 10K lbs+)*	25	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Nutrition (Approx. 7 hours) ® = Recommended	Food Allergy Fundamentals	80	Access/Review	Complete within 30 days as a New Hire.										
	Specific Food Allergy Review	180	Access/Review	Complete within 30 days as a New Hire.										
	Buy American	15	Access/Review	Complete within 30 days as a New Hire.										
	® Meal Pattern Fundamentals	30	Access/Review	Complete within 60 days as a New Hire.										
	® Production Records for Directors	10	Access/Review	Complete within 60 days as a New Hire.										
	® Smart Snacks	15	Access/Review	Complete within 60 days as a New Hire.										
	® USDA Professional Standards	10	Access/Review	Complete within 60 days as a New Hire.										
	® Webtrition 101	90	Access/Review	Complete within 60 days as a New Hire.										
	® Webtrition Refresher	90	Access/Review	Complete annually as a refresher.										
Communications (< 1 hour) ® = Recommended	® Communication Toolkit	20	Access/Review	Complete within 60 days as a New Hire.										
Labor Relations (Approx. 2 hours) ® = Recommended	® Labor Relations Training for Acct Mgrs	120	Access/Review	Complete within 60 days as a New Hire.										
Culinary (Approx. 2 hours) ® = Recommended	Culinary Basics – Knife Safety	8	Access/Review	Complete within 30 days as a New Hire.										
	Culinary Basics – Knife Skills	8	Access/Review	Complete within 30 days as a New Hire.										
	Culinary Basics – Pizza Handling	9	Access/Review	Complete within 30 days as a New Hire.										
	Culinary Basics – Station Standards	9	Access/Review	Complete within 30 days as a New Hire.										
	Food Cost – Pre and Post Cost Menu	6	Access/Review	Complete within 30 days as a New Hire.										
	Quality Assurance – Keep Food Safe	17	Access/Review	Complete within 30 days as a New Hire.										
	Purchasing – MyOrders	8		Access/Review	Complete within 30 days as a New Hire.									
	Purchasing – Foodbuy & BuySmart	7		Access/Review	Complete within 30 days as a New Hire.									
	Purchasing – Compliant Purchasing	3		Access/Review	Complete within 30 days as a New Hire.									
	Purchasing – Order Guide	5		Access/Review	Complete within 30 days as a New Hire.									
	Purchasing – Shopping Lists, Alerts	8		Access/Review	Complete within 30 days as a New Hire.									
	® Food Costs – Managing Cost	23	Complete within 60 days as a New Hire.			Access/Review	Complete within 60 days as a New Hire.							
	® Quality Assurance - Deliveries	6	Complete within 60 days as a New Hire.			Access/Review	Complete within 60 days as a New Hire.							
	® Culinary Basics - Batch Cooking	10	Complete within 60 days as a New Hire.				Access/Review	Complete within 60 days as a New Hire.						
	® Culinary Basics - Kitchen Behaviors	5	Complete within 60 days as a New Hire.					Access/Review	Complete within 60 days as a New Hire.					
	® Culinary Basics - Food Presentation	6	Complete within 60 days as a New Hire.					Access/Review	Complete within 60 days as a New Hire.					
Marketing (Approx. 7 hours) ® = Recommended	® Environment – Program Intro	15	Complete within 60 days as a New Hire.									Access/Review		
	® Environment – Streamline Your Cafe	60	Complete within 60 days as a New Hire.									Access/Review		
	® Environment – 5 Senses	30	Complete within 60 days as a New Hire.									Access/Review		
	® Nutrislice – Menus: Basics + Supplement *(if applicable to acct)*	30	Complete within 60 days as a New Hire.									Access/Review		
	® Nutrislice – Menus: Advance + Supplement *(if applicable to acct)*	30	Complete within 60 days as a New Hire.									Access/Review		
	® Nutrislice – Digital Signage: Basics + Supplement *(if applicable to acct)*	30	Complete within 60 days as a New Hire.									Access/Review		
	® Nutrislice – Digital Signage: Advance *(if applicable to acct)*	30	Complete within 60 days as a New Hire.									Access/Review		
	® Nutrislice – Menus: Map View + Supplement *(if applicable to acct)*	30	Complete within 60 days as a New Hire.									Access/Review		
	® Nutrislice – Marketing Tools + Supplement *(if applicable to acct)*	30	Complete within 60 days as a New Hire.									Access/Review		
	® Nutrislice – Digital Ordering *(if applicable to acct)*	15	Complete within 60 days as a New Hire.									Access/Review		
	® Overview – Marketing Workbook	60	Complete within 60 days as a New Hire.									Access/Review		
	® Programs – Discovery Kitchen	10	Complete within 60 days as a New Hire.									Access/Review		
	® Programs – Mood Boost	10	Complete within 60 days as a New Hire.									Access/Review		
	® Programs – Student Choice	30	Complete within 60 days as a New Hire.									Access/Review		

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Role-Based Training: Hourly Foodservice Worker

Onboarding Playbook

Our Onboarding Playbook for hourly foodservice workers focuses on their first 30 days of employment. This resource – similar in format and design to our Onboarding Playbook for directors of dining services – includes a mix of activities through an Experience Map to help the associate with the foundations of our business specific to their role: culinary, nutrition, safety and marketing fundamentals. It also emphasizes customer service and includes a process to move them into the role faster through station shadowing. This playbook leverages the Nudge Rewards platform to reinforce key role concepts using push messages during the associate's first 30 days and is customizable (we can add or subtract activities) to fit the needs and expectations of El Camino Charter.



Onboarding Experience Checklist | Food Service Worker		Name:			Start Date:	
	Pre-Boarding	**Day 1**	**Day 2**	**Day 3-5**	**Week 2**	**Week 3+**
Food Service Worker (New Hire)	Complete onboarding policies before **Day 1**: ❑ Offer Letter signature ❑ Drug/Alcohol Test Consent ❑ Background and Fingerprint ❑ I-9 (Section 1) ❑ Health Report Agreement ❑ Receipt of Employee Handbook ❑ Annual Legal Acknowledgement ❑ Health Interview Record ❑ Emergency Contact ❑ Benefits Enrollment ❑ Payroll Enrollment	**EARLY MORNING** ❑ Meet DDS and clock-in, if possible ❑ Finalize I-9 (Section 2), W4, payroll, and other Day 1 employment forms ***(Chartwells associate only; Ignore for District)*** ❑ Access MyLMS and begin Annual Required Training, if ID is setup with DDS ❑ Setup MyStaff Mobility and tour it if system setup is complete ❑ Setup Nudge and tour it if system setup is complete **LATE MORNING/EARLY AFTERNOON** ❑ Meet Kitchen Lead and team ❑ Tour the kitchen and stations ❑ Meet Buddy and shadow work ❑ Review Nudge message ❑ Clock-out (MyStaff Mobility), if personnel ID is setup	❑ Clock-in (MyStaff Mobility) if system access is active ❑ Meet Kitchen Lead and receive work instructions ❑ Attend daily team meeting ❑ Shadow or rotate station work ❑ Begin, resume, complete Annual Required Training with DDS ❑ Clock-out (MyStaff Mobility) if system access is active	❑ Clock-in (MyStaff Mobility) ❑ Meet Kitchen Lead and receive work instructions ❑ Attend daily team meetings ❑ Begin, resume, complete Annual Required Training with DDS ❑ Shadow and rotate station work; begin independent station work if ready ❑ Review Nudge messages ❑ Clock-out (MyStaff Mobility)	❑ Clock-in (MyStaff Mobility) ❑ Meet Kitchen Lead and receive work instructions ❑ Attend daily team meetings ❑ Resume and complete Annual Required Training with DDS ❑ Shadow and rotate station work or continue independent station work ❑ Review Nudge messages ❑ Clock-out (MyStaff Mobility)	❑ Clock-in (MyStaff Mobility) ❑ Meet Kitchen Lead and receive work instructions ❑ Attend daily team meetings ❑ Begin or continue independent station work ❑ Review Nudge messages ❑ Clock-out (MyStaff Mobility)
DDS (Manager/Supervisor)	❑ Refer to Pre-Boarding Countdown Checklist	**EARLY MORNING** ❑ Greet Food Service Worker ❑ Provide role summary and work introduction (do's/don'ts) ❑ Provide school/district information ❑ Provide building access/fob, if applicable ❑ Finalize I-9 (Part 2), W4, payroll, and other Day 1 employment forms ❑ Finalize system access (follow Pre-Boarding Countdown Checklist) if necessary *If system access is setup*: ❑ Clock-in Food Service Worker ❑ Provide MyLMS intro and begin Annual Required Training ❑ Setup and demo MyStaff Mobility ❑ Setup and demo Nudge	❑ Visit kitchen and check-in with Food Service Worker ❑ Continue to finalize system access (follow Pre-Boarding Countdown Checklist) if necessary ❑ Manually clock-in/out Food Service Worker for Day 1 and/or Day 2 if necessary *If system access is setup*: ❑ Begin, resume, complete Annual Required Training ❑ Setup and demo MyStaff Mobility if necessary ❑ Setup and demo Nudge if necessary	❑ Visit kitchen and check-in with Food Service Worker ❑ Continue to finalize system access (follow Pre-Boarding Countdown Checklist) if necessary ❑ Manually clock-in/out Food Service Worker if necessary ❑ Begin, resume, complete Annual Required Training ❑ Setup and demo MyStaff Mobility if necessary ❑ Setup and demo Nudge if necessary	❑ Visit kitchen and check-in with Food Service Worker ❑ Resume and complete Annual Required Training ❑ Discuss early performance with Kitchen Lead and plan informal feedback with Food Service Worker	**MONTH 1** ❑ Provide informal performance feedback and action planning if needed **MONTH 3 *(Probationary End)*** ❑ Provide informal performance feedback and action planning if needed **MONTH 6** ❑ Provide informal performance feedback and action planning if needed
Kitchen Lead	❑ Refer to Pre-Boarding Countdown Checklist	**LATE MORNING/AFTERNOON** ❑ Introduce team ❑ Tour the kitchen and stations ❑ Introduce Buddy and explain shadow work ❑ Help clock-out Food Service Worker if system access is setup	❑ Greet Food Service Worker and help with clock-in/out if system access is setup ❑ Provide work instructions; explain school rotation if applicable	❑ Provide work instructions and explain school rotation if applicable ❑ Reflect on early performance and station fit(s); ask for team feedback if applicable ❑ Encourage team camaraderie	❑ Provide work instructions and explain school rotation if applicable ❑ Discuss early performance with DDS and plan informal feedback with Food Service Worker ❑ Encourage team camaraderie	❑ Provide work instructions and explain school rotation if applicable ❑ Encourage team camaraderie
Buddy	❑ Talk to Kitchen Lead about expectations and Food Service Worker background	❑ Introduce yourself to the Food Service Worker	❑ Check-in: What questions do you have or how can I help?	❑ Check-in: What questions do you have or how can I help?	❑ Check-in: What questions do you have or how can I help?	❑ Check-in: What questions do you have or how can I help?

Annual Training Calendar

The Annual Training Calendar provides a list of required and recommended training for new and existing associates and specifies when to complete the training throughout the year. The resources are linked directly to our LMS and help El Camino's director of dining services stay compliant and on-track with their associates.

Annual Training Calendar | Food Service Worker

- This calendar provides a list and hyperlinks to required and recommended courses for hourly associates and suggested months to complete during the school year.
- Assumes that school starts in **August**. Shift the calendar if your school starts in July or September, as needed.
- ® = Recommended courses, which are **Required** as a New Hire and recommended thereafter. All other courses listed are **Required** annually, as noted.
- Average total training time for New Hires: **7 hours**

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Function	Course	Time (min)	Aug (Start)	Sep	Oct	Nov	Dec (Break)	Jan	Feb	Mar	Apr	May (Summer)	Jun (Summer)	Jul (Summer)
HR & Compliance (Approx. 1 hour for specific states only)	Workplace Harassment 2021 *CA only*	60	Complete within 30 days as a New Hire, then every 2 years from that completion date.											
	Workplace Harassment 2021 *CT only*	120	Complete within 30 days as a New Hire, one time only.											
	Workplace Harassment 2021 Restaurant and Bar Supplement *IL only*	15	Complete within 30 days as a New Hire, then every year from that completion date.											
	Cyber Security *(every 3 years)*	20	Complete within 30 days as a New Hire, then every 3 years from that completion date.											
Safety (Approx. 2 hours)	Blood Borne Pathogens *(First Aid only)*	30	Access/Review	Complete within 30 days as a New Hire.										
	DAWSO	30	Access/Review	Complete within 30 days as a New Hire.										
	Hazard Communication	30	Access/Review	Complete within 30 days as a New Hire.										
	COMPASSION – COVID-19 Hospitality	20	Access/Review	Complete within 30 days as a New Hire.										
	COMPASSION – COVID-19 Safety	20	Access/Review	Complete within 30 days as a New Hire.										
	Safety Binder Monthly Reminder	5	Opening	Slips & Falls	Burns Prevent	Struck By	Emergency Res	Stop/Think/Act	Cut Prevent	Strain Prevent	HAZCOM Ref	Shutdown		
	Alert Driving *(for vehicles 10K lbs+)*	25	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Nutrition (Approx. 2 hours) ® = Recommended	Group Allergy Training	17	Access/Review	Complete within 30 days as a New Hire.										
	How to Read a Recipe	10	Access/Review	Complete within 30 days as a New Hire.										
	Breakfast Meal Pattern	26	Access/Review	Complete within 30 days as a New Hire.										
	Lunch Meal Pattern	33	Access/Review	Complete within 30 days as a New Hire.										
	Production Records	12	Access/Review	Complete within 30 days as a New Hire.										
	Vegetable Subgroups	6	Access/Review	Complete within 30 days as a New Hire.										
	® Introduction to Child Nutrition	10	Access/Review	Complete within 90 days as a New Hire.										
Culinary (Approx. 1 hour) ® = Recommended	Culinary Basics – Knife Safety	8	Access/Review	Complete within 30 days as a New Hire.										
	Culinary Basics – Knife Skills	8	Access/Review	Complete within 30 days as a New Hire.										
	Culinary Basics – Pizza Handling	9	Access/Review	Complete within 30 days as a New Hire.										
	Culinary Basics – Station Standards	9	Access/Review	Complete within 30 days as a New Hire.										
	Quality Assurance – Keep Food Safe	18	Access/Review	Complete within 30 days as a New Hire.										
	® Culinary Basics - Batch Cooking	10	Access/Review	Complete within 90 days as a New Hire. Recommended to review every 2 years.										
	® Culinary Basics - Kitchen Behaviors	4	Access/Review	Complete within 90 days as a New Hire. Recommended to review every 2 years.										
	® Culinary Basics - Food Presentation	6	Access/Review	Complete within 90 days as a New Hire. Recommended to review every 2 years.										
Marketing (Approx. 1.5 hours) ® = Recommended	® Environment – Program Intro	15	Access/Review	Complete within 90 days as a New Hire. Recommended to review every 2 years.										
	® Environment – Streamline Your Cafe	60		Access/Review	Complete within 90 days as a New Hire. Recommended to review every 2 years.									
	® Environment – 5 Senses	30		Access/Review	Complete within 90 days as a New Hire. Recommended to review every 2 years.									

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Ongoing Learning and Skills

We know associates want to grow their knowledge and skills according to their schedules and through training tailored to their learning styles. In addition to on-site training, we also offer an extensive eLearning library that features microlearning opportunities with short, modular trainings; interactive online lessons that allow learners to apply what they've learned; and 24/7 availability through our exclusive learning management system.

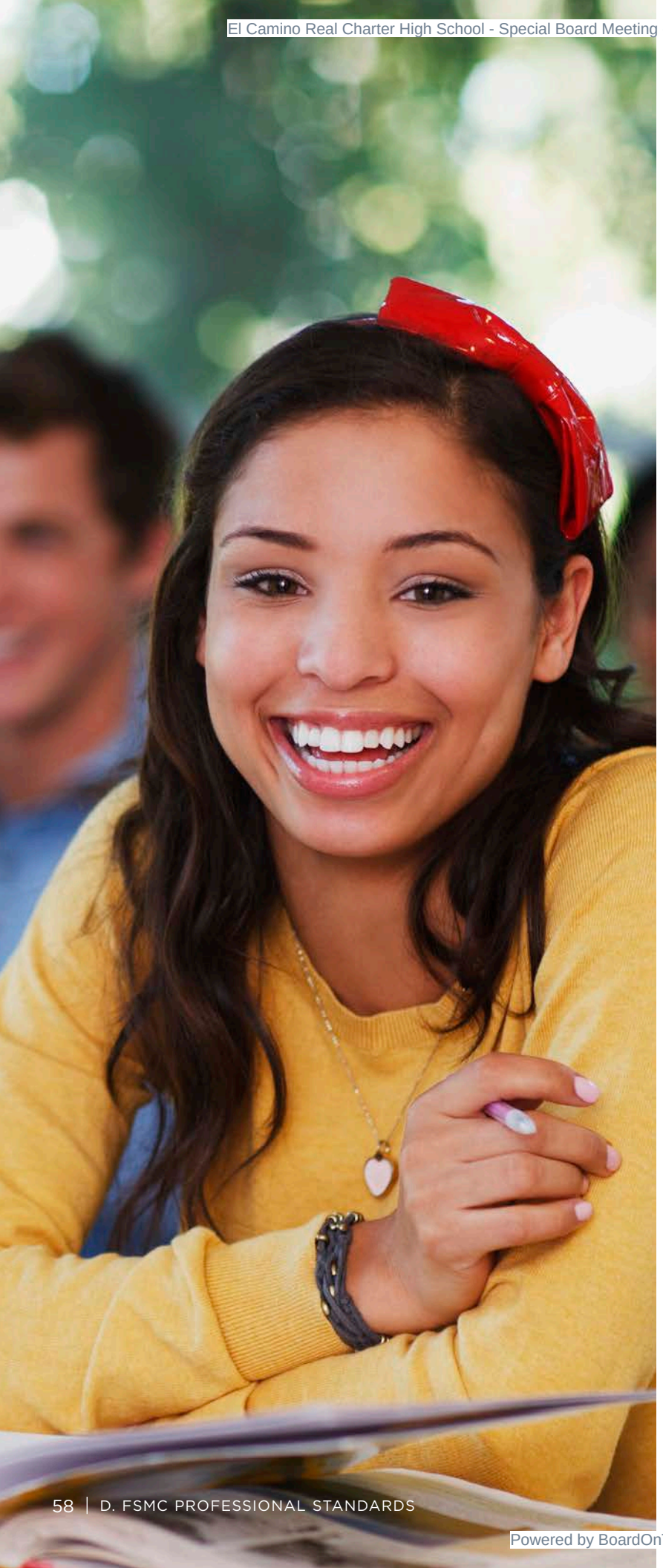
Training opportunities are available in a variety of formats:

On-site training	*eLearning*	*Monthly webinars*	*One-on-one support*	*Biweekly communication*



Accelerated Manager Program (AMP)

AMP is a unique combination of assessment, organizational training and one-on-one coaching that surfaces our best leaders. This best-in-class leadership development program for new and aspiring managers provides a fast-track learning opportunity focused on management development. It uses a personalized approach that aims to customize learning for each person's strengths, skills and interests. The program can be completed in 12 weeks or more, depending on the individual's needs, pace and business goals. Program mile markers capture each learning stage and enable rolling enrollment at any time.



Daily, Weekly and Monthly Training

Daily

Managers conduct a pre-service briefing every day to update the team on daily activities and knowledge. Meetings might include addressing current safety concerns, ensuring everyone is aware of that day's promotion or recognizing positive contributions.

Weekly

Associates participate in a five-minute training session each week to stay up to date on safety and sanitation policies and procedures. This is our unique solution for easily incorporating ongoing food safety training into the workweek.

Twenty-Four 5-Minute Training Topics Worksheet

- Choose a "Topic"
- Read "Associate" and "Supervisor" information for your topic
- Review any form(s) or log(s) for your topic
- Identify "who" will be trained
- Make copies of "Associate" page to hand out
- Make notes on your copy to refer to during training
- Coach your staff for success

Monthly

At Chartwells, training isn't just about checking off requirements – it's about giving our associates the opportunity to grow personally and professionally. When they reach their goals, we reach ours.

Every month features:

Workplace Safety

Food Safety

CHAT



Topics may include:

- Meal Requirements
- Food Allergen Awareness (certified by FARECheck)
- ServSafe
- Production Records
- Following Standardized Recipes
- Cut Prevention
- Intruder
- Fire Extinguisher
- First Aid
- CPR
- Personal Protective Equipment
- Equipment Shut-off
- Plus any additional training required by your school



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El Camino Real Charter High School Sample Monthly Training Plan

Training doesn't stop after the beginning of each school year. We empower our teams with tools to grow throughout the year. Associates can review a calendar of scheduled training opportunities so they know what's on the horizon.

August

- Who Moved My Cheese? (Change Management)
- Workplace Safety – Stop, Think, Act
- Meal Pattern Compliance
- USDA Civil Rights
- HACCP/ServSafe Certification
- CHAT – Sexual Harassment Policy

September

- Give Them the Pickle (Customer Service)
- Food Allergens Certification
- Culinary Training
- Workplace Safety and Food Safety
- CHAT – Employee Engagement

October

- Gung-ho (Performance Excellence)
- Energy Boost with Proper Nutrition
- Workplace Safety – Cut Prevention
- Food Safety – Product Labeling and Dating
- CHAT – Compass Group benefits

November

- CHAT – Showing Empathy
- Workplace Safety – Strain Prevention
- Food Safety – Cross Contamination
- Healing Through Nutrition
- Associate Recognition (August - October)

December

- CHAT – Serving Up Smiles
- Nutrition – Guidelines for Demo Cooking
- Workplace Safety – Slip, Trip and Fall
- HACCP/ServSafe Certification
- Personal Protective Equipment

January

- Mindfulness – Breathing Present Moment
- Express Training – Recipes
- Workplace Hazard Communication
- Food Safety Audit
- CHAT – Workplace Harassment

February

- Mindfulness – Meditation
- Workplace Violence Policy
- Safety – Bloodborne Pathogens
- CHAT – Diversity, Five Moments
- Associate Recognition (November - January)

March

- Mindfulness – Awareness
- Express Training – Modified Diets
- Workplace Safety – Safety Shoes
- Food Safety – Proper Cooling
- CHAT – Stop the Food Waste

April

- Mindfulness – Reducing Anxiety
- Workplace Safety – Struck By/ Against
- HACCP/ServSafe Certification
- CHAT – Diversity, Inclusive Behavior

May

- Mindfulness – Thought and Feeling
- Workplace Safety – Strain Prevention
- Food Safety – Time Control
- Associate Recognition (February - April)
- CHAT – Retail Mindset: Service Recovery

June

- Workplace Safety – Accident Investigation
- Food Safety – Storage and Dating
- CHAT – Communication, Help and Training



Ongoing monthly training and informational meetings refresh knowledge of daily operations and introduce innovations. These trainings meet the federal USDA professional standards requirements for foodservice associates working in NSLP operations.

chat THEN ACT

CHAT (Communication, Help and Training) is our monthly communication and training resource to help supervisors effectively communicate important information to hourly customer service associates. A key feature of the program is the CHAT Toolkit, which contains all the training materials (including visual aids and handouts) that the supervisor needs to conduct their own CHAT sessions with the on-site team. Each CHAT meeting is 15 minutes and focuses on four areas: safety, sanitation, customer service and company communications.

CHAT Calendar 2021

January	***July***
Workplace Harassment	**Prioritizing: Influence and Control**
February	***August***
Nutrition, Health and Wellness	**Resolving Conflict**
March	***September***
Essential Communication	**Food Safety**
April	***October***
Diversity and Inclusion	**Benefits** **You Pick! Frontline Library (alternate)**
May	***November***
Navigating Change with Resiliency	**Building Positive Work Relationships**
June	***December***
Safety **Sexual Harassment Part II (supplemental for select states)**	**Customer Service**

CHAT Website: www.mychatprogram.com

Regulation and Operating Procedures Training

During scheduled professional development time, associates receive regular, interactive training that helps them understand regulations and how to carry them out completely and accurately.

Buy American

We conduct comprehensive training for our management team, giving them the confidence and technical tools to help you exceed USDA and state agency expectations. We do this through:

- Live and recorded sessions detailing the requirements of USDA procurement reviews and the Buy American provision.
- Protocol and standard operating procedures.
- A central email box for quickly escalating any questions that arise.
- Buy American product documentation.
- Instructions for inspection of food labels for country of origin.

Compliance with USDA Professional Standards Requirements

We know an educated team is best equipped to bring the best program to your students, but continuous professional training and hiring standards are also a USDA requirement. All Chartwells school nutrition directors meet the minimum educational standards outlined by the USDA, and our job descriptions reflect these requirements. All of our learning hours and completion can be tracked in order to comply with the USDA Professional Standards training requirements.

FARECheck Certification

Chartwells was the first in the child nutrition industry to have its allergen management training courses certified by Food Allergy Research and Education (FARE). FARE has reviewed our library of allergy training programs and accredited them with the FARECheck Certification. This partnership ensures our training programs are current with the latest advancements in food allergen management and your students will benefit from a team that is knowledgeable and well-versed in this important area.

Portion Control

Chartwells provides training for proper recipe preparation, serving and portion control at the beginning of every school year and continues to train throughout the year.

Key topics covered during these sessions are:

- Using the proper tools
- Weighing and measuring key ingredients
- Calibrating pound and ounce scales
- Following the number of servings per pan
- Portion review at production meetings
- Checking portions throughout the meal period



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Chartwells Nutrition Program Training Examples

Allergy and Special Dietary Need Accommodations

Audience: Foodservice managers and staff, members of school administration

Format: Web-based

This series provides a basic overview of allergies and special dietary needs in the school setting from a foodservice perspective. Additional modules cover specific conditions commonly found in schools, providing in-depth training for managers and administrators. Separate modules for each condition allow for customization.

Reimbursable Meals and Offer vs. Serve

Audience: Foodservice managers, staff

Format: In-person

Participants will learn and reinforce their knowledge of what foods must be offered with complete school meals, as well as recognize a meal that qualifies for USDA reimbursement under the rules of offer versus serve.

Audit Preparation

Audience: Foodservice managers, staff

Format: In-person

Learn what to expect during an Administrative Review and how to work within your unit as a team to prepare for audit success. Receive refresher training on program compliance and a general overview of critical USDA standards.

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Summer In-Service Training

All foodservice associates play an important role in crafting the dining experience and, ultimately, in the education of the students we serve. Chartwells will utilize its corporate support and regional team to perform ongoing training and staff development for your director of dining services.

Listed below are the training topics that are covered during the 12 hours of summer in-service each year. These topics become part of our ongoing monthly training.

Nutrition and Culinary

- Introduction of Chartwells' comprehensive nutrition programs
- Cycle menu development processes and procedures with menu committee
- Batch cooking: Why do we do it?
- Local produce: What is the value to our customers and community?
- USDA regulations

Safety and Food Safety

- HACCP: Menu management system (HACCP books as required by the state agency)
- Safe staff training and ServSafe certification
- Quality assurance
- Food safety for schools
- Safety in the workplace
- Appoint safety champions

Marketing and Merchandising

- Discovery Kitchen program and materials
- Food presentation: Does your food speak for itself?
- Customer service training
- The power of promotions

Financial

- Policies and procedures: The importance of an accurate inventory
- MyFinance training: Chartwells' all-inclusive financial system
- Controlling cost
- Cash-handling procedures
- Production record training (as required by state agency)



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Summer In-Service Training: Sample

Culinary, food presentation and marketing training is conducted over four days and includes some of the topics listed below. This training is designed to develop a strong culinary and retail foundation for child nutrition associates at El Camino Charter through classroom and hands-on training.

- Marketing the Child Nutrition Program
- Defining the job
- Planning and organizing the workday
- Cooking techniques to develop flavor with chef demonstration
- Basic cooking skills
- Batch cooking
- Knife skills
- Maximizing flavors
- Equipment use and care
- Reading recipes – How to increase or decrease the portions
- Cooking with recipes
- Healthy cooking habits
- Setting up the line for customers
- Presenting the food – We eat with our eyes
- Hands-on kitchen exercise
- Customer service
- Harassment prevention
- Bloodborne pathogens
- Confidentiality
- Acceptable use of technology
- Workplace safety, food safety training, safety commitment pledges
- Food allergy protocol
- Reimbursable meals
- Production records


serving up

E. Proposal Questionnaire

Serving Up Happy & Healthy

The Chartwells Promise: To nourish the bodies, minds and spirits of our students and pave the way for a lifetime of success and well-being. We'll serve up happy and healthy to every child, every day.

Attachment E: Proposal Questionnaire

This proposal questionnaire is intended to provide the SFA with specific information concerning the Respondent's capability to provide services as described in the RFP. Please be as concise as possible and limit your responses **to no more than two pages per question, unless instructed otherwise. Type each question in the same order as listed in the questionnaire.**

[Note: the SFA may choose to add or delete any provisions to their RFP as applicable.]

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment C, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.

2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is(are); the length of time the company has been providing food service management services (consulting, food purchase, etc.), and related services as described in this RFP. In addition, provide the duration and extent of experience the company has with similar SFA food management services.

3. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.

4. Provide a complete list of SFAs that have discontinued or terminated your company's services in the last five years and the reason(s) why.

5. Provide an organization chart for your company, a description of the lines of communication, and the responsibilities at each corporate level.

6. Provide a complete balance sheet or annual report (verified by a certified public accountant) for the last three years of operation.

7. Provide a description of promotional and marketing materials you will use to attract students to the program.

8. Provide a recommended transition plan that describes the steps the Respondent will take to begin providing the services described in this RFP.

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment C, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.

We Have Deep Resources

Wherever our partnerships take us, the power of Compass Group follows.

Compass Group, our parent company and the world's largest foodservice company, has industry expertise in a broad range of sectors: hospitals, schools at every level from kindergarten through higher education, workplaces from offices to heavy industry, and sports and entertainment. As part of Compass Group, Chartwells K12 is dedicated exclusively to feeding students across the country.

We're proud to have some of the longest-running school district partnerships in the industry. Chartwells has 363 district partnerships that have lasted more than a decade, and we've established 203 new partnerships in the past five years.

Chartwells proudly serves more than 2 million meals a day to K-12 students from coast to coast who participate in the National School Lunch and School Breakfast programs in an effort to create a happier and healthier generation. We also have knowledge and experience in student and adult a la carte programs as well as catering events in and around the district. Not only are we committed to students, faculty and administrators, we're also passionate about improving the well-being of the families and communities we serve.

Through our grant writing experience and partnerships with nonprofits, we helped our district partners secure over $10.4 million in grants during the 2020-2021 school year. On-site Director of Dining Services Chef Eduardo Rojas and District Manager Rafael Negroe can, if requested, complete an equipment replacement plan based on the age and condition of your current equipment found in the school kitchens.

Our references can be found in Attachment F of this proposal, who, if contacted, will relay to you that we have the ability to perform the required services requested by El Camino Real Charter High School.













2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is(are); the length of time the company has been providing food service management services (consulting, food purchase, etc.), and related services as described in this RFP. In addition, provide the duration and extent of experience the company has with similar size and complexity of SFA's food management services.

Chartwells – A Compass Group Sector

You can rely on Chartwells K12 as your long-term partner. Founded in 1941, our parent company, Compass Group PLC, is $24.8 billion strong and consistently outperforms our competition in overall growth, organic growth and client retention rate. Our on-site expertise and global foodservice network means we have the resources and dedication to provide an excellent service to your school with the backing of an internationally respected organization.

Why Chartwells?

We Know Food, Students and Schools

We know food. We know schools. We know students. Our experience in all of these areas enables us to offer well-established, successful programs that exceed expectations.

As the school services division of Compass Group, Chartwells combines the value and resources of a global foodservice network with the on-site expertise of local consultants. With Compass Group's other education sectors, we are currently serving over 80 education accounts in California. Our experience and dedication to serving exceptional food with unwavering quality have paved the way for us in higher education, and now we seek to bring that same level of dedication to your California K-12 school.

What this means to you is that we know the business and what it takes to provide high-quality, nutritious meals on a fixed budget. Our group of companies shares best practices, and we bring these ideas to our school districts across the country. In short, we add value and make your job easier.

We are here for you, and we are always available to share information and answer questions on such hot-button topics as childhood nutrition and obesity. We go beyond the school and reach out into the community, attend parent events, provide cooking classes, demonstrations, tours of local farms/growers and provide additional touchpoints from your nutrition program out into the larger community. We'll team up with groups to promote better nutrition and wellness. Schools that work with us have found we're much more than a vendor – we're local people who take pride in what we do, both in the district and in the community.

Chartwells at a Glance

PARTNERSHIP WITH
675 districts

WE SERVE
2,500,000+
MEALS DAILY

16,000+
CHARTWELLS K12 ASSOCIATES

CONSISTENT LEADERSHIP FOR
20+ years

$10+ million
IN GRANTS

chartwells

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With more than
675
school district
partnerships,
we have the experience and resources to create a custom program specifically designed with your students, goals and school community in mind.



National Experience

We're proud to have some of the longest-running school district partnerships in the industry. Chartwells has 363 district partnerships that have lasted more than a decade, and we've established 203 new partnerships in the past five years. When you speak with our district partners, you'll hear that we consistently provide dependable and excellent service through customized programs that align with the needs of their schools and the desires of their students, delivering on our commitment to serve up happy and healthy. No matter the length of our partnerships, we're focused on meeting – and exceeding – expectations every day by caring for students and associates.

Aligning with El Camino Real Charter High School Is Our Priority

Over the course of our partnership, we have demonstrated our ability to consistently deliver results while understanding and addressing the unique needs and expectations of El Camino. Inspired by our shared mission, we will continue to align with your goals, bringing creative, innovative solutions to the school. Our clear understanding of your culture, objectives and strategic plan enables us to seamlessly continue our partnership.

By providing every student a place to connect with their peers and fuel up for the day ahead, we will continue building on the foundation we've established for a strong, engaged community. Each day the students of El Camino will gather to enjoy a great-tasting, nutritious meal prepared by associates focused on improving quality, variety and service to create a cafeteria where students want to eat.

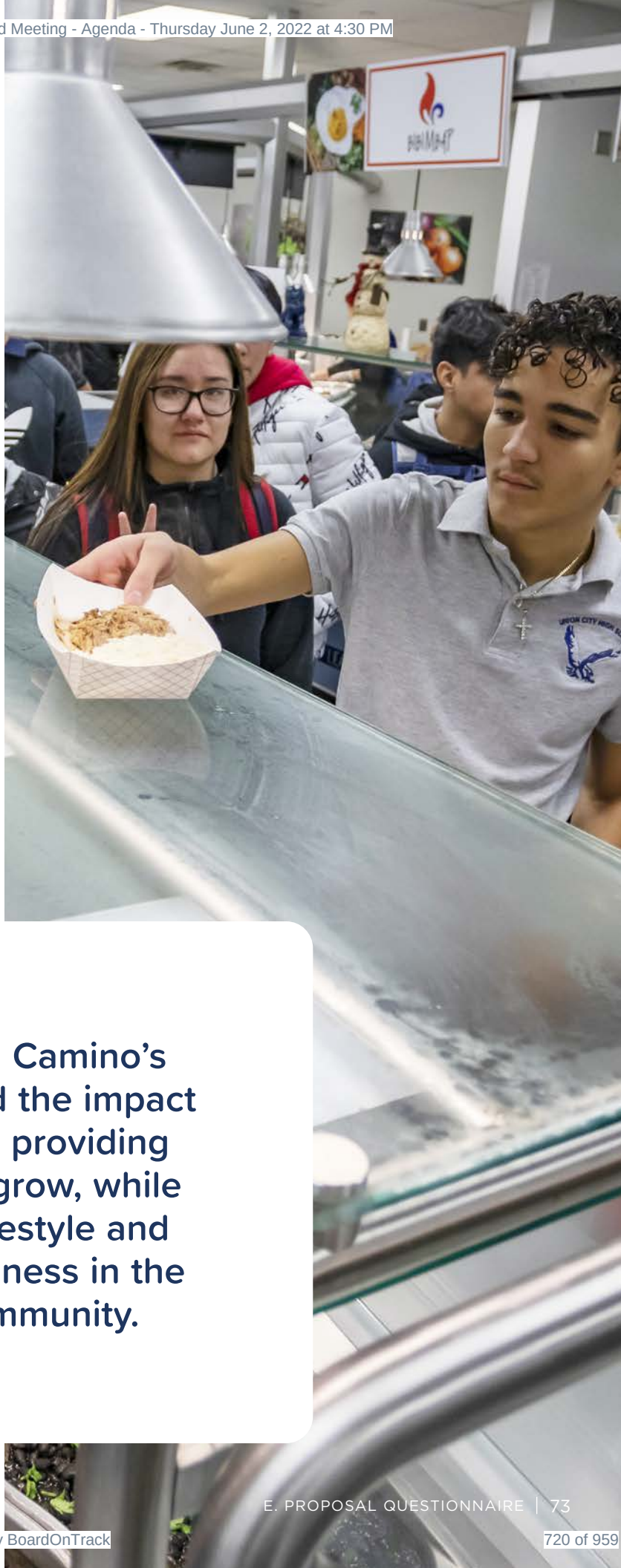
We look forward to continuing our partnership, working with you to provide an unforgettable experience for your students every single day.

3. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.

Our Experience with El Camino

- Six years of partnership with El Camino
- 30 collective years of foodservice experience of El Camino 's on-site staff
- 40 years of doing business in California
- 13 school districts in your region

Our sustainable management foundation ensures the foodservice operations at El Camino are strong, efficient and effective. We are honored to have served your students since 2016. We do not take for granted our past relationship but rather make a commitment to El Camino every day we have the honor to serve you. We are proud of our collaborative successes and the environment of mutual trust and integrity we have created. That is a true partnership – one we are proud to be a part of with El Camino and the community we serve.



As part of the fabric of El Camino's community, we understand the impact we have extends beyond providing meals. We help students grow, while encouraging a healthy lifestyle and fostering a sense of happiness in the cafeteria and in the community.

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With Leadership Comes Responsibility

Through our extensive experience in the communities we serve, we're making an impact in creating better food systems. We offer:

- Local produce
- Reduced antibiotic chicken
- Cage-free eggs
- rBGH-free milk
- Sustainable seafood
- rBGH-free yogurt
- Eco/fair trade coffee
- Reduced antibiotic turkey

We work closely with local farmers to bring fresh produce straight from the farm to your schools. We maintain partnerships with local farmers and produce distributors. These partnerships present an opportunity to introduce students to a wide variety of fresh new foods and flavors while benefiting farmers and the entire community. This continues the farm-to-table trend and helps reduce our carbon footprint, making it a win for our students, our communities and our planet.

We're community-minded in everything we do and take our civic responsibility very seriously. We believe Chartwells should be a good neighbor in the communities where we work and live. We encourage our entire foodservice team to engage in community outreach, and we will actively develop relationships with local organizations to support our community.

Our Resources Are Your Resources

Backed by our parent company, Compass Group, we have the stability, resources and innovation to bring your vision to life. We are experts in aligning with your mission, customizing solutions specifically for El Camino. Compass Group also has deep experience in a variety of foodservice sectors.*



Colleges and universities



Hospitals

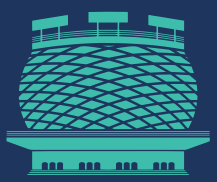


Government facilities

Direct benefits of these vast resources include cafeteria design concepts, innovation, technology, shared culinary resources and career development opportunities for associates.



Restaurants



Sporting venues



Corporate cafeterias



Museums and performing arts centers

* Chartwells does not provide dining foodservices within any correctional facilities, nor does any other Compass Group operating company in the United States.

4. Provide a complete list of SFAs that have discontinued or terminated your company's services in the last eight years and the reason(s) why.

Chartwells sets the standard for K-12 dining services in the United States. We are able to do this because we recognize that every school is different, with distinct needs. Chartwells delivers exceptional service to over 660 school districts and has the best client retention in the business – 97%. We understand that there are no cookie-cutter solutions. However, from time to time, partnerships end for a variety of reasons. While we are always disappointed when this happens, we value the relationships we have built with these districts and are proud to have worked with them.

The following clients have either discontinued partnerships with Chartwells or Chartwells has declined to rebid within the past five years.

2021

No Discontinued or Terminated Service

2020

No Discontinued or Terminated Services

2019

Salinas Elementary School District

840 S. Main St.
Salinas, CA 93901
831-753-5600
District moved back to self-operation

2018

William S. Hart Union High School District

21369 Centre Pointe Parkway
Santa Clarita, CA 91350
661-259-0033
Lost in a competitive bid

2017

Moreau Catholic High School

27170 Mission Blvd.
Hayward, CA 94544
510-881-4300
Lost in a competitive bid

St. Clement Catholic School

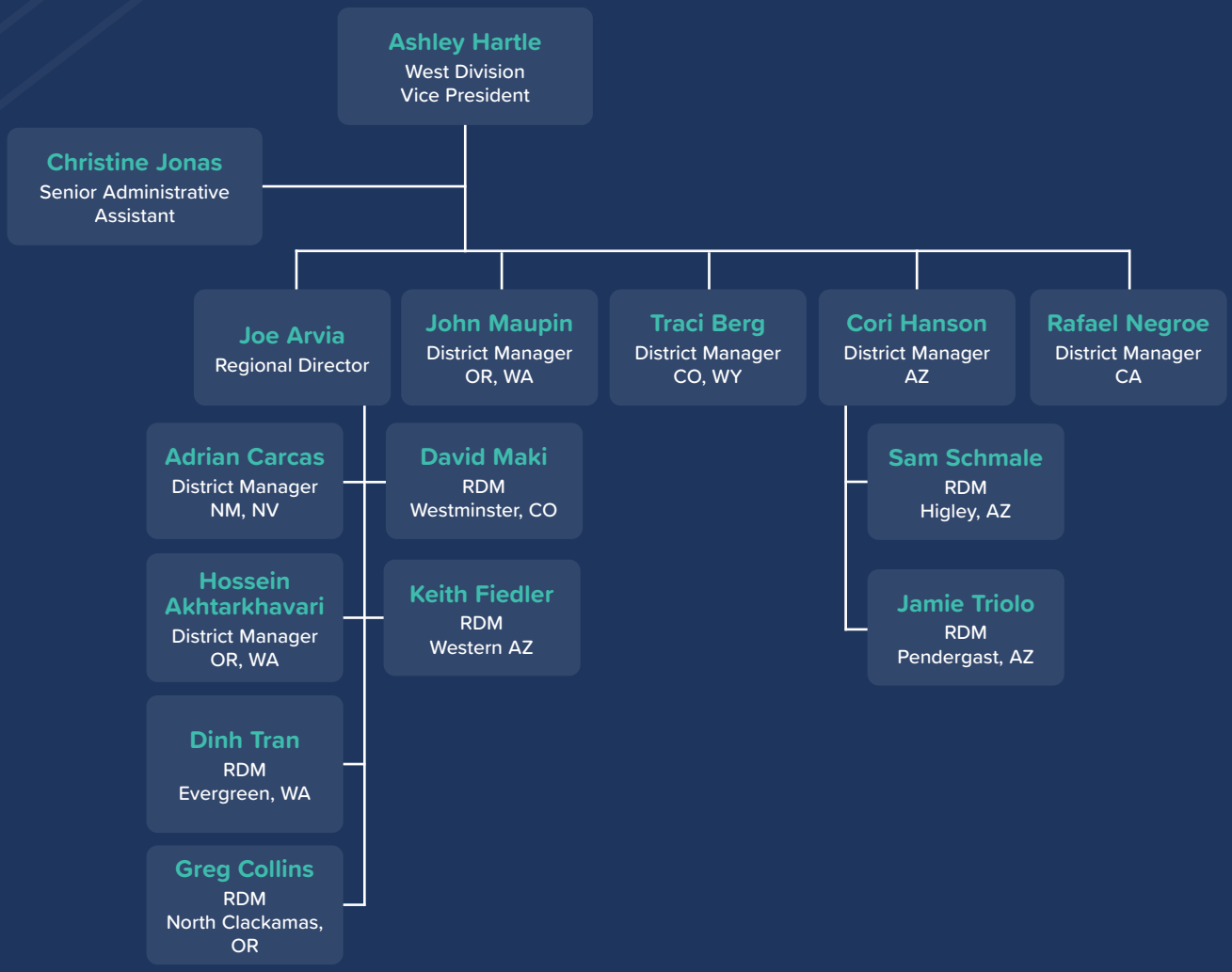
790 Calhoun St.
Hayward, CA 94544
510-538-5885
Lost in a competitive bid



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5. Provide an organization chart for your company, a description of the lines of communication, and the responsibilities at each corporate level.

West Region Organizational Chart



Operations Support

Brent Hoover Regional Finance	**Bruce Oravetz** Regional Culinary	**Betsy Myers** Regional Dietitian	**Leah Winchell** Field Marketing	**Monica Woodworth** Growth & Retention Marketing
Martha Coveny Human Resources	**Tim Palmer** Legal	**Jonathan Squibb** Communications	**Kris Strohmyer** Recruiter	**Erik Larson** Training & Development
David Lake VP of Client Relations	**Chris Maggard** Client Relations Manager	**Gray Wagoner** Procurement	**Amanda King** Workplace Safety	**Wes Babcock** QA Food Safety
Karen Gray Regional VP Sales	**Cherryl Paul** Regional Sales AZ, CO, NM, UT	**Julie Veal** Regional Sales CA, NV, OR, WA	**Diane Bagg** Associate Sales Dir.	

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Ashley Hartle • West Division Vice President

Ashley joined Chartwells this year from Compass Group's Eurest. She served as regional vice president from 2018 to 2020, delivering strong business results as well as standout team leadership and talent development skills. Prior to working for Compass Group, Ashley spent more than 20 years leading teams, growing markets and driving results for organizations like Starbucks and Hallmark.



Paul Tapia • Pacific Region Vice President

Paul Tapia has always had a passion for food. An early start in the restaurant industry sparked his interest and lead him to further his culinary education at Kendall College in Chicago, IL. Through culinary school Paul worked at various restaurants in Chicago before moving to Michigan were he joined Morrison in 2002. Paul worked as an Executive Chef in both senior living and healthcare before moving into an operations management. He prides himself on the development of all those he works with and is dedicated to fostering long-term relationships with clients and customers. Paul lives in Colorado and when spending time away from work he enjoys cooking for friends and family, live music and time on the golf course.



Rafael Negroe • District Manager

Rafael has more than 20 years of experience in contract management and leading a diverse portfolio. He has a passion for exceptional customer service, operational excellence and inclusivity. Rafael has a culinary background and worked as an executive chef in the healthcare and hospitality industries. He holds certifications in foodservice, environmental services and project management and earned his Bachelor of Science in business administration at the University of Phoenix.



Bruce Oravetz • Regional Executive Chef

Prior to joining Chartwells, Chef Bruce was senior director of purchasing for Compass Group NAD, supporting the Morrison Living and TouchPoint sectors. Bruce's numerous roles with Compass include senior corporate chef, director of culinary development, director of dining services and executive chef.



Betsy Myers • Regional Dietitian

Betsy joined the Chartwells team in 2018 and provides nutrition, wellness and sustainability support to the West Region.

Betsy's work experience includes several years in private school foodservice supporting K-12 and higher education. There she helped develop and implement nutrition and wellness initiatives along with management of recipes, menu building and allergen control systems. She also has worked in the consumer packaged goods and healthcare industries.

6. Provide a complete balance sheet or annual report (verified by a certified public accountant) for the last three years of operation.

Our Balance Sheet

As we continue through the pandemic crisis, our strength as an industry leader has been clearly seen in our financial position. We entered the crisis with the highest credit rating in the industry (strong investment grade credit) and the lowest debt levels.

This established a firm foundation for us to weather the crisis. And although we already had ample liquidity on hand, in May 2020 we announced an equity raise, which gave us the strongest balance sheet in our company's history. While our competitors are burdened with heavy debt, we are able to continue to invest in our business, making strategic decisions that ensure our future success and continue to bring the best to our clients.

Our finance costs are 75% lower than our competitors, equating to hundreds of millions of dollars that we are able to invest back into the business – in clients, people, innovation, cybersecurity and more. We're also continuing to invest in a team dedicated to change management, ensuring that the contract transition process is always seamless and successful.

While our competitors will have pressure and lack flexibility because of their debt load, Compass can be nimble and smart, as we are well-positioned to move through this crisis and continue to deliver for our clients.



Financial Updates

To: Compass Group USA Business Partners
Date: January 4, 2022
Sub: Compass Group USA Financial Update

Compass Group USA Inc. is a wholly owned subsidiary of Compass Group PLC (CGP), the global leader for contract catering services. Compass Group USA Inc. is the legal entity representing United States operations and is the parent company of Bon Appetit Management Co., Canteen One Inc., Crothall Services Group, CulinArt Group Inc., Eurest Services Inc., FLIK International Corp., Foodbuy LLC, Gourmet Dining LLC, Levy Restaurants, Morrison Management Specialists Inc., Restaurant Associates Corporation, SSC Service Solutions (Southeast Service Corporation), Wolfgang Puck Catering & Events LLC, and Unidine Corporation. Divisions of Compass Group USA Inc. include Canteen, Chartwells, Eurest Dining, Menus Catering, Occasions Caterers and Protocol Staffing Services.

Through a series of acquisitions and organic growth, Compass Group has become the market leader in North America with annual revenues in 2021 of $15.3 billion and operating profit of $833 million, despite the negative impact from the recent COVID-19 pandemic. Compass Group North America's revenues represent 61% of the CGP worldwide total. Compass Group has the privilege of serving such prestigious clients as IBM, United Technologies Corp., SAP, Louisiana State University and Texas A&M University. In addition, Compass Group provides catering to special events such as the U.S. Open and the Academy Awards®.

CGP was formed in 1987 to facilitate the management-led buyout of the Grand Metropolitan PLC catering division. During its 35-year history, CGP has grown significantly from a revenue and value perspective, with a current market capitalization of $37 billion. CGP trades on the London Stock Exchange under symbol CPG.L and is represented in the FTSE 100 Index. While Compass Group has experienced phenomenal growth, it remains a conservatively managed company with a strong credit rating. Access to the September 30, 2021, CGP annual report is available through the following link:

https://www.compass-group.com/en/investors/annual-reports.category1.year2021.html

You are encouraged to direct financial inquiries regarding Compass Group to my attention at our North America headquarters in Charlotte, North Carolina.

Sincerely,

Daniel Thomas
Senior Vice President and Treasurer
Compass Group North America
2400 Yorkmont Road • Charlotte, NC 28217
704-328-7073

Long-Term Financial Stability

You can rely on Chartwells as your long-term partner. In today's economy, not every company can make this commitment.

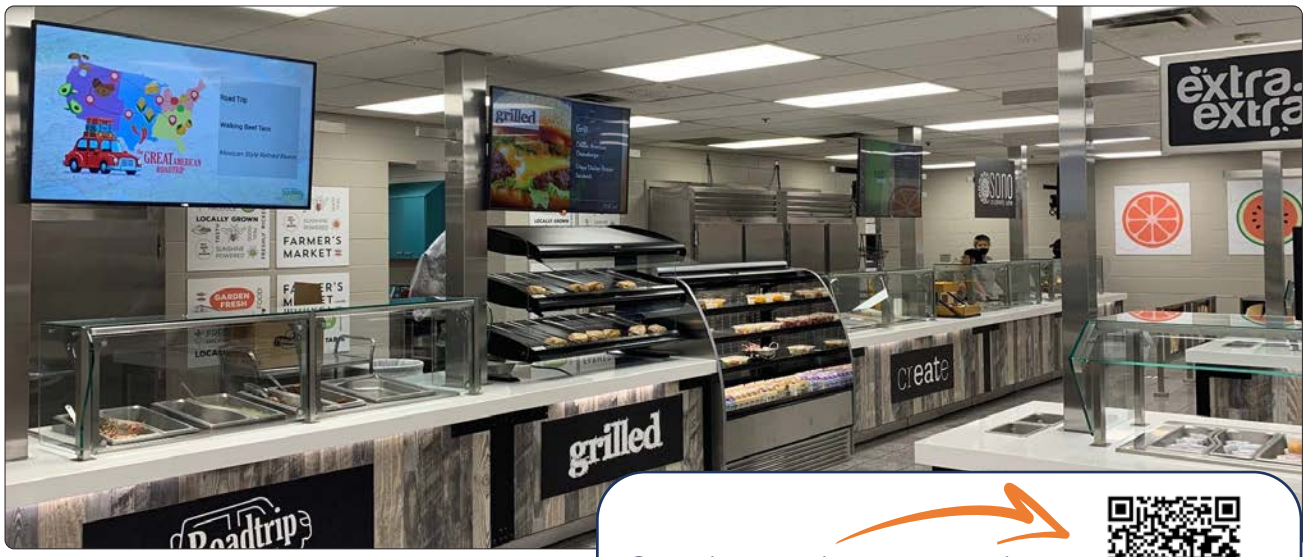
Per bid criteria, we have included three years of the most recent audited financial statements, including profit/loss statements.

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7. Provide a detailed description of promotional, marketing, and food service awareness materials you will use to attract students to the program.

To create awareness and drive participation, we create cafeteria environments that are inspiring, welcoming, and "the happiest place in school." We know kids value experiences as much as they do delicious food. We'll enhance the dining experience with:

- Prominent welcome signs and menu boards
- Culinary station signs – clearly displayed
- Fun, themed design concepts
- Restaurant-like merchandising and smallwares



Scan here to learn more about our Environments designs

Our goal every day is to make sure kids leave the cafeteria happier and healthier than they came in.

We promote our fun student engagement programs to create interest in nutrition education, drive participation, and bring the "happy" to the cafeteria and beyond. For each program, we provide a complete marketing toolkit of:

- Banners
- Pop-up event kits (backdrops/table covers)
- Social media posts
- Videos
- Take-home materials with QR code instructions
- Fun swag items & at-home activities

Student Choice

Student Choice gives students a true voice in deciding what culinary concepts are featured on the menu through fun tasting and voting events in the cafeteria as well as grab-and-go tasting with text-to-vote. Winning concepts are then built into the school lunch menu as a limited-time offer until the next vote. Concepts are regularly refreshed to keep the program exciting.



Engagement and Communication



Discovery Kitchen

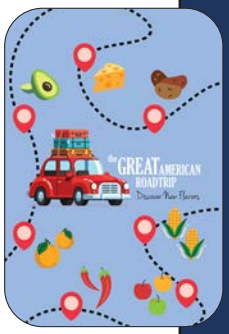
Discovery KITCHEN

Our flagship nutrition education program with monthly theme-based events sparking curiosity and adventure in the classroom, cafeteria and even at home. Students are invited to watch exciting cooking demonstrations, taste new foods, or get hands-on with creating their own culinary masterpiece. Monthly themes connect delicious food with nutrition lessons, examples of these themes and promotional materials are below:

January

The Great American Roadtrip

Take a culinary adventure through the USA



February

Smart Snacking

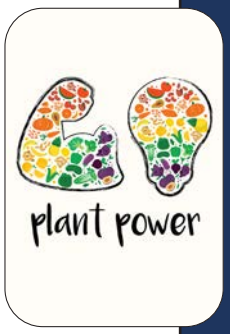
Create mini, balanced meals with "snack" foods



March

Plant Power

Learn how tasty plant-based foods help power our bodies and minds



Fun Days

In addition to Discovery Kitchen and Student Choice events and promotions, we've created a library of Fun Day promotions that can be utilized throughout the year. Favorites include:

- National Pizza Day
- National School Breakfast Week
- Lucky Lunch Day
- 100th Day of School
- Taco Tuesdays
- And many more seasonal and food holidays!

Getting the Word Out

Marketing communication will reach students, families, and the school community to let them know about what's new in the foodservice program, including: new menu items, fun events, and nutritional tips. Look for:

- **Social media content** – Provided to the district's communications team for posting on Facebook, Twitter, YouTube or other communications platforms.
- **Nutrislice** – Online breakfast and lunch menus via website or mobile app, also featuring nutritional info for every menu item, allergen alerts and the ability to rate dishes.
- **Newsletters** – A summary of what's new, what's happening and what's coming up.

8. Provide a recommended transition plan that describes the steps the Respondent will take to begin providing the services described in this RFP.

Transition Timeline

While there is no cost to transition when you retain Chartwells, we still want to illustrate our experience transitioning school districts to a Chartwells partnership. More importantly, this demonstrates our ability to build and execute a successful transition plan for any project or initiative we encounter together.

Below is an example of our transition plan.

Tasks to be Completed Week 1

Administrative

- Review/draft contract
- Schedule weekly meetings with client administration
- Develop agenda for associate orientation
- Schedule associate welcome and introduction meeting with Chartwells and administration, school principals, nurses, etc.
- Set up method for completing background checks, drug testing and any other items as required by the RFP
- Review staffing at all schools
- Develop PR and communication plan for general public, administration and foodservice staff

Operations

- Confirm Chartwells office space
- Determine client banking policies and procedures
- Review health certificates
- Obtain breakfast, lunch and snack times for all sites
- Determine POS infrastructure and any additional needs by school
- Begin walk-throughs of every location to assess equipment and compile repair and/or replacement needs
- Determine smallwares and merchandising needs for each location and place orders

Human Resources

- Develop opening associate meeting agenda
- Communicate agenda and handouts for associate orientation meeting
- Contact associates to inform them of meeting date/time

Tasks to be Completed Week 2

Operations

- Begin setting up Chartwells client website linked to the school website
- Secure school directory (names, addresses, phone, email addresses, fax numbers), maps, etc.
- Meet with client contract administrator to finalize menus
- Update any required licenses
- Set up client database
- Develop introduction letter for students/parents
- Post menu, nutrition information and newsletter on foodservice website, including a la carte menu and meal pricing
- Prepare open house and registration calendar
- Meet with school public relations/ communications to map communications channels, materials and timing (for newsletters, press materials, social media, etc.)

Human Resources

- Determine culinary training needs and set a training schedule for associates
- Establish emergency medical procedures
- Order uniforms for all associates
- Develop staffing requirements based on start and end times for each meal period

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Tasks to be Completed Week 3

Operations

- Clear firewalls for accounting resource websites
- Develop emergency phone list
- Contact Diversey rep to tour facilities, inspect equipment and assess needs
- Order signage, spray bottles and labels
- Develop equipment repair procedures, equipment maintenance logs and work order procedures
- Meet with site administrators at all locations to determine specific needs

Finance/Accounting

- Establish a procedure for the reporting and management of catering orders
- Determine client's internal accounting procedures
- Finalize banking and change order procedures

Culinary and Merchandising

- Verify all merchandising, smallwares and equipment have been received
- Plan opening day celebration
- Review servery plans and setup with cafeteria managers
- Develop and print POS signage
- Review monthly promotional calendar with cafeteria managers

Human Resources

- Finalize hiring of hourly associates
- Set up hourly staff on Chartwells payroll (as planned)
- Ensure all new hire background checks and drug screen results are back

Tasks to be Completed Week 4

Monday

- Associate welcome meeting
- Orientation/onboarding
- Safety training
- Diversity and inclusion training
- Distribute uniforms

Tuesday

- Cleaning and receiving deliveries at each location
- Install signage and equipment

Wednesday

- Review HACCP Food Safety Plan
- Review station standards
- Team-building exercise
- Review basic kitchen skills/protocol with all staff
- Begin food production

Thursday

- Discussion regarding the NSLP and USDA reimbursable meal guidelines
- Review menus, recipes and production record procedures
- Conduct allergy training
- Continue food production
- Welcome reception and dinner for team, location TBD

Friday

- Final dry run lunch and breakfast setup



F. Respondent References

Serving Up Happy & Healthy

Even more important than our years of experience is what our clients have to say!

Attachment F: Respondent References

List three references to which the Respondent has provided food service management services within the past 5 year(s).

Failure to complete and return this Attachment will cause your proposal to be rejected.

Reference 1		
Name of Reference La Canada Unified School District		
Street Address 4490 Cornishon Ave		
City La Canada	State CA	Zip Code 91406
Contact Person Mark Evans	Contact Title Associate Supt., Business and Administrative Services	Tel. Number 818-952-8300, ext. 4234
Brief Description of Services Provided NSLP, SBP, A la Carte, and Catering		
Dates of Service: July 1, 2015 to Present		

Reference 2		
Name of Reference Martinez Unified School District		
Street Address 921 Susana Street		
City Martinez	State CA	Zip Code 94553
Contact Person Helen Rossi	Contact Title Interim Superintendent of Administrative Services	Tel. Number 925-335-5925
Brief Description of Services Provided NSLP, SBP, A la Carte, Catering and SFSP		
Dates of Service: July 1, 2019 - Present		

Reference 3		
Name of Reference Buckeye Union High School District		
Street Address 1000 E. Narramore		
City Buckeye	State AZ	Zip Code 85326
Contact Person Roland Carranza	Contact Title Associate Supt. Of Operations	Tel. Number 623-269-1010
Brief Description of Services Provided NSLP, SBP, A la Carte, and Catering		
Dates of Service: July 1, 2004 - Present		

17000 Haynes Street

Lake Balboa, CA 91406

818.758.5200

April 20, 2022

Dear Superintendent, CBO, and Board Members,

Understanding that you are soliciting for a contracted food service management/consulting operation, I would like to take this opportunity to recommend Chartwells for your consideration. BCCHS selected/renewed Chartwells three years ago for a second five-year contract agreement. BCCHS have a very effective District Manager and Food Service Director that have really helped us prepare for the State of California, Department of Education Universal Meals Directive.

I would like to highlight some of the ways Chartwells has made a positive impact for our district.

- **Innovation**: Chartwells has brought new ideas and opportunities to the district. Our focus this School Year has been to improve and increase our access points outside of the cafeteria. Chartwells District Manager has helped develop, supervise, and implement stations that has exceeded our expectations in throughput and esthetics.

  They are also working towards establishing relationship with our culinary arts program by providing potential partnerships in education, internship in the kitchen, and student participation in kitchen operations. This team continues to look for ways to build a strong program where students can have quality food in such short window of time.

- **Responsiveness**: Chartwells has taken initiative to keep direct lines of communication open. The District Manager communicates with BCCHS on a weekly basis. The Chartwells team has quickly responded to any advisory meetings.
- **Adaptability**: The pandemic posed challenging circumstances for everyone and Chartwells has been able to adapt quickly to the demands of the pandemic and to meet the need of BCCHS students and their families.

  During the Closures, Chartwells continued to offer quality food choices with an increase in demand by our entire community. With an 85% Free and Reduced eligible BCCHS continued to address community needs during the school closures.

  Upon return Chartwells quickly adapted its menus to be more appealing to our students in a more grab-n-go manner and has also significantly increased bringing quality food to staff at reasonable prices.

Please feel free to contact me should you have any questions. I consider Chartwells a part of our district family.

Respectfully,

William Covington, Chief Business Officer

MARTINEZ UNIFIED SCHOOL DISTRICT

"Together we will ensure diverse paths to support all students to be college and career ready, equipped to compete and contribute in a global society."

SCHOOL BOARD
Jeremie Ginelli
Anne Horack Martin
Courtney Masella-O'Brien
Deidre Siguenza
Jonathan T. Wright

DISTRICT STAFF
Superintendent
Dr. Julie Synyard

Assistant Superintendent Administrative Services
Helen Rossi

Director Educational Services
Amy Black

Director Student Services
Janelle Eyet

Director Personnel Services
Stacy Joslin

Coordinator Technology Services
David Wildy

SITE ADMINISTRATORS
Alhambra High
Matt Chamberlain
Principal

Vicente Martinez / Briones School
Lori O'Connor
Principal

Martinez Junior High
Kerry Cusack
Principal

John Muir Elementary
Kathy Frazer
Principal

John Swett Elementary
Mike Cannon
Principal

Las Juntas Elementary
Karen Carlson
Principal

Morello Park Elementary
Ami Nichols
Principal

Martinez Adult Education
Suzanne Murphy
Director

Martinez Early Intervention Preschool Program
Lori O'Connor
Principal

To Whom It May Concern:

The Martinez Unified School District partners with Chartwells School Dining for management and program assistance with our food services program. Our partnership began at the beginning of the 2019-20 School Year and we are pleased with our choice.

The feedback that our district administration has received from students, parents and staff has been positive. One of the reasons we selected Chartwells was their commitment to culinary excellence and to improving our program, as our previous partnership was not delivering on fundamental key indicators.

Student participation in the lunch program over the first six months of school (September through February) had increased by over 15% compared to the same period from the prior year. The Covid-19 pandemic has presented challenges and together with Chartwells management team, we have found our way thru the uncharted territory of exceptions, waivers and other pandemic related challenges.

The partnership with Chartwells has been very positive, collaborative, and rewarding. The new food service program has had a positive impact on the lives of our students and their nutritional health.

The Martinez Unified School District is happy to write this letter of recommendation, if you have any questions about your potential partnership with Chartwells, please do not hesitate to contact me.

Sincerely,

Helen A Rossi
Assistant Superintendent
Administrative Services

921 Susana Street – Martinez, CA – 94553 Phone (925) 335-5800 Fax (925) 335-5961
www.martinez.k12.ca.us



Da Vinci Schools
201 N. Douglas St., El Segundo, CA 90245 • Phone (310) 725-5800 • www.davincischools.org

April 1, 2021

To Whom It May Concern:

Da Vinci Schools has partnered with Chartwells/Compass Group USA, Inc in a Food Service Management Company. Our partnership began as of June 22, 2018.

Our partnership has been one of the best choices our school has made. We have had overwhelmingly positive feedback from our administrations, staff, students and parents on the food choices, taste and presentation. Despite the fact that we do not have a full kitchen in our schools, Chartwells brings in food that is freshly made and appetizing.

In fact, Chartwells has made such an impression on our students that they have increased our participation rate by over 50%. They were able to accomplish this rather quickly, within just a few months. The variety of lunches served combined with the wide variety of fresh fruits and vegetables offered daily and presentation won over our administration, staff, students and parents. The choices of foods they offer are not only healthy for students and staff, but they maintain the integrity of the National School Lunch Program.

Another aspect of Chartwells that has made our partnership flourish is the collaboration and hard work brought in by the Chartewells' staff. Chartwells has taken the time to hire staff that is hard working and cheerful and ready to put our students first. They are fast and efficient, keep our kitchen area meticulously clean, serve their food with pride and also make sure that visually everything looks attractive to catch the eyes of the students. Our students have gotten to know the Chartwell staff so well that when one of them is missing they will ask about them.

Working with Chartwells has also brought us peace of mind when it comes to health inspections from the County and audit reviews from the State. We have never had an issues and have passed all requirements with flying colors.

Da Vinci Schools is pleased to recommend Chartwells to any school needing food services. If you have any questions about a potential partnership with Chartwells, please do not hesitate to contact me.

Sincerely,

Sara Deulofeu
Operations Administrator
Da Vinci Schools

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CLAYTON VALLEY
CHARTER HIGH SCHOOL

ACADEMICS
CHARACTER
21ST CENTURY SKILLS
ARTS & ATHLETICS

February 4, 2022

To Whom It May Concern,

Clayton Valley Charter High School has been very pleased with our experience having Chartwells as our Food Service Management Company. Chartwells has always done a wonderful job of helping us navigate through COVID and CDE Administrative Reviews.

The whole Chartwells team has been very professional and have provided the best service possible. Everyone on our team has done a great job making changes with all the new demands that have been put on schools in California.

Clayton Valley Charter High School is proud of what we have built here with Chartwells and plan to continue our partnership for years to come.

Dawn Peterson

National School Lunch & Facilities Manager

Clayton Valley Charter High School

(925) 682-7474

CVCHS MAIN CAMPUS
1101 Alberta Way, Concord, CA 94521
Phone (925) 682-7474 • Fax (925) 825-7859

CVCHS DISTRICT OFFICE
1520 Kirker Pass Road, Suite B, Clayton, CA 94517
Phone (925) 524-7100 x101 • Fax (925) 954-4271

EMAIL - INFO@CLAYTONVALLEY.ORG • WEBSITE - WWW.CLAYTONVALLEY.ORG

WISEBURN UNIFIED SCHOOL DISTRICT

Blake Silvers, Ed.D., Superintendent

Board of Trustees
Neil Goldman, President • Nelson Martinez, Vice President/Clerk
Roger Bañuelos, Member • JoAnne Kaneda, Member • Israel Mora, Member

March 5, 2021

To Whom It May Concern:

Wiseburn Unified School District has partnered with Chartwells School Dining for management and program assistance with our food service program since 2014-15 and we could not be more pleased with our choice of partnering with Chartwells.

The feedback that our district administration has received has been overwhelmingly positive. Students, parents and staff have all commented on how good the meals look and taste. One of the reasons we selected Chartwells as our food service management company was their commitment to culinary excellence. They revived our food service program by introducing "scratch cooking" and preparing high quality, freshly prepared meals in each of our kitchens.

In fact, the food is so good that student participation in the lunch program during the first six months of school (September through February) had increased by over 25% compared to the same time from the prior year.

During the COVID-19 pandemic, they have been able to quickly pivot their service to a "grab and go" style lunch without skipping a beat. Chartwells has been receptive to our ever-changing needs during the pandemic and have proven they truly are a partner and value our students and families as much as we do.

The partnership with Chartwells has been very positive and the collaboration and hard work by everyone has been a rewarding experience. The food service is affecting students' lives for the better, as students who eat healthy feel better about themselves, make better decisions and become better students. The Wiseburn Unified Board of Trustees and staff are excited that the days where students and parents had wished for fresh, healthy meals to be served at school are now in the past and that it is now the District's reality.

The Wiseburn Unified School District recommends Chartwells to you. If you have any questions about your potential partnership with Chartwells will affect your district, please do not hesitate to contact me and I would be happy to share our experience with you.

Respectfully,

Dave Wilson
Chief Business Official

201 North Douglas Street, El Segundo, CA 90245 • Phone: (310) 725-2101 • Fax: (424) 277-1590

G. Authorization Agreement

Serving Up Happy & Healthy

The Respondent or their authorized representative must sign the Authorization Agreement (Attachment G) and return it with the proposal package.

Dates of Service

Attachment G: Authorization Agreement

Request for Proposal for Food Service Management Company
RFP Number: RFP 2022-001

We, Compass Group USA, Inc., by and through its Chartwells Division, by our signature on this document certify the following:

1. That we will operate in accordance with all applicable California state and federal laws, regulations, and statutes.

2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.

3. That the proposal submitted is a firm and irrevocable offer good for one year.

4. That we have carefully examined all terms and conditions set forth in the Model Fixed-price Contract issued by El Camino Real Alliance.

5. That we have made examinations and verifications, and are fully conversant with all conditions under which services are to be performed for El Camino Real Alliance.

6. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

FSMC Name: Compass Group USA, Inc., by and through its Chartwells Division

Address: 2400 Yorkmont Road

City: Charlotte State: NC Zip: 28217

Email Address: Belinda.Oakley@compass-usa.com

Web Site Address: www.compass-usa.com

Name of Authorized Representative: Belinda Oakley

Title of Authorized Representative: CEO, Chartwells K12

B. Oakley

Signature of Authorized Representative

Date Signed: 4/13/2022



H. Fee Proposal

Serving Up Happy & Healthy

Choosing to continue our collaborative partnership means you can focus on your main priority – putting students first. Having the financial security of a large corporation in tandem with the individualized, local attention of a small company is one of the greatest benefits to our partners. With Chartwells, you are guaranteed a long-term commitment to financial stability, transparency and success.

The Respondent must complete the Fee Proposal (Attachment H) and return it with the proposal package.

Attachment H: Fee Proposal

All costs are based on an average daily participation of **1365** number of meals served on **180** number of school days.

COST BREAKDOWN			
Respondent Instructions ⇨ **Provide a breakdown of all costs included in the fixed price, including personnel costs.** ⇨ **Provide the cost per meal; base all food costs** on the attached 21–day cycle menu. ⇨ Clearly identify all costs			
Item #	**Description** *(Include All Goods and Services included in the Fixed Price)*		Annual Cost
1.	Food/Supplies		**$ 471,150.76**
2.	Management Labor to include payroll taxes and benefits		**$ 374,158.55**
3.	Direct expenses		**$ 28,836.00**
		Sub Total	**$ 874,145.31**
	Personnel Costs		Annual Cost
5.	Management Fee Per Meal	$	**$ -**
6.	Consultant Fee Per Meal	$	**$ -**
	Sub Total	$	**$ -**
	GRAND TOTAL		**$ 874,145.31**

COST PER MEAL			
Respondent Instructions: ⇨ **Provide the cost per meal; base all food costs** on the attached 21–day cycle menu. ⇨ **Prices must not include values for donated foods and must include all meal programs applicable.**			
1. LINE ITEM	2. UNITS	3. RATE	4. TOTAL
Breakfast 1:1	98,886	2.48	$ 245,237.28
Lunch 1:1	151,114	4.057	$ 613,069.50
Snacks	70,000		
Non-reimbursable Meals (a la carte)	3,904	4.057	$ 15,838.53
TOTAL	323,904	$	$ 874,145.31



El Camino Real Charter High School & Chartwells

It has been an honor for all of us at Chartwells to partner with El Camino for the past six years. We are proud to play a vital role in your business model, and we are pleased to present our comprehensive financial strategy, including the required submittals outlined in the RFP, to support and drive a program that serves up happy and healthy meals in inviting spaces.

We understand better than anyone else what it takes to deliver quality, local and fresh meals to every student, every day at El Camino. Our insights, experience, ability and resources allow us to evolve with your school as it grows, expands and takes on greater responsibilities. We will honor and protect the integrity of your reputation. We have not and will not compromise your student experience or financial stability in pursuit of the lowest price.

You can rely on us for the long term.

Our Financial Proposal for El Camino Real Charter High School

Chartwells is the only company able to provide a proven price proposal you can trust and depend on for your foodservice program. Our pricing strategies and proprietary operational processes have been molded to align with the needs of the El Camino Real Charter High School foodservice program. The experience we bring from working with more than 675 district partners nationwide gives your school the security, efficiency and experience needed for great financial results. Our financial solution provides an optimal, balanced distribution of quality, service and price.

Proposed Fixed Cost Per Meal

Fixed Cost Per Meal for Breakfast – $2.48

Fixed Cost Per Meal for Lunch and Meal Equivalents – $4.057

The fixed cost per meal will be charged for each meal equivalent as follows:

- Each reimbursable lunch and supper will be calculated as one (1) meal = one (1) meal equivalent
- Each reimbursable breakfast will be calculated as one (1) meal = one (1) meal equivalent
- Computation of the lunch equivalency rate for a la carte sales is based on the equivalent meal factor of $4.057

Value Commitment

Choosing to renew your partnership with Chartwells guarantees that you continue to receive the highest-quality service at the most competitive rate.

Your fixed cost per meal includes:

- An attractive projected return of $188,710
- Immediate investment of $20,000 at Chartwells' expense for a complete signage upgrade at your school
- A competitive but responsible price to the school that ensures no reduction in service or quality
- Food cost that guarantees we continue to meet expectations for quality and variety
- Retention of your dedicated and experienced team, including Chef Eduardo Rojas, director of dining services and Rafael Negroe, district manager
- Competitive wages that attract and retain quality frontline staff
- Benefit packages that enrich the lives of our team members
- An unmatched California network of support that includes experts and resources for marketing, communications, culinary, nutrition, wellness, regulatory, client relations, safety and operations
- Continued support of the El Camino Real Charter High School students and community it serves.

Our financial proposal is built on the following assumptions:

- Information provided in the RFP
- Serving days not to be less than provided in the RFP
- Cash and/or reimbursement levels from state and federal sponsors do not fall below the levels estimated in Chartwells' proposal
- Communication during the prebid meeting
- Ability to incorporate all programs and concepts recommended in the proposal
- A mutually agreed upon contract between El Camino Real Charter High School and Compass Group by and through its Chartwells division

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Value for Your Dollar

Other companies may propose a lower fixed cost per meal, but that price could jeopardize the quality of programs, services, support and innovation. Included in our proposed cost are specialized local resources, innovative operating systems and procurement capabilities that will allow the El Camino Real Charter High School program to operate at optimum efficiency and provide the highest level of student satisfaction.

Proposed Foodservice Program Return - $188,710

It is a privilege to serve El Camino Real Charter High School, and we are proud to be an integral part of your community. Over the years, our dedicated team has worked diligently to bring best-in-class programs and positive financial results to the school. That passion and commitment will never waver.

We know today's students are looking for what's new and fun as part of a unique, in-school dining experience. Our collaboration has increased participation and allowed us to invest surplus funds back into the program, creating opportunities to offer more of what's important to students and the community. Together, we've created a successful model that will continue to bring an even higher level of innovation and growth to El Camino Real Charter High School in the years ahead.

Signage Investment – $20,000

Included in our financial proposal is $20,000 at our expense for a complete signage refresh at your schools. Chef Rojas will continue to assess the marketing, service and equipment needs in your cafeterias and will provide you with recommendations to maintain and improve the environment in the cafeterias for years to come.



French Toast Bites with Fresh Strawberries and Yogurt Drizzle



Eggplant Provolone Panini

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I. Certifications

Serving Up Happy & Healthy

The Respondent must complete the certifications (Attachment I) and return them with the proposal package.

Attachment I: Certification Regarding Lobbying

The undersigned certifies, to the best of their 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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding 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 of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, 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, United States 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.

Compass Group USA, Inc., by and through its Chartwells Division
Organization:

2400 Yorkmont Road
Street address:

Charlotte, NC 28217
City, State, Zip:

Belinda Oakley
Certified by: (type or print)

CEO, Chartwells K12
Title



4/13/2022
Signature & Date

Approved by OMB 0348-004

NOT APPLICABLE

Disclosure of Lobbying Activities

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

1. Type of Federal Action:	2. Status of Federal Action:	3. Report Type:
☐ contract ☐ grant ☐ cooperative agreement loan ☐ loan guarantee ☐ loan insurance	☐ bid/offer/application ☐ initial award ☐ post-award	☐ initial filing ☐ material change For material change only: **Year _____quarterDate of last report_____**

4. Name and Address of Reporting Entity:	5. If Reporting Entity in No. 4 is Sub awardee,
_____Prime ____Sub awardee **Tier_____, if Known:** Congressional District, if known:	**Enter Name and Address of Prime:** Congressional District, if known:
6. Federal Department/Agency:	7. Federal Program Name/Description: **CFDA Number, *if applicable*: _____**
8. Federal Action Number, ***if known:***	9. Award Amount, ***if known:*** **$**
10a. Name and Address of Lobbying Registrant ***(if individual, last name, first name, MI):***	10b. Individuals Performing Services ***(including address if different from No. 10a)*** ***(last name, first name, MI):***

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.	Signature: B. Oakley Print Name: Belinda Oakley Title: CEO, Chartwells K12 Telephone No.: 704-328-4000 Date: 4/13/2022
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub awardee 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 followup 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.

Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, for prospective participants/Respondents in primary covered transactions:

A. The Respondent certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

B. Where the Respondent is unable to certify to any of the statements in this certification, they shall attach an explanation to this application.

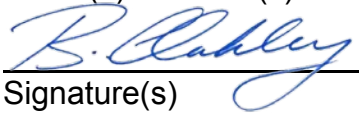
Compass Group USA, Inc., by and through its Chartwells Division

Contractor/Company Name

Award Number, Contract Number, or Project Name

Belinda Oakley, CEO, Chartwells K12

Name(s) and Title(s) of Authorized Representatives



Signature(s)

4/13/2022

Date

Contract Summary

FOOD SERVICES CONTRACT	CONTRACT NUMBER
	REGISTRATION NUMBER

1	This contract is entered into between the school food authority and the food service management company named below:	
	SCHOOL FOOD AUTHORITY NAME	
	El Camino Real Charter High School	
	FOOD SERVICE MANAGEMENT COMPANY NAME AND FEDERAL TAX IDENTIFICATION NUMBER	
	Compass Group USA, Inc., by and through its Chartwells Division **56-1874931**	
2	**The term of this Contract is for one year, commencing on** **7/1/2022** **and ending on 6/30/2023**	
3	The maximum dollar amount of this Contract is equal to the fixed price per meal multiplied by the number of meals served	**$**
4	The parties herein agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Contract.	
	Request for Proposal Released	*Enter* page(s)
	Contractor Proposal Received	*Enter* page(s)
	Attached Terms and Conditions	*Enter* page(s)
	Exhibit A: Scope of Work	*Enter* page(s)
	Exhibit B: Schedule of Fees	*Enter* page(s)

IN WITNESS WHEREOF, the parties hereto have executed this Contract.

FOOD SERVICE MANAGEMENT COMPANY		*California Department of Education Use Only*
NAME of FSMC *(if other than an individual, state whether a corporation, partnership, etc.)*		
Compass Group USA, Inc., by and through its Chartwells Division		
BY *(Authorized Signature)* ✍ B. Oakley	**DATE SIGNED** *(do not type)* 4/13/2022	
PRINTED NAME AND TITLE OF PERSON SIGNING		
Belinda Oakley, CEO, Chartwells K12		
ADDRESS		
2400 Yorkmont Road, Charlotte, NC 28217		
SCHOOL FOOD AUTHORITY		
NAME of SFA		
BY *(Authorized Signature)* ✍	**DATE SIGNED** *(do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING		☐ Exempt per:

State of California
Secretary of State

NAME CHANGE
CERTIFICATE OF QUALIFICATION

C1967263

I, DEBRA BOWEN, Secretary of State of the State of California, hereby certify that on the **1st day of July, 2011**, there was filed in this office an Amended Statement and Designation by Foreign Corporation whereby the corporate name of **COMPASS GROUP USA, INC. WHICH WILL DO BUSINESS IN CALIFORNIA AS COMPASS GROUP FOODSERVICE**, a corporation organized and existing under the laws of **Delaware**, was changed to **COMPASS GROUP USA, INC.**. This corporation complied with the requirements of California law in effect on that date for the purpose of qualifying to transact intrastate business in the State of California and as of said date has been and is qualified and authorized to transact intrastate business in the State of California, subject however, to any licensing requirements otherwise imposed by the laws of this State.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of July 5, 2011.



Debra Bowen

DEBRA BOWEN
Secretary of State

sms

A0716506

ENDORSED - FILED
in the office of the Secretary of State
of the State of California

JUL 01 2011

AMENDED STATEMENT BY FOREIGN CORPORATION

COMPASS GROUP USA, INC.
(Name of Corporation)

_____, a corporation organized

and existing under the laws of DELAWARE, and which is presently
(State or Place of Incorporation)

qualified for the transaction of intrastate business in the State of California, makes the following statement:

That the name of the corporation has been changed to that hereinabove set forth and that the name relinquished at the time of such change was

COMPASS GROUP USA, INC. WHICH WILL DO BUSINESS IN CALIFORNIA

AS COMPASS GROUP FOODSERVICE.

COMPASS GROUP USA, INC.
(Name of Corporation)

C. Palmer Brown
(Signature of Corporate Officer)

C. PALMER BROWN, SENIOR VICE PRESIDENT
(Typed Name and Title of Officer Signing)

Secretary of State Form
ASDC (REV 03/2005)
CA050 - 12/01/2006 C T System Online

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J. Certificate of Independent Price Determination

Serving Up Happy & Healthy

The Respondent must complete the certifications (Attachment J) and return them with the proposal package.

Attachment J: Certificate of Independent Price Determination

The Respondent(s) shall execute this Certificate of Independent Price Determination.

Compass Group USA, Inc., by and through its Chartwells Division		
Name of Respondent		

A. By submission of this offer, the offeror (Respondent/FSMC) 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, for the purposes of restricting competition, any consultation, communication, with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
2. The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor, before a bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
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 signature on the offer is considered to be a certification by the signatory that the signatory:

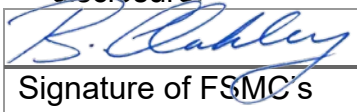
1. Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that they have not participated, and will not participate, in any action contrary to paragraphs (A)(1) through (A)(3) above; or

2. (i) Has been authorized, in writing, to act as agent for the following principals in offering that those principals have not participated in, and will not participate in any action contrary to paragraphs (A)(1) through (A)(3) above.

    - Insert full names of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of their position in the offeror's organization.

(ii) As an authorized agent, does certify that the principals named in subdivision (B)(2)(i) above have not participated, and will not participate, in any action contrary to paragraphs
(A)(1) through (A)(3) above; and
(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (A)(1) through (A)(3) above, and

C. If the offeror deletes or modifies subparagraph (A)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

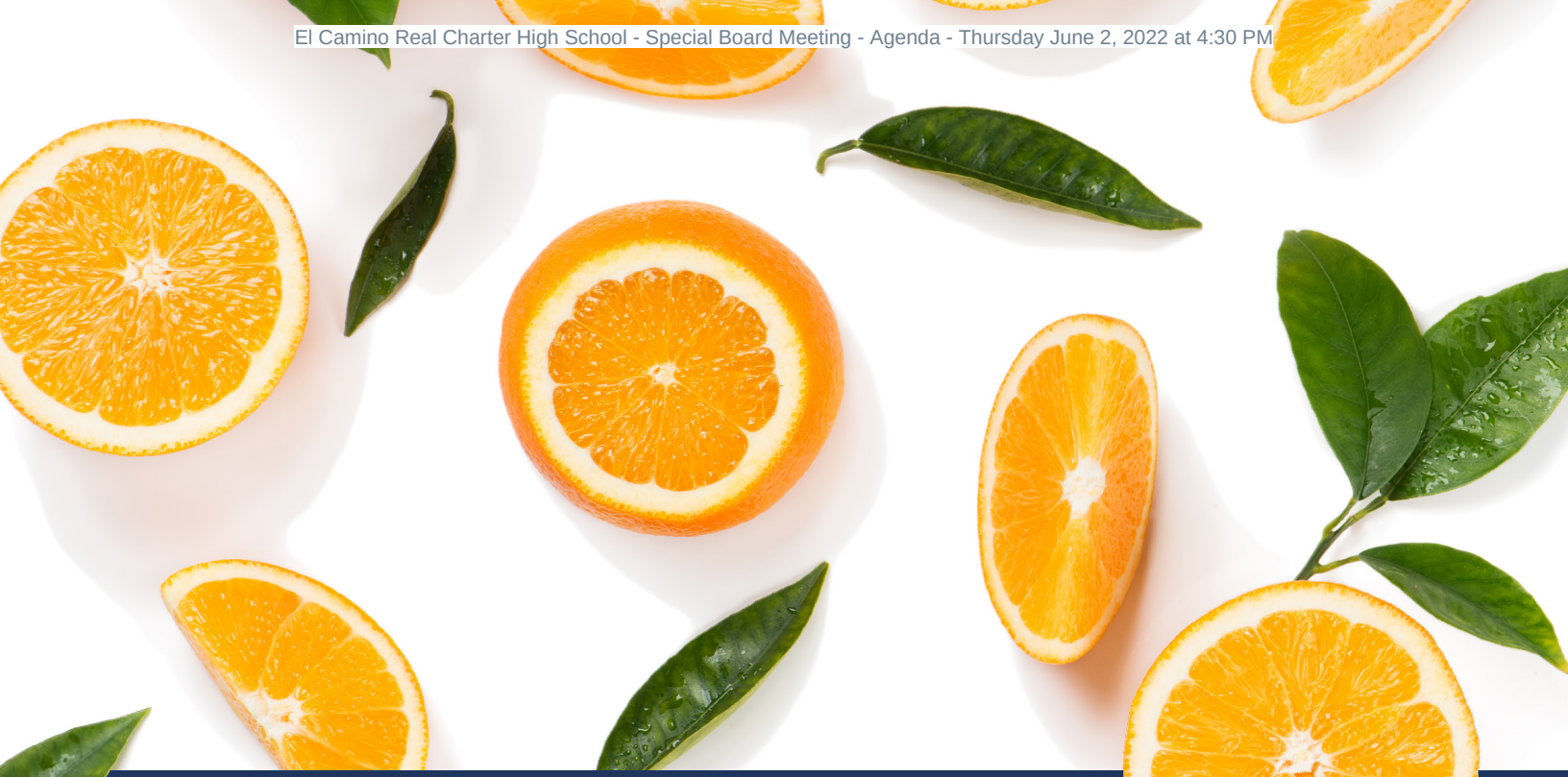
		Belinda Oakley CEO, Chartwells K12		4/13/2022	
Signature of FSMC's Authorized Representative		Title		Date	

In accepting this offer, the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred to above.

K. 21-Day Cycle Menu

Serving Up Happy & Healthy

Food is a big part of everyone's well-being, and students need a place to eat where they can connect with others, recharge and enjoy a sense of happiness in their school. That's why we serve food kids love to eat and create programs that encourage fun and discovery. Most importantly, we believe that happy cafeterias start with our people so we empower them to go above and beyond to bring their personal "extra" for even more creativity and joy at mealtime. **Our goal** ***every day*** **is to make sure that students leave the cafeteria happier and healthier than when they came in.**



The Respondent must submit a 21 Day Cycle menu (Attachment K) for all programs to be served (7 CFR, sections 210.16[b][1] and 220.7[d][2][i] and 2 CFR Part 226, if applicable) for the proposal package.

El Camino Real Charter High School Menus

Menus are the foundation of the foodservice program. Each state and region has its favorite local foods, and every district has different goals and objectives. With all these variations, it's clear a one-size-fits-all approach to menu planning won't give your program the edge you're looking for.

We'll leverage our experience to develop a program that meets your nutritional, financial and participation goals while serving up happy and healthy to your students every day.

That's why we approach menus regionally and customize locally. Menus are developed, adjusted and fine-tuned locally based on tastes, demographics and the particular culture of your cafeterias.

Food items are selected based on geographic area to:

- Optimize the use of USDA foods
- Incorporate fresh local fruits and vegetables
- Comply with local wellness policies
- Respond to regional tastes and preferences, naturally increasing participation
- Implement the latest food trends

All menus meet demanding nutrition and quality assurance requirements and adhere to environmental sustainability expectations.



Menu Development Process

The way we develop menus is comprehensive and inclusive. As part of our menu development process, we:

- Utilize the USDA recipe database as a platform to build more innovative, unique and cutting-edge recipes with an emphasis on nutrition, flavor and marketability.
- Review current local, regional and national industry trends and school meal program requirements.
- Obtain input from students, Chartwells local management, chefs and foodservice staff multiple times throughout the year. We work to incorporate their ideas into nutritious and USDA-compliant recipes and menu concepts.
- Review feedback from our wellness and Youth Advisory Council committees.
- Collaborate with registered dietitians throughout the menu development process to maximize the quality, nutrition integrity, USDA compliance and student acceptability of all ingredients, recipes and menus.
- Test recipes and conduct student taste tests for new menu items.



Menu Growth and Evolution

We don't take a one-size-fits-all approach to menu development. Each one is based on district and individual school preferences, and they evolve throughout the year as we get an even greater understanding of what your students like to eat. Every meal is chef-designed and registered dietitian-approved, and our culinary and dietetic teams collaborate with your local leadership to shape the menu every month. We strongly believe new and unique menu items drive participation. Just as students get excited about new foods and flavors, our team is motivated to seek out the latest trends to deliver what students want most.

When students are well-nourished and healthy, they are in the best position to learn and achieve academic success.



How We Manage Food Allergies

- We work closely with your students who have food allergies and medical conditions that require a modification to their menu. We involve parents, school nurses and school administrators in the school's food allergy policy.
- Our Nutrislice app has an allergy filter so parents and students can easily identify menu items that contain any of the major allergens.
- We provide a food allergy protocol to all of our school managers and directors to assist them in the day-to-day process of accommodating students with special dietary needs.
- We maintain an ingredient, recipe and menu database. Webtrition highlights food allergens in all of the ingredients and recipes we use to assist managers when modifying menus.
- We train our managers to review the ingredient statement of each food ingredient, product or recipe.
- We provide a series of web-based training modules for all directors and managers that include quizzes. Records are kept indicating their completion.
- Food Allergy Research and Education (FARE) has reviewed all of our food allergy training programs and recognized them with the FARECheck certification.

FARECheck

We are proud Chartwells was the first in the child nutrition industry to have our allergen management training courses certified by Food Allergy Research and Education (FARE). FARE has reviewed all of Chartwells' food allergy training programs and accredited them with the FARECheck certification.

Partnering with FARE helps ensure our training programs remain aligned with the latest advancements in food allergen management and keeps the safety of our students as the No. 1 priority.

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Menu Adoption

We are committed to continuous improvement of the foodservice program at El Camino Real Charter, according to your culture, food preferences, nutritional concerns and production availability. Chartwells understands student, parent and staff involvement through inclusive promotion, education and communication is critical to a successful nutrition program. We involve all stakeholders in program evaluation, menu selection and discussion of nutrition issues and increase awareness about healthy eating and wellness to make informed decisions.

We can predict the food trends that will define the culinary landscape for the next several years. We classify trends into four stages: inception, adoption, proliferation and ubiquity. Trends start in fine dining restaurants and ethnic grocery stores, but they're still risky at this stage. When trends are accepted, they start to show up on food truck menus and in independent casual dining restaurants. Then they spread to quick-service restaurants, chains and college campuses. At this stage, we know they have the best chance for success. Eventually they become common and appeal to almost everyone.

About the Menu Selections

We have more than 20 years of experience developing menus for students of all ages. Our experience crafting menus specifically for the students of El Camino Real Charter High School and our streamlined approach will increase participation for each grade level, meet and exceed USDA standards, and engage key district stakeholders in the menu customization process.

The menus provided on the following pages show the broad scope of on-trend food concepts popular with today's youth. At the core of each menu are ingredients and recipes that have been vetted for nutritional quality and culinary innovation by our regional executive chefs and registered dietitians.

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What's on the Menu?

chartwells
serving up happy & healthy

El Camino Real Charter High School Breakfast Menu

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Entrees	Griddle Style Pancakes with Syrup, Maple Flavored Syrup, Fluffy Scrambled Eggs	Whole Grain French Toast Sticks with Maple Flavored Syrup, Maple Flavored Syrup, Fluffy Scrambled Eggs	Whole Grain Waffles with Syrup, Fluffy Scrambled Eggs, Maple Flavored Syrup	Chicken Biscuit Breakfast Sandwich, Fluffy Scrambled Eggs	Plain Whole Grain Bagel, Fluffy Scrambled Eggs, Light Cream Cheese
Alternate Entrees	Cinnamon Toast Crunch Cereal, Frosted Corn Flakes Cereal, Maple Cranberry Oatmeal	Cinnamon Toast Crunch Cereal, Frosted Corn Flakes Cereal, Maple Cranberry Oatmeal	Cinnamon Toast Crunch Cereal, Frosted Corn Flakes Cereal, Maple Cranberry Oatmeal	Cinnamon Toast Crunch Cereal, Frosted Corn Flakes Cereal, Maple Cranberry Oatmeal	Cinnamon Toast Crunch Cereal, Frosted Corn Flakes Cereal, Maple Cranberry Oatmeal
Sides for All Meals	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Fresh Fuji Apple	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Fresh Fuji Apple	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Fresh Fuji Apple	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Fresh Fuji Apple	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Fresh Fuji Apple

This institution is an equal opportunity provider.
Milk options include 1% low-fat, skim chocolate and skim strawberry.

What's on the Menu?

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El Camino Real Charter High School Breakfast Menu

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Entrees	Sausage & Pancake Stick with Syrup, Maple Flavored Syrup, Iced Cinnamon Roll	Fresh Baked Whole Grain Biscuit, Creamy Peppery Sausage Gravy, Fluffy Scrambled Eggs	Griddle Style Pancakes with Syrup, Fluffy Scrambled Eggs, Maple Flavored Syrup	Whole Grain Blueberry Bagel, Fluffy Scrambled Eggs, Light Cream Cheese	Breakfast Turkey Sausage Pizza, Fluffy Scrambled Eggs
Alternate Entrees	Fruity Cheerios Cereal Bar, Cocoa Puffs Cereal, Apple Cinnamon Oatmeal	Fruity Cheerios Cereal Bar, Cocoa Puffs Cereal, Apple Cinnamon Oatmeal	Fruity Cheerios Cereal Bar, Cocoa Puffs Cereal, Apple Cinnamon Oatmeal	Fruity Cheerios Cereal Bar, Cocoa Puffs Cereal, Apple Cinnamon Oatmeal	Fruity Cheerios Cereal Bar, Cocoa Puffs Cereal, Apple Cinnamon Oatmeal
Sides for All Meals	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Orange Wedges	Turkey Sausage Patty, Whole Grain Toast, Hard Boiled Egg, 100% Fruit Juice, Orange Wedges	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Orange Wedges	Turkey Sausage Patty, Whole Grain Toast, Hard Boiled Egg, 100% Fruit Juice, Orange Wedges	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Orange Wedges

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What's on the Menu?

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El Camino Real Charter High School Breakfast Menu

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Entrees	Whole Grain Waffles with Syrup, Fluffy Scrambled Eggs, Maple Flavored Syrup	Egg and Cheese English Muffin Sandwich, Fluffy Scrambled Eggs	Griddle Style Pancakes with Syrup, Fluffy Scrambled Eggs, Maple Flavored Syrup	Turkey Sausage Biscuit Sandwich, Fluffy Scrambled Eggs	Whole Grain Blueberry Bagel, Fluffy Scrambled Eggs, Light Cream Cheese
Alternate Entrees	Strawberry Cheerios Cereal Bar, Golden Grahams Cereal, Peachy Cinnamon Oats	Apple Cinnamon Cheerios Cereal, Golden Grahams Cereal, Peachy Cinnamon Oats	Strawberry Cheerios Cereal Bar, Golden Grahams Cereal, Peachy Cinnamon Oats	Apple Cinnamon Cheerios Cereal, Golden Grahams Cereal, Peachy Cinnamon Oats	Strawberry Cheerios Cereal Bar, Golden Grahams Cereal, Peachy Cinnamon Oats
Sides for All Meals	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Chilled Pineapple Tidbits	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Chilled Pineapple Tidbits	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Chilled Pineapple Tidbits	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Chilled Pineapple Tidbits	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Chilled Pineapple Tidbits

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What's on the Menu?

chartwells
serving up happy & healthy

El Camino Real Charter High School Breakfast Menu

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Entrees	Whole Grain French Toast Sticks with Maple Flavored Syrup, Fluffy Scrambled Eggs, Maple Flavored Syrup	Turkey Sausage Biscuit Sandwich, Fluffy Scrambled Eggs	Griddle Style Pancakes with Syrup, Fluffy Scrambled Eggs, Maple Flavored Syrup	Sunbutter & Jelly Pancake Sandwich, Fluffy Scrambled Eggs	Egg and Cheese English Muffin Sandwich, Fluffy Scrambled Eggs
Alternate Entrees	Corn Chex Cereal, Multigrain Frosted Flakes Cereal, Cinnamon Oatmeal	Corn Chex Cereal, Multigrain Frosted Flakes Cereal, Cinnamon Oatmeal	Corn Chex Cereal, Multigrain Frosted Flakes Cereal, Cinnamon Oatmeal	Corn Chex Cereal, Multigrain Frosted Flakes Cereal, Cinnamon Oatmeal	Corn Chex Cereal, Multigrain Frosted Flakes Cereal, Cinnamon Oatmeal
Sides for All Meals	Turkey Sausage Patty, Whole Grain Toast, Hard Boiled Egg, Red Delicious Apple, 100% Fruit Juice	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, Red Delicious Apple, 100% Fruit Juice	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, Red Delicious Apple, 100% Fruit Juice	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, Red Delicious Apple, 100% Fruit Juice	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, Red Delicious Apple, 100% Fruit Juice

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What's on the Menu?

chartwells
serving up happy & healthy

El Camino Real Charter High School Breakfast Menu

	Monday
Main Entrees	Griddle Style Pancakes with Syrup, Fluffy Scrambled Eggs, Maple Flavored Syrup
Alternate Entrees	Cinnamon Toast Crunch Cereal, Frosted Corn Flakes Cereal, Maple Cranberry Oatmeal
Sides for All Meals	Turkey Sausage Patty, Whole Grain Toast, Low Fat Mozzarella String Cheese, 100% Fruit Juice, Fresh Fuji Apple

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Milk options include 1% low-fat, skim chocolate and skim strawberry.

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What's on the Menu?

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serving up happy & healthy

El Camino Real Charter High School Lunch

	Monday	Tuesday	Wednesday	Thursday	Friday
AMERICAN CLASSICS	Spaghetti & Meatballs, Savory Green Beans, Cantonese BBQ Pork w/ Rice, Sesame Soy Carrots	Veggie Chili & Cheese Potato (VG), Seasoned Broccoli Florets, Beef, Bean, & Cheese Burrito	"Blazin'" Buffalo Chicken Dip, Seasoned Corn, Three Cheese Lasagna (VG) (Steamed broccoli & carrots), Roasted Italian Vegetables	Turkey Nachos with Toppings, Seasoned Zucchini, Mexican Style Chicken Grain Bowl (VG)	Griddle Style Pancakes with Syrup, Turkey Sausage Patty, Home Fried Potatoes, Bavarian Style Turkey Hot Dog
2 mato	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza
grilled	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Toasted Ham & Swiss, Crispy French Fries	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Buffalo Ranch Chicken Quesadilla, Crispy French Fries	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, BLT Burger, Crispy French Fries	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Tuna Melt	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Mozzarella & Vegetable Panini (VG), Crispy French Fries
ON the GO	Mediterranean Bulgur Salad (VG), Vietnamese Banh Mi	Mediterranean Bulgur Salad (VG), Vietnamese Banh Mi	Mediterranean Bulgur Salad (VG), Vietnamese Banh Mi	Mediterranean Bulgur Salad (VG), Vietnamese Banh Mi	Mediterranean Bulgur Salad (VG), Vietnamese Banh Mi
extra extra	Carrot & Celery Sticks, Crunchy Broccoli Florets, Corn & Black Bean Salad, Fresh Fuji Apple, Chilled Pineapple Tidbits	Spinach & Romaine Salad, Carrot & Celery Sticks, Bulgur Tabbouleh, Whole Ripe Banana, Chilled Peaches	Carrot & Celery Sticks, Crunchy Broccoli Florets, Pea Salad, Fresh Fuji Apple, Chilled Pineapple Tidbits	Spinach & Romaine Salad, Carrot & Celery Sticks, Bulgur Tabbouleh, Whole Ripe Banana, Chilled Peaches	Carrot & Celery Sticks, Crunchy Broccoli Florets, Corn & Black Bean Salad, Fresh Fuji Apple, Chilled Pineapple Tidbits
SO DELI	Deli Turkey, Sliced Deli Ham, Hummus, Sliced Bread, Sub Roll, Soft Flour Tortilla, American Cheese, Swiss Cheese, Provolone Cheese, Shredded Lettuce, Sliced Tomatoes, Mayo, Yellow Mustard				

Lunch milk options include 1% Low-Fat, Skim Chocolate and Strawberry. This institution is an equal opportunity employer. (VG)= Vegetarian

What's on the Menu?

chartwells
serving up happy & healthy

El Camino Real Charter High School Lunch

	Monday	Tuesday	Wednesday	Thursday	Friday
AMERICAN CLASSICS	Baja Beef Rice Bowl, Baked Mozzarella Cheese Sticks w/ Marinara (VG), Caesar Salad, Steamed Broccoli Florets	Philly Cheese Steak, Sauteed Peppers & Onions, Fish Taco in Soft Tortilla, Cilantro Lime Coleslaw	Teriyaki Glazed Chicken, Brown Fried Rice, Teriyaki Glazed Beef, Vegetable Egg Roll	BBQ Pulled Pork Sandwich, Boston Baked Beans, Flexitarian Beef & Lentil Taco Salad	Beefy Hard Shell Tacos, Cilantro Lime Brown Rice, Swedish Meatballs, Rotini Pasta, Seasoned Peas
2 mato	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza
grilled	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Toasted Ham & Swiss, Crispy Tater Tots	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Chicken & Cheese Quesadilla, Crispy Tater Tots	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, BLT Burger, Crispy Tater Tots	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Tuna Melt, Crispy Tater Tots	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Pork Carnitas & Cheese Quesadilla, Crispy Tater Tots
ON the GO	Chicken & Apple-Cheddar Salad, Egg Salad Sandwich (VG)	Chicken & Apple-Cheddar Salad, Egg Salad Sandwich (VG)	Chicken & Apple-Cheddar Salad, Egg Salad Sandwich (VG)	Chicken & Apple-Cheddar Salad, Egg Salad Sandwich (VG)	Chicken & Apple-Cheddar Salad, Egg Salad Sandwich (VG)
extra extra	Red & Green Bell Pepper Strips, Crunchy Broccoli Florets, Pickled Beet Salad, Red Delicious Apple, Cinnamon Sugar Bananas	Carrot & Celery Sticks, Tossed Salad, Citrus Chickpea Salad, Orange Wedges, Chilled Diced Pears	Red & Green Bell Pepper Strips, Crunchy Broccoli Florets, Pea Salad, Red Delicious Apple, Cinnamon Sugar Bananas	Fresh Snow Peas (Light Ranch Dressing), Tossed Salad, Citrus Chickpea Salad, Orange Wedges, Chilled Diced Pears	Red & Green Bell Pepper Strips, Crunchy Broccoli Florets, Pickled Beet Salad, Red Delicious Apple, Cinnamon Sugar Bananas
SO DELI	Deli Turkey, Sliced Deli Ham, Hummus, Sliced Bread, Sub Roll, Soft Flour Tortilla, American Cheese, Swiss Cheese, Provolone Cheese, Shredded Lettuce, Sliced Tomatoes, Mayo, Yellow Mustard				

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What's on the Menu?

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serving up happy & healthy

El Camino Real Charter High School Lunch

	Monday	Tuesday	Wednesday	Thursday	Friday
AMERICAN CLASSICS	Creamy Chicken Alfredo with Rotini, Roasted Italian Vegetables, Sweet & Sour Chicken, Brown Rice, Sesame Green Beans	BBQ Chicken Thighs, Seasoned Corn, Bubbly Baked Macaroni and Cheese (VG), Seasoned Pinto Beans, Cuban Mojo Pork Bowl	Turkey Taco Salad, Mexicali Corn, Cilantro Lime Brown Rice, Perfect Sloppy Joe	Southwest Fish Filet, House-Made Pico de Gallo, Dijon Glazed Carrots, Brown Rice, Cheesy Baked Pasta (VG)	Whole Grain French Toast Sticks with Maple Flavored Syrup, Sausage & Home Fries, Crispy Baked Chicken Nuggets, Brown Rice, Buffalo Cauliflower
2 mato	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza
grilled	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Toasted Ham & Swiss, Sweet Potato Tots	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Bean & Cheese Quesadilla (VG), Sweet Potato Tots	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, BLT Burger, Sweet Potato Tots	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Tuna Melt, Sweet Potato Tots	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Mushroom & Swiss Turkey Burger, Sweet Potato Tots
ON the GO	Sweet & Crunchy Chickpea Wrap (VG), Shaker Salad with Wheat Berries (VG)	Sweet & Crunchy Chickpea Wrap (VG), Shaker Salad with Wheat Berries (VG)	Sweet & Crunchy Chickpea Wrap (VG), Shaker Salad with Wheat Berries (VG)	Sweet & Crunchy Chickpea Wrap (VG), Shaker Salad with Wheat Berries (VG)	Sweet & Crunchy Chickpea Wrap (VG), Shaker Salad with Wheat Berries (VG)
extra extra	Carrot & Celery Sticks, Spinach & Romaine Salad, Corn Ranch Salad, Granny Smith Apple, Chilled Fruit Cocktail	Crunchy Broccoli Florets, Carrot & Celery Sticks, Vegetable Pasta Salad, Orange Wedges, Chilled Pineapple Tidbits	Carrot & Celery Sticks, Spinach & Romaine Salad, Citrus Bean, Granny Smith Apple, Chilled Fruit Cocktail	Crunchy Broccoli Florets, Carrot & Celery Sticks, Vegetable Pasta Salad, Orange Wedges, Chilled Pineapple Tidbits	Carrot & Celery Sticks, Spinach & Romaine Salad, Corn Ranch Salad, Granny Smith Apple, Chilled Fruit Cocktail
SO DELI	Deli Turkey, Sliced Deli Ham, Hummus, Sliced Bread, Sub Roll, Soft Flour Tortilla, American Cheese, Swiss Cheese, Provolone Cheese, Shredded Lettuce, Sliced Tomatoes, Mayo, Yellow Mustard				

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What's on the Menu?

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El Camino Real Charter High School Lunch

	Monday	Tuesday	Wednesday	Thursday	Friday
AMERICAN CLASSICS	Chili Cheese Dog, Boston Baked Beans, Tuscan Noodle Bowl (VG)	Rotini with Italian Meat Sauce, Balsamic Summer Squash, Thai Pineapple & Chicken Fried Rice	Chicken Taco with Homemade Pico de Gallo, Mexicali Corn, Smothered Pork Chop, African Spiced Brown Rice, Sauteed Kale	Chimichurri Pork Carnitas Bowl, Teriyaki Glazed Beef, Lo Mein Noodles	Marinated Chicken Fajitas, Mexicali Corn, Cilantro Lime Brown Rice, Macaroni and Cheese With Veggies (VG)
2 mato	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza
grilled	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Italian Turkey Parm Burger , Sweet Potato Fries, Brown Rice	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Mozzarella and Pepperoni Panini, Sweet Potato Fries, Brown Rice	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Mozzarella & Roasted Vegetable Panini (VG), Sweet Potato Fries, Brown Rice	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Classic Grilled Chicken Sandwich, Sweet Potato Fries, Brown Rice	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Turkey & Cheese Bagel Melt, Sweet Potato Fries, Brown Rice
ON the GO	Chicken Salsa Wrap, Hummus, Chips, and Veggie Bento Box (VG)	Chicken Salsa Wrap, Hummus, Chips, and Veggie Bento Box (VG)	Chicken Salsa Wrap, Hummus, Chips, and Veggie Bento Box (VG)	Chicken Salsa Wrap, Hummus, Chips, and Veggie Bento Box (VG)	Chicken Salsa Wrap, Hummus, Chips, and Veggie Bento Box (VG)
extra extra	Carrot & Celery Sticks, Citrus Bean Salad, Vegetable Pasta Salad, Whole Ripe Banana, Chilled Peaches	Crunchy Broccoli Florets, Carrot & Celery Sticks, Vegetable Pasta Salad, Orange Wedges, Cinnamon Sugar Bananas	Carrot & Celery Sticks, Pea Salad, Vegetable Pasta Salad, Whole Ripe Banana, Chilled Peaches	Crunchy Broccoli Florets, Carrot & Celery Sticks, Vegetable Pasta Salad, Orange Wedges, Cinnamon Sugar Bananas	Carrot & Celery Sticks, Citrus Bean Salad, Vegetable Pasta Salad, Whole Ripe Banana, Chilled Peaches
SO DELI	Deli Turkey, Sliced Deli Ham, Hummus, Sliced Bread, Sub Roll, Soft Flour Tortilla, American Cheese, Swiss Cheese, Provolone Cheese, Shredded Lettuce, Sliced Tomatoes, Mayo, Yellow Mustard				

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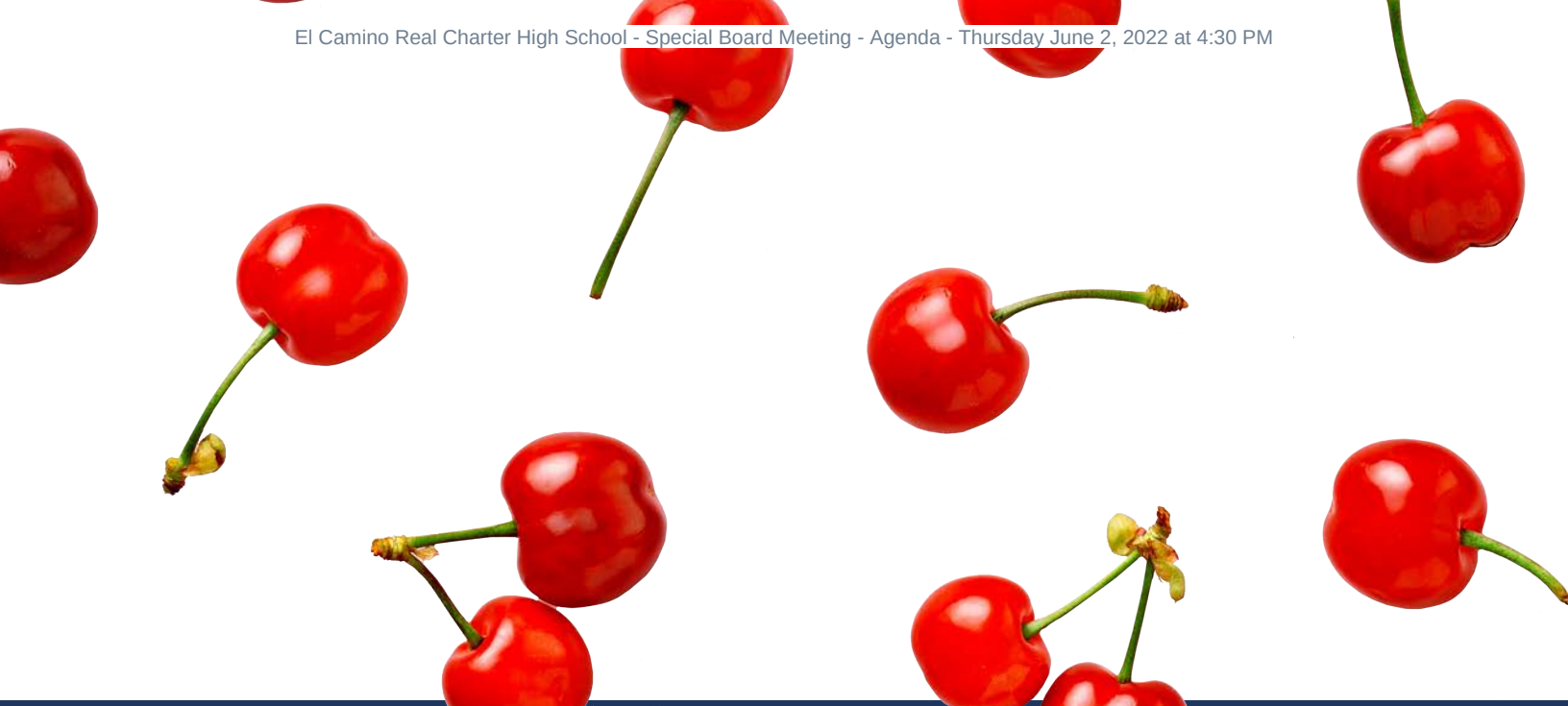
What's on the Menu?

chartwells
serving up happy & healthy

El Camino Real Charter High School Lunch

	Monday
AMERICAN CLASSICS	Cajun Roasted Pork Butt, Seasoned Black Eyed Peas, Brown Rice, Oven Baked Chicken Tenders, Jamaican Mango Jerk Sauce
2 mato	Classic Italian Style Cheese Pizza (VG), Pepperoni Pizza
grilled	Beefy Classic Cheeseburger, Spicy Chicken Sandwich, Mushroom & Swiss Burger, Crispy French Fries
ON the GO	Chicken Cobb Salad, Soft Dinner Roll, Chicken Ranch Wrap with Lettuce and Tomato
extra extra	Fresh Celery Sticks, Sliced Cucumbers, Spinach, Tomato, & Corn Pasta Salad, Golden Delicious Apple, Chilled Pineapple Tidbits
SO DELI	Deli Turkey, Sliced Deli Ham, Hummus, Sliced Bread, Sub Roll, Soft Flour Tortilla, American Cheese, Swiss Cheese, Provolone Cheese, Shredded Lettuce, Sliced Tomatoes, Mayo, Yellow Mustard

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Culinary Culture

Serving Up Happy & Healthy

We're passionate about creating delicious, kid-approved food that nourishes bodies and minds and supports development at this critical time in children's lives. We make your cafeterias inviting spaces where students want to be, bringing a sense of happiness to each meal as they connect with friends and refuel for the day ahead.

Whether a student is looking for on-trend dishes with exciting flavor profiles, the perfect pregame snack or a mood-boosting breakfast to tackle the day, they'll find it in our cafeteria, expertly crafted by a team of culinarians committed to serving up happy and healthy to every student, every day.



"Food is at the forefront of everything we do, and our recipe is simple: Wholesome ingredients, innovative menus and engaged associates create a great experience."

– Chef Peter Gilhooly.
VP of Culinary



Great food begins with the best ingredients. Our culinary and nutrition teams are devoted to using the freshest, nutritious, minimally processed and locally sourced ingredients available.

We listen to students and use their input to develop innovative and exciting recipes that connect with current food trends. We continue to be the leaders in culinary innovation because we are always creating, developing and testing new recipes and concepts in our kitchens.

Our associates engage students in fun and educational activities, providing experiences that introduce new ingredients and flavors, teach them about nutrition and cooking, and inspire them to be excited about food and wellness. We are in the business of creating memories and healthy habits that will last a lifetime.

Chartwells chefs have a deep knowledge, understanding and passion for food. They feel fortunate to be nourishing students and changing the landscape of school nutrition.

Our team of registered dietitians collaborates with our culinary team to choose the best ingredients and develop creative recipes that maximize nutrition, USDA compliance and food allergy management. They are skilled at seamlessly blending student nutrition needs with their taste preferences.

A Customized Dining Solution

Students want fun and delicious food. Parents want healthy, nutritious meals. Administrators want all of that at an affordable cost. That is why we work directly with you to develop a customized foodservice program that fits your budget.

We have a portfolio of chef-designed, customizable cafeteria concepts and programs that we combine to create a one-of-a-kind dining experience your students will love. Each concept incorporates chef expertise, recipes, menus and more.



A Variety of Healthy, Balanced Meals

Florence School District One

Our team ensured students would have a variety of fresh, quality food choices on Day One when we started our partnership with Florence School District One. Dishes included vegetarian options, salads, soups and more.

“I think the kids will be very excited with the appearance of the food, the taste of the food,” said Jeff Murrie, FSD1 farm-to-school instructor. “Teachers at other schools have already been talking about how good the food smells when they come down the hall.”

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Our quality standards are on par with those outlined by El Camino Real Charter, so all of our contracts cover products that meet or exceed these specifications.

What Can You Expect from Our Culinary Focus?

Ingredient Excellence

An outstanding food program begins with ingredients that are fresh, local, authentic, minimally processed, nutritious and protect our environment.

- All of our food has zero grams of added trans fat per serving.
- We have reduced added sugar in our flavored milk and are leading the industry in reducing added sugar in many other products.
- We reduce the use of salt in our foods and emphasize flavor through a variety of seasonings, marinades and cooking techniques.
- We bring to life the USDA's MyPlate graphic, symbolizing a balanced meal. We offer a wide variety of fruits and vegetables that fill half of student plates as well as low-fat dairy, lean protein and whole grains.
- We prioritize local product purchasing as much as possible.
- We offer cage-free shell eggs, milk and yogurt that were produced from cows not treated with artificial growth hormones.

Scratch Cooking

Our culinary approach ensures your menus are nutritious and delicious. We take pride in serving your students meals made from scratch with fresh, wholesome and local ingredients – meals they are excited to eat. By bringing our expertise, instruction and skill building into the kitchen, we enable your program to flourish and increase the amount of food made in-house. On-site preparation and finishing foods also improve overall food quality and freshness. This helps recipes retain nutrients and flavor.

Recipe Innovation

We continually develop and test new recipes that reflect your specific student population. This process brings together our talented chefs and dietitians. They create recipes that promote authentic tastes, modify classics for a healthier profile and introduce new flavors and concepts that highlight current trends.

Introducing the Chartwells Culinary Innovation Council

The Culinary Innovation Council is a collective of Chartwells chefs from around the country who work together to bring the latest food trends and new menu items to our education partners.

Beyond serving as culinary trend-spotters, council members are given culinary challenges throughout the year to develop new recipes based on student feedback, marketplace insights and menu development needs. This process continually expands our recipe set and promotes engagement in the cafeteria with opportunities to meet the chefs and taste/vote for new menu items.

The council also reinforces our chef-driven menu development approach and provides opportunities for culinary career development.

Experts on USDA Foods

Our decades of experience in developing menus for students of all ages gives us a unique perspective and a customized approach to USDA foods. At the heart of every menu are chef-developed, dietitian-approved recipes that showcase foods kids love and reflect today's food trends.

We are continually creating new recipes to give students the foods they like – with a healthy twist.



Create Pork Carnitas Bowl

Our national culinary and nutrition teams leverage USDA foods and DoD program foods in their most natural state for integration into recipes and menus. We spend thousands of hours in research and development to ensure our foodservice directors have the information and resources to make informed recommendations on commodity choices. We maximize the value of your allotment for USDA foods and reduce administrative costs in purchasing, passing on the savings to you.

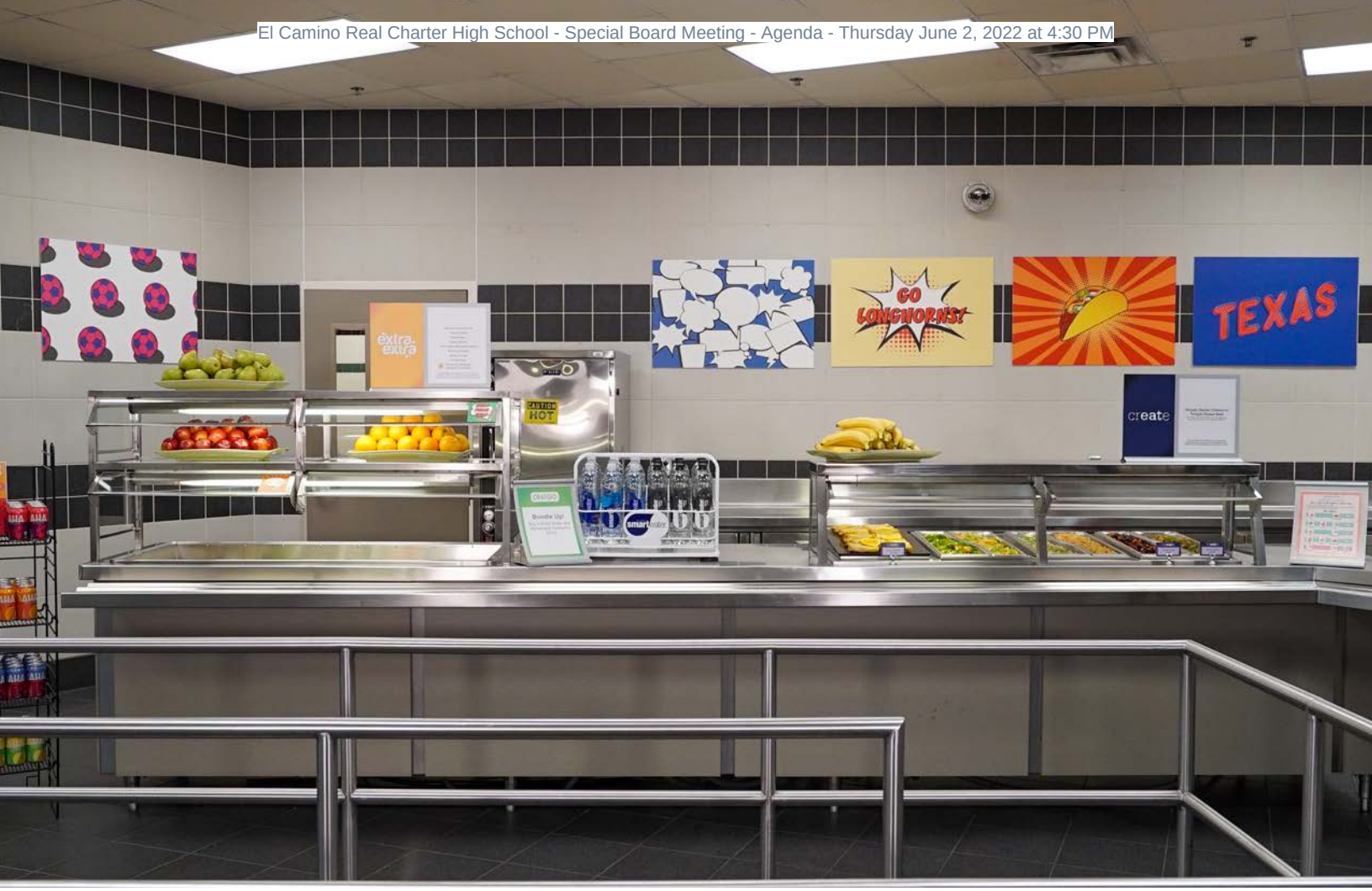
With our knowledge of what kids in 4,500 schools across the country like to eat, we are always focused on serving the food kids want – especially as their flavor palates evolve. That's why we're helping districts nationwide solve the complexities of purchasing USDA foods. We want to make it easy for schools to make their commodity spend go further and ensure it's focused on making great menus.

Data-Driven Menu Design

We take the guesswork out of menu development with the help of our data analytics partner, E15. They provide us with detailed information about the cuisines and restaurants the families and students in your area are frequenting, and we use that data to inform menu selection. This method allows us to start with menus we know your students will love and then refine our selection through their feedback.

Seasonal Menus

Tastes change based on the season. In the spring, students might crave a refreshing feta and watermelon salad. In the cold winter months, a hearty bowl of chili may hit the spot. We evaluate the menu offerings and incorporate seasonal flavors and produce to ensure our students can always find something to satisfy their seasonal cravings.


extra, extra
CAUTION HOT
GO LONGHORNS!
TEXAS
create


NATIONAL SCHOOL LUNCH PROGRAM
CREATE A MEAL
TAKE AT LEAST 3 FOOD GROUPS TO CREATE A MEAL
1. SELECT A 1/2 CUP OF FRUIT OR VEGETABLE (OR BOTH)
2. PICK AT LEAST TWO OTHER FOOD GROUPS, SUCH AS WHOLE GRAINS, PROTEIN, OR A SERVING OF MILK
3. 3. TAKE A MINIMUM OF 3 FOOD GROUPS AND A MAXIMUM OF 5
MEAL EXAMPLES:
FRUIT
WHOLE GRAIN & PROTEIN
= MEAL
VEGETABLE
FRUIT
MILK
= MEAL
FRUIT
WHOLE GRAIN & PROTEIN
= MEAL
FRUIT
VEGETABLE
WHOLE GRAIN & PROTEIN
= MEAL
WHOLE GRAIN & PROTEIN
MILK
= NOT A MEAL

"It's the kind of food you'd expect to find in a higher-end fast casual restaurant: dishes like a roast Greek chicken and tzatziki sandwich, a Cajun chicken salad sandwich wrap, and a Vietnamese banh mi pork hoagie."

– Joe Zlomek, The Post Reporter, Pottsgrove School District

Culinary Concepts

For a more college-like "food hall" experience, we create mini restaurants within your cafeteria. We call these mini restaurants "culinary concepts," and each can be executed as a full concept including customizable menus and branding or incorporated into existing menus and stations. Check out some of students' favorite concepts on the following pages.



Veggie Lover's Pizza

2mato

Authentic Italian menu items highlighting fresh, seasonal, local ingredients

---

AMERICAN CLASSICS

Hearty, filling regional and seasonal favorites



Smothered Pork Chop



Thai Basil Tofu

create

An exhibition-style culinary experience



grilled

Hamburgers, cheeseburgers, chicken sandwiches and more

---

sono CELEBRATE LATIN

Students create their own Latin American favorites





extra extra

Fresh fruit and vegetable side dishes

SO DELI

The variety, freshness and customization students want





ON THE GO

Wholesome, delicious on-the-go snacking

Roadtrip

A culinary adventure across the U.S., featuring regional favorites





wild greens

Salads featuring seasonal, local ingredients

RUSH HOUR

Our newest concept offers two ways to enjoy breakfast all day: grab-and-go on the Expressway or a leisurely lunch at the Traffic Stop




Vegetarian Muffaletta

Premium deli concept featuring top-quality meats and cheeses and freshly baked bread

A new Asian concept inspired by Food Network's Chef Jet Tila


Korean Chicken Bulgogi


Homemade Pulled Pork Sandwich

Regionally and globally inspired BBQ entrees with sides like macaroni and cheese

Pizza by the slice or create your own


Hawaiian Flatbread



chaat HOUSE INDIAN KITCHEN

A variety of vegetables, curries and masalas that students can customize

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FLAME

A fresh take on burgers and sandwiches with innovative flavors





market fresh

Premium made-to-order or prepackaged salad bar

THE ROOST
DOWN RIGHT TASTY CHICKEN!

Classic Southern crispy chicken sandwiches and sides




Pork Carnitas Torta

made to melt
everything cheese

A twist on an American comfort classic, Made to Melt showcases "everything cheese"

REVOLUTION NOODLE

Authentic broths are the foundation of this Asian noodle concept that features pho, ramen and dim sum


Vegetable Soba Noodle Bowl


Homestyle Baked Macaroni and Cheese

MAC & CHEESY OLOGY

Custom macaroni and cheese with a wide variety of flavors, toppings and proteins to choose from


Sonoran Chicken Torta

2021 Food Management Best Sandwiches

Food Management's yearly list of the best sandwiches has featured selections from our culinary concepts four years in a row. This year, our Indian Chicken Shawarma Flatbread Sandwich and Pulled Pork Ham and Swiss Cubano were featured in the Global Category while our Sonoran Chicken Torta topped the list of Best Chicken Sandwiches. This torta reimagines the popular Sonoran hot dog with fajita chicken, chipotle barbecue mayonnaise, refried beans, lettuce, jalapenos and tomatoes.

The previous three years, our sandwiches were highlighted in the Kids Sandwich Category, claiming two of the four spots in 2020 with our Mojo BBQ Pulled Pork Sandwich and our Apple Beet Wheatberry Wrap. In 2019, our Cilantro Lime Chicken and Eggplant Provolone Paninis made the cut, and 2018 featured our Grilled Chicken Cobb Sandwich.

Giving Kids a Voice

Today's students are smarter and savvier about what they want to eat. Our Student Choice program brings the latest food trends straight to school cafeterias and lets students choose what's on their menus.

Students sample from restaurant-inspired concept options that are updated regularly to keep the program exciting and on-trend. Then they vote on which concepts are brought to life in the cafeteria, either at a Student Choice station or as a limited-time offer until the next vote.







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CK12 Catering

Our commitment to your students and community doesn't end at the cafeteria door. Our talented, passionate chefs craft menus that include popular, seasonal pairings to suit any taste or occasion. From small staff meetings to large special events, your on-site Chartwells team will help you create an experience that fits your serving style, preferences and budget. Catered meals prepared for students during special events – such as end-of-year celebrations, field trips and classroom parties – can be claimed by the school for reimbursement.

From menus to marketing, your catering program will reflect the spirit of your school. Our sample menus feature the same level of diverse, on-trend dishes and global flavors we're dedicated to offering in your cafeterias each day. Whether you prefer the marketing to showcase the district logo or CK12 branding, every print and digital communication will highlight the quality and creativity of our catering services.

CK12

catering menu



Sample Menus

Breakfast

Conference Breakfast

- Assorted bagels, peanut butter, butter, cream cheese and jelly
- Choice of two pastries: mini bagels, mini muffins, mini Danish, mini croissants (almond, plain or chocolate), mini scones, crumb cake or pound cake
- Sliced fruit platter

Breakfast Burrito Bar

- Warm flour tortillas
- Scrambled eggs
- Chorizo with eggs
- Hash browns
- Refried beans
- Bacon and sausage
- Pico de gallo and salsa
- Shredded cheddar cheese

Breakfast Sandwich Platter

- Santa Fe breakfast sandwich
- Banana, apple and berry wraps
- Sausage and cheese biscuit

Fresh Fruit and Yogurt Platter

Assorted individual yogurts, fresh fruit salad and granola

Country Breakfast

- Warm buttermilk biscuits and country gravy
- Scrambled eggs
- Golden hash browns or home fries
- Sausage and/or bacon

The Griddle

- Buttermilk pancakes or French toast
- Strawberry topping and powdered sugar
- Butter and syrup
- Sausage and/or bacon
- Golden hash browns or home fries

Oatmeal Bar

Steel-cut oats with cinnamon, raisins, brown sugar, dried cranberries, dried apricots, toasted sunflower seeds, housemade granola and toasted coconut

Individual orange juice, coffee, decaf and tea service available for all breakfast options

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Lunch



Conference Sandwich Lunch 1

- Sandwich platter (select four different sandwiches from sandwich list)
- One salad (select from salad list), sliced fruit platter, cookies and brownies, premium canned or bottled beverages

Conference Sandwich Lunch 2

- Sandwich platter (select four different sandwiches from sandwich list)
- Two salads (select from salad list), sliced fruit platter, cookies and brownies, premium canned or bottled beverages

Conference Sandwich Lunch 3

- Build your own sandwich: Includes assorted sliced meats and cheeses (ham, turkey, salami, roast beef; Swiss, provolone and American cheeses), freshly baked bread, lettuce, tomato, pickles and condiments
- Two salads (select from salad list), cookies and brownies, premium canned or bottled beverages

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New Sandwich Boxes for To-Go Catering

Four sandwiches selected from below are packaged in an easy-to-transport box for lunch on the go.

House Favorites

- House-roasted turkey, brie, honey mustard, demi baguette
- Smoked ham, arugula, Swiss cheese, ciabatta
- Grilled chicken, avocado, chipotle mayo, Jack cheese, brioche

Vegetarian

- Grilled zucchini, eggplant, roasted peppers, balsamic dressing
- Portobello mushroom, wilted kale, goat cheese, sandwich thin
- Balsamic roasted vegetable, goat cheese, whole-wheat wrap

Salads

- Organic field greens, balsamic vinaigrette
- Caesar salad, herb croutons
- Spinach salad, Parmesan, dried cranberries
- Pesto potato salad
- Broccoli, sunflower seeds and raisin salad

From the Farm

- Smoked turkey, vine-ripened tomato, basil, fresh mozzarella
- Chicken Caesar wrap
- Roast beef, cheddar, horseradish, caramelized onions, sourdough

From the Sea

- Albacore tuna, cucumber, whole-grain roll
- Roasted salmon, fresh herbs, lettuce, tomato, sandwich thin

Sandwich selections served on assorted breads and rolls.

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Buffets

All buffets are served with a fresh fruit platter, cookie and brownie platter, and premium canned or bottled beverage selection. Minimum of 10 guests, 72-hour notice.

American Classic

- Green peppercorn roasted sirloin
- Lemon-basil roasted salmon
- Roasted mushrooms
- Roasted Roma tomatoes
- Choice of Caesar salad or mesclun greens with balsamic vinaigrettes

Mediterranean

- Caprese skewers
- Spinach Greek salad wraps
- Tabbouleh
- Hummus, red pepper, romaine in whole-wheat pita
- Lentil, sweet potato and red onion salad
- Baked chicken breast, lemon, basil, tomato, black olives
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette

BBQ Bar

- BBQ pulled pork and chicken
- Corn on the cob
- Baked beans
- Coleslaw or potato salad
- Cornbread
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette

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Taco and Burrito Bar

- Choice of taco-seasoned beef, chicken or traditional carnitas
- Crisp taco shells and/or soft flour tortillas
- Pinto or refried beans
- Cilantro-lime rice
- Shredded lettuce, diced tomato, black olives, grated cheddar
- Homemade pico de gallo
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette

Pasta Bar

- Penne pasta
- Choice of traditional Italian meat sauce, Alfredo or marinara (or combination of more than one)
- Seasoned vegetables
- Garlic breadsticks
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette

Grill Bar

- Hamburgers and hot dogs
- Assorted sliced cheeses
- Platter of lettuce, sliced tomato, thin red onion
- Assorted condiments
- Corn on the cob
- BBQ beans
- Potato salad
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette

Asian Buffet

- Choice of orange chicken, teriyaki chicken or combination with steamed white rice
- Lo mein noodles
- Vegetable fried rice
- Stir-fried mixed vegetables
- Vegetarian egg rolls
- Fortune cookies
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette

Pizza Party

- Classic cheese, pepperoni, sausage or roasted vegetable pizza
- Roasted Italian vegetables
- Broccoli with tomatoes, lemon, garlic
- Chicken panzanella
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette

Masala Buffet

- Chicken tikka masala
- Aloo gobi
- Baingan bharta
- Chef Bal Arneson's quinoa with Brussels sprouts
- Basmati rice
- Garlic naan
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette

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Build-Your-Own Buffets

Caesar Salad

- Romaine lettuce, baby spinach
- Tomatoes, olives, cucumbers, mushrooms, broccoli, carrots
- Grilled marinated chicken breast
- Lemon pepper spiced shrimp
- Grilled balsamic glazed tofu
- Croutons, Parmesan, regular and low-fat Caesar dressing
- Freshly baked focaccia

Grain Bowl

- Baby greens, arugula
- Quinoa, wheat berries
- Avocado, cucumbers, olives, tomatoes, dried cranberries, edamame, broccoli, cauliflower
- Chopped walnuts, sunflower seeds, Parmesan
- Grilled marinated chicken breast
- Lemon pepper spiced shrimp
- Sesame ginger and raspberry dressing
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette

Chili Picnic

- Beef tomato red bean chili
- Chicken white bean chili
- Jalapeño cornbread
- Cilantro-lime quinoa rice
- Jicama-cucumber fruit salad
- House-pickled vegetables, house-marinated sliced olives, Jack and cotija cheese, fresh cilantro
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette



Bagel Board

- Assorted toasted bagels
- Smoked salmon
- Herbed and plain cream cheeses
- Sliced cheeses
- Lettuce, tomato, radish, red onion
- Peanut butter
- House granola
- Dried fruits
- Traditional potato salad
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette

Personal Parfait

- Greek yogurt
- Strawberry, blueberry, raspberry, mandarin orange, kiwi, peach
- House granola
- Overnight cinnamon oats
- Orange-marinated cranberries, dried apricot
- Toasted pecans, walnuts, coconut, sunflower seeds
- Honey, maple syrup
- Choice of Caesar salad or mesclun greens with balsamic vinaigrette

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Beverages, Desserts and Snacks

Beverages

- Assorted fruit juices
- Bottled water, fresh infused water – choice of lemon, lime, strawberry or cucumber
- Regular and decaf coffee and tea, sugar, milk, half and half, honey, lemon
- Assorted premium canned and bottled beverages

Desserts

- Sheet cakes – chocolate, vanilla, carrot or lemon cake with chocolate, vanilla, cream cheese or lemon icing
- Cheesecake
- Peach, blueberry or apple cobbler, whipped cream
- Cookie and brownie platter
- Mini dessert bars and cupcakes
- Biscotti and chocolate

Snacks

- Fruit and yogurt parfait
- Fruit and cheese tray, flatbread, crackers
- Hot pretzel bites, spicy brown and yellow mustards
- Crudite platter, herbed cream cheese, hummus
- Bruschetta – assorted crisps and flatbreads, fresh tomato basil, Kalamata olives and cranberry pear toppings
- Energy basket – granola, nuts, dried fruit, snack bars

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Purchasing Strength

We're able to provide the most competitive pricing for your program through our group purchasing organization, Foodbuy. As a subsidiary of Compass Group and the largest foodservice procurement organization in North America, Foodbuy manages more than 3,000 purchasing contracts and has developed over 600 partnerships with manufacturers, suppliers and distributors across the country. We'll continue to harness Foodbuy's purchasing power and expertise for El Camino Real Charter's supply chain needs and provide the best quality ingredients and goods at the best price available.

Foodbuy's negotiators understand the competitive landscape, commodity forecasts, regulatory issues, consumer trends, labor factors, sustainability goals, wellness concerns, product innovation and economies of scale. Your Foodbuy team drives down costs by negotiating greater volume of fewer quality products.

El Camino Real Charter's unique specifications are our first priority when purchasing food for your program. Foodbuy analyzes culinary needs, foodservice trends, nutrition, operating habits and customer requirements. Then it matches those criteria with the world's premier suppliers to optimize quality, value and customer satisfaction.

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Benefits to El Camino Real Charter

Foodbuy

You can expect

- Student-focused ingredients and menus to drive participation
- Culinary-first approach with quality local and national brands
- Increased purchasing efficiencies
- Increased wellness and sustainability impact through strategic purchasing
- Control and minimizing impact of inflationary pressures
- Compliance with nutrition labeling through our proprietary system, Webtrition
- Food safety with supply chain due diligence and stringent certification programs
- Streamlined processes through our Managed Order Guides
- Easy and accurate ordering through our intuitive purchasing platform, MyOrders
- Supplier diversity through partnerships with small, minority-, women-, disabled- and veteran-owned businesses
- Expert handling of food manufacturer recalls and market withdrawals

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We're Your Procurement Advocate

USDA Foods

Our menu philosophy utilizes USDA foods to the fullest extent possible. We have decades of experience and a national support network committed to maximizing the usage of USDA foods, enhancing menu variety and adhering to school foodservice budgets.

The Chartwells National Commodity Program is focused on the following areas of expertise, which enable us to incorporate USDA foods into our school dining menus. This ensures consistent product quality, high nutritional value and low food cost.

Maximum Utilization and Effective Management

We know that the more USDA foods school districts use, the lower their food cost. Our team members receive USDA commodity training on accurate ordering, proper inventory procedures and flexible menu development. Our team of experienced chefs and registered dietitians makes full use of USDA foods, including meats, grains, fruits and vegetables.

Smart Processing

We direct our USDA foods to processors who supply us with a product that meets our stringent quality specifications while also supporting local purchasing. Since these standards are identical to specifications for purchased products, the result is a seamless transition between purchased and USDA foods. This reduces menu substitutions, leverages food costs and provides consistent quality ingredients that are easily incorporated into our wholesome meals.

Big Brands with Big Impact

We work collaboratively with a variety of well-known brands to continually introduce students to new foods and flavors. We take pride in stocking our pantries the same way you stock yours, with brands ranging from Tyson and Del Monte to Kraft Heinz and Smucker's. Our partnerships with these brands begin long before we start cooking in our kitchens.

Our chefs collaborate with brand chefs to identify new products to develop recipes for and incorporate them into our menus. We stay close to the latest food trends, whether it's new flavors like Korean BBQ, Sriracha or refreshing watermelon chili lime, or exploring global foods such as empanadas, Thai lemongrass chicken and vegetarian chili.

Tyson

Del Monte Quality

SMUCKER'S

Kraft Heinz

Fresh Fruit and Vegetable Program

The USDA's Fresh Fruit and Vegetable Program provides qualifying schools with additional funding to purchase fruit and vegetable snacks for students to be served during the school day. Many schools have found success with the program, using it as an educational opportunity. This engages students in learning about healthy eating while providing another nutritious snack during the day.

The success of the Fresh Fruit and Vegetable Program is supported by a strong research base showing that children are more likely to accept new foods after repeated exposure (sometimes as many as 20 exposures are needed!). Research also indicates that children are more likely to develop healthy eating habits if they have the support of a positive role model. The Fresh Fruit and Vegetable Program offers a winning combination of the exposure and support needed to help students develop healthy habits that will last a lifetime. Since the 2015-2016 school year, Chartwells has helped school district partners across the country secure more than $6 million of funding for the Fresh Fruit and Vegetable Program.

Fresh Fruit and Vegetable Program in Action at Malvern School District

Chartwells has leveraged the Fresh Fruit and Vegetable Program as an opportunity to engage students in the menu design for lunch and breakfast. Students in the Malvern School District had the opportunity to participate in a schoolwide taste-testing event that included more than 20 different fruits and vegetables. The event was designed by Chartwells Director Jason Kuhn, who was looking for a fun and creative way to use leftover program funding that could not be carried over to the next school year. Jason was able to use the results of the student poll to determine which fruits and vegetables should be served in the cafeteria the following school year.

"The Fresh Fruit and Vegetable Program gets kids to try foods that they would normally scrunch their nose up at and not try at home. The variety and choices pique the students' interests."

– Christina Spielbauer, Superintendent, Carlisle Area School District

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Compliance

We consider compliance just another part of our everyday job. Whether it's the USDA or FDA, we are always current on the newest regulations.

FDA Food Labeling

The FDA requires labels that contain nutrition and ingredient information on foods prepared and packaged for grab-and-go service. To address this need and further our commitment to enhanced transparency, we provide our partners with a grab-and-go package labeling program driven by Webtrition that allows labels to be printed on-site with nutrition and primary ingredient information. Safety and accuracy are a top priority, so we provide training on how to implement labeling for every location. As an added value, the new labels paired with modern packaging provide an upscale dining experience similar to retail establishments.





Managed Order Guides

Foodbuy uses a Managed Order Guide to streamline a majority of purchases from broadline distributors. The Foodbuy category development and distribution teams work directly with Chartwells' culinary leaders and nutrition experts to determine which items will be in our Managed Order Guides. These guides ensure we're buying the right products, from the right vendors, with proper nutritionals for USDA regulatory compliance. They guarantee products are fully traceable and have been manufactured and shipped safely.

Food Ordering and Menu Management

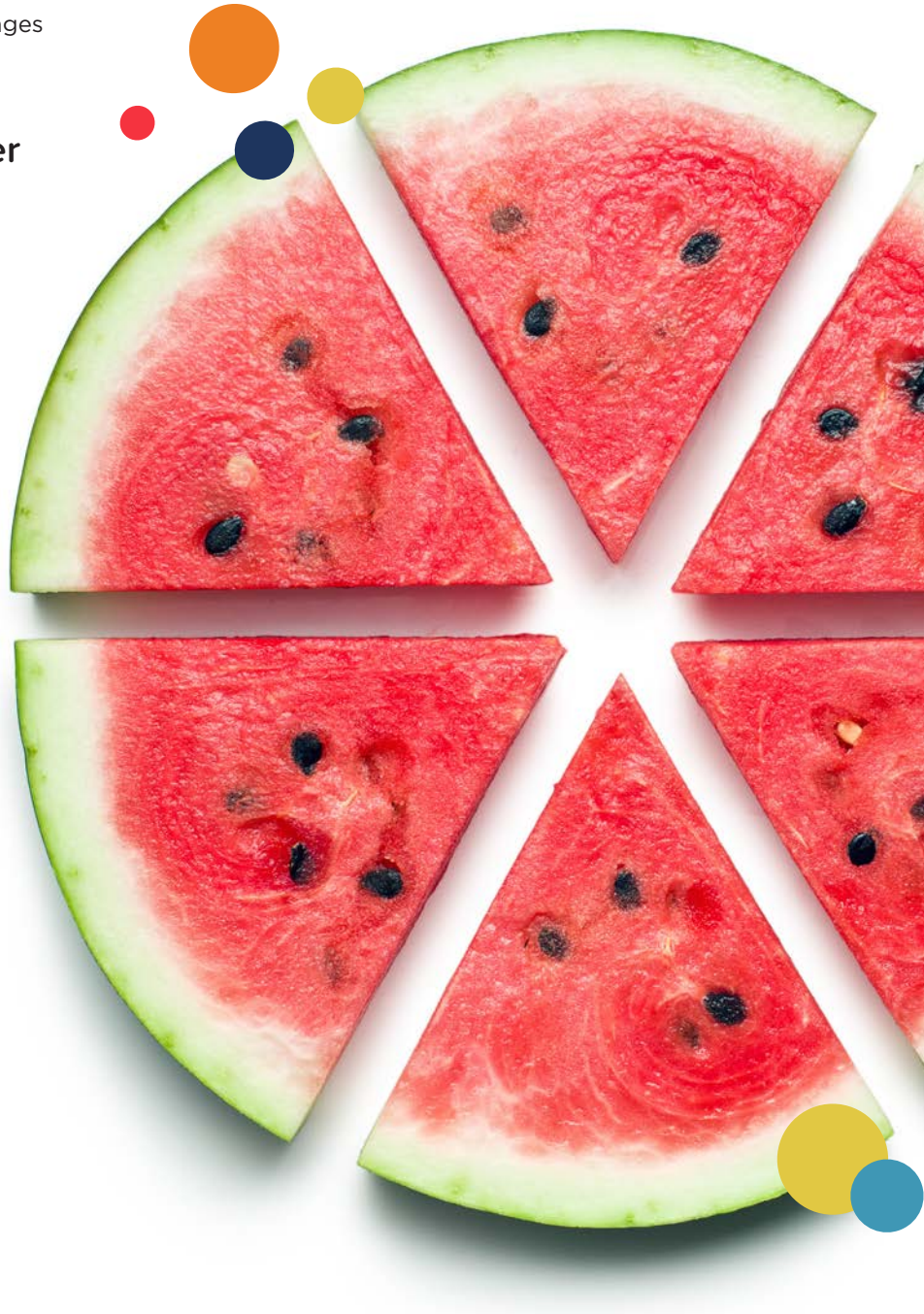
Chartwells uses a proprietary purchasing system called MyOrders, an intuitive platform that allows managers to easily and accurately place and manage their orders. This web-based solution works to simplify the purchasing process and includes such key features as:

- Detailed product information
- Central shopping lists and product changes
- An inventory module

Handling Food Manufacturer Recalls and Market Withdrawals

Our corporate quality assurance department closely monitors USDA, FDA and other websites for product recall and withdrawal announcements. Even the slightest possibility of a compromised product used in our operations triggers an internal Red Alert communication instructing our on-site teams of necessary actions and information, including:

- Supplier name and product
- Potential health threat
- Code dates and lot numbers
- Quantities of product recalled/withdrawn
- Market (retail, foodservice, etc.)
- Actions needed



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Responsible Corporate Citizenship/Supplier Diversity

Our commitment to diversity and inclusion doesn't end with workforce diversity. Our Supplier Diversity program is designed to give a wide range of suppliers the opportunity to partner with us to serve your students with quality goods and services. We've established objectives for our Supplier Diversity program that include:

- Identifying and sourcing business opportunities with capable small, minority-, women-, disabled- and veteran-owned businesses that meet the supplier qualification requirements of Foodbuy and our committed customers.
- Tracking all expenditures and joint revenue generated from diversified suppliers.
- Providing diverse business owners with access to the purchasing opportunities within Foodbuy.

We have a Supplier Diversity Department staff that is dedicated to:

- Helping Minority and Women-owned Business Enterprise (MWBE) suppliers understand the business requirements to become nominated suppliers to Compass Group and the other committed customers of the Foodbuy organization.
- Ensuring minority and women business owners are treated fairly in the qualification, proposal and contracting process.
- Providing information and support to all Foodbuy customers relative to the availability of qualified MWBE suppliers.

We're proud our efforts have generated increasingly tangible results and that our supplier diversity initiatives have received numerous awards and recognition. In fact, Foodbuy delivered more than $700 million in purchasing volume and joint venture revenue with small, minority- and women-owned businesses in 2019. This is just one example of our commitment.

Buy American Provision

At Chartwells, our purchasing capabilities are vast and flexible, enabling us to meet an extremely wide range of specialized client requirements for purchasing practices. As a company, we support buying locally produced products from local business owners as a way to strengthen local economies and minimize our carbon footprint. Wherever feasible, we buy American-made products. A large number of our food suppliers produce their products inside the U.S., helping us easily achieve the USDA's minimum requirements of domestic purchases.

In 2012, the USDA incorporated a procurement audit into school district requirements and placed an increased focus on the Buy American provision of the school meal regulations. You can rest assured our management team takes this seriously at the local and national levels, and everyone has the tools and confidence to help you exceed USDA and state agency requirements. Examples of how we ensure adherence to these regulations:

- Training that details the requirements of USDA procurement reviews and the Buy American provision
- Protocols and standard operating procedures with detailed instructions on requirements
- A central email box so that questions or issues that arise can be quickly answered and escalated
- Buy American product documentation
- Instructions all associates must follow to inspect every food label for country of origin information

Chartwells was the first in the industry to quickly respond and develop a robust training program and a comprehensive set of resources regarding the Buy American provision to ensure our teams understand these rigorous requirements.



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Sustainable Sourcing

With a strong commitment to reducing our carbon footprint, our purchasing and supply chain teams work with suppliers and organizations on a range of initiatives and sustainable purchasing programs, including:



Ecologically Minded Food Purchasing

Whenever possible we feature locally grown foods and require that all growers are GAP (Good Agricultural Practices) certified.



Local Produce

We partner with local farmers to provide the freshest produce, bakery and dairy items possible to reduce our environmental impact and support local economies.



Monterey Bay Seafood Watch Program

We follow the guidelines of Monterey Bay Aquarium's Seafood Watch program, helping us source seafood that's caught or farmed in ways that support a healthy ocean now and for future generations.



rBGH/rBST-Free Fresh Milk and Yogurt

Chartwells serves only fresh fluid milk and fresh yogurt from cows that have not been treated with the artificial growth hormones rBGH/rBST.



Imperfectly Delicious Produce

Our Imperfectly Delicious Produce program provides usage options for cosmetically "imperfect" fruits and vegetables that would otherwise be wasted.



Certified Humane Cage-Free Eggs

We offer Humane Farm Animal Care (HFAC) certified cage-free shell eggs and follow policies developed with guidance from experts at the Humane Society.



Plant-Forward Menus

Plant proteins offer healthy, eco-friendly alternatives to animal proteins



Fresh All Year

Chartwells' Flash Frozen program preserves local foods so they can be enjoyed all year long. We've spearheaded this project to help create a concept that benefits the farmers and the schools where it is available.



Reduced Antibiotic Chicken

Since 2006, we have prohibited the purchase of chicken in which antibiotics approved for use in human medicine have been used nontherapeutically or for growth promotion.



Buy American

We proudly buy local products as a way to strengthen local economies and minimize our carbon footprint. Wherever feasible, we buy American-made products, and we easily achieve the USDA's requirements of domestic purchases.



Ethical Trading

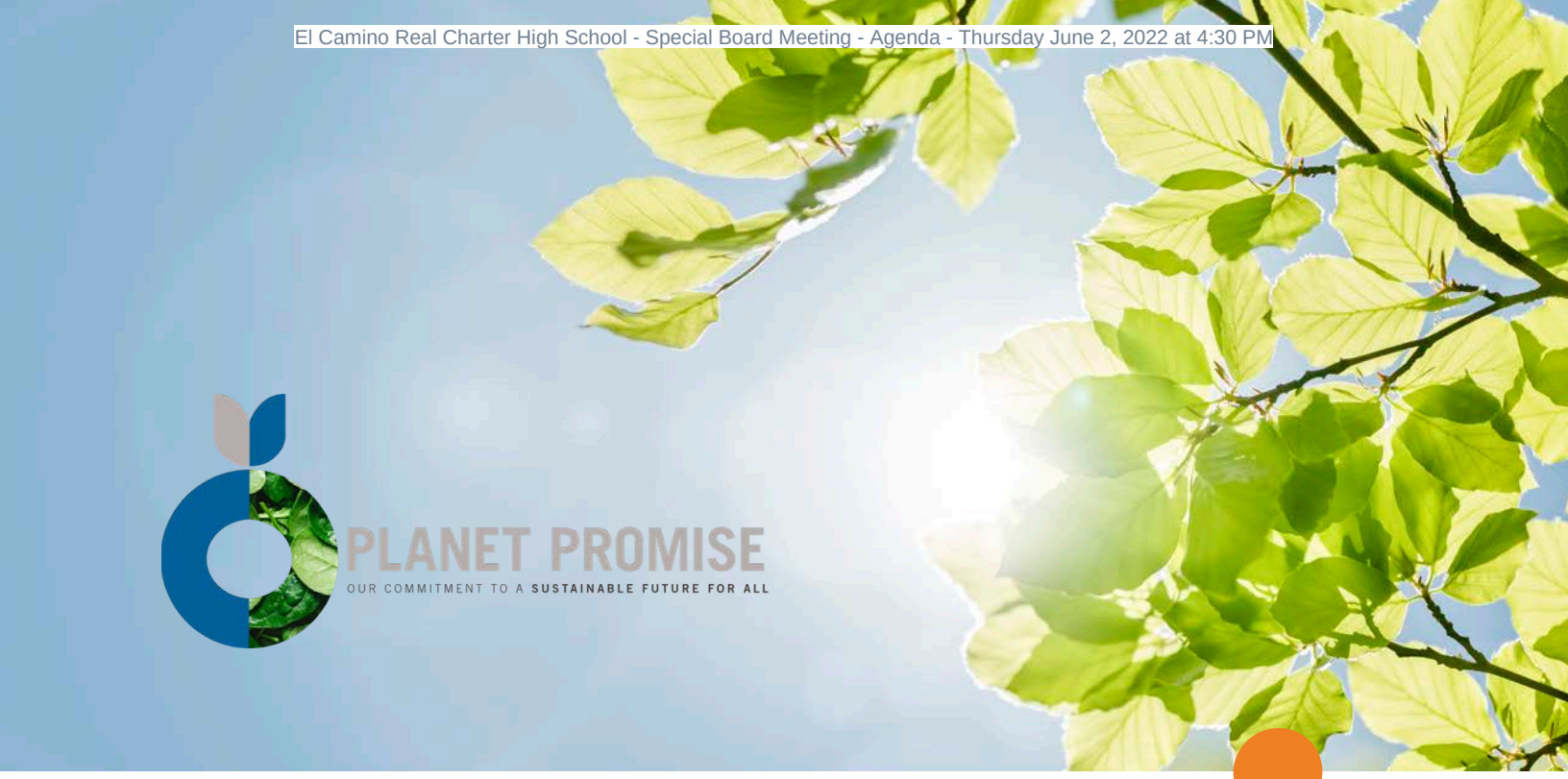
Chartwells does not engage in unlawful or unconscionable labor practices. We are committed to ensuring all our dealings with suppliers are conducted in accordance with our guiding principles of responsible and ethical trading.



Manufacturer Partnerships

We have partnerships with numerous trusted manufacturers and offer many of the same brands that our students enjoy at home that align with our food philosophy.

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Compass Group Commits to Global Climate Net Zero

As the worldwide leader in foodservice, we have a responsibility to contribute to our industry through ethical, sustainable and inclusive business practices. That's why we've committed to reach net-zero greenhouse gas (GHG) emissions across our global operations and value chain by 2050.

This forward-thinking target makes Compass Group the first international company of our kind to announce a sweeping commitment to a 2050 net-zero emissions economy. It includes ambitious emissions reduction targets over the next decade that have been validated by the Science Based Targets initiative (SBTi) and a further commitment to be carbon neutral in our worldwide operations by 2030.

In addition to investing in climate-positive projects worldwide to support decarbonization; reforestation; biodiversity; and freshwater, land and ocean preservation initiatives; our actions include:

- Transitioning all fleet vehicles globally to 100% plug-in electric.
- Switching to renewable electricity across all our operations.
- Reformulating menus to be low-carbon and use plant-based proteins.
- Increasing sourcing from regenerative agriculture.
- Focusing on packaging solutions to further reduce single-use plastic.
- Reducing food waste in global operations by 50% by 2030.
- Increasing share of seasonal and locally sourced produce.
- Delivering a global deforestation-free and land conversion-free supply chain strategy.

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Our sustainability strategy will always include bold actions and global collaboration, and this recent step marks the first initiative in our latest plan, Planet Promise – Compass Group's companywide commitment to a sustainable future for all.

We pledge to use our scale and reach to influence and work with clients, industry associates, governments and suppliers to reduce their direct GHG emissions, and to set their own net-zero and SBT initiatives to help create a more sustainable global food system for all.

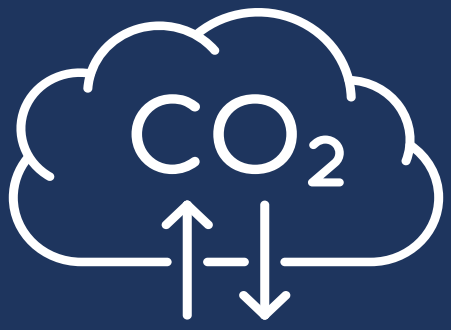
Following the definitions issued by the Greenhouse Gas Protocol – commonly recognized as the global authority on GHG standards – our efforts address each of the three scopes:

- **Scope 1 –** Direct emissions from owned or controlled sources.
- **Scope 2 –** Indirect emissions from the generation of purchased electricity, steam, heating and cooling consumed by the reporting company.
- **Scope 3 –** All other indirect emissions that occur in a company's value chain.



Dominic Blakemore, Chief Executive Officer of Compass Group PLC, said:

"Compass Group's new global climate net-zero target reflects our teams' commitment to sustainable sourcing, eliminating food waste and transforming our environmental impact. As the world's largest foodservices group – operating at the heart of the global food supply chain – we are in a unique position to influence real change by working in partnership with our suppliers and encouraging sustainable consumption from the clients and consumers we serve every day."



46% reduction

in absolute SBTi Scope 1 and Scope 2 GHG emissions by 2030 from a 2019 base year; classified by the SBTi as following a 1.5°C trajectory

28% reduction

in absolute SBTi Scope 3 GHG emissions from all food and drink purchased by 2030 from a 2019 base year; classified by the SBTi as following a "well below 2°C" trajectory

Groupwide decarbonization

commitments

Carbon neutral worldwide

in global operations by 2030

Climate net zero by 2050

across global value chain (SBTi Scope 3)

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Responsible Sourcing

Being a good neighbor and responsible global citizen means supporting local economies and implementing measures to protect the planet we share. We proudly source:

- Ingredients from local and regional sources as a first choice.
- Proteins from suppliers that promote the humane treatment and welfare of farm animals.
- Dairy produced from cows not treated with artificial growth hormones.
- Poultry raised without antibiotics that are approved for use in humans.
- Seafood that meets the strict sustainability criteria set by the Monterey Bay Seafood Watch.
- Tuna that is caught without using fish aggregating devices (FAD).
- Plant proteins as healthy alternatives to animal proteins.

Clean Labels

Simple, wholesome ingredients make our recipes stand out. That's why we continually review products and ingredients and work with our supplier partners to reduce:

- Artificial colors, sweeteners and flavors
- High fructose corn syrup
- Partially hydrogenated oils
- Palm oil from unsustainable sources
- Added sugar

The Environmental Protection Agency estimates

30% - 40%

of the U.S. food supply is wasted.





1 in 7

Americans ***struggle to access*** *nutritious* ***meals.***

Through partnerships, programs and promotions ***we'll empower*** *associates, students and families* ***to make a difference.***



Locally Grown

We recognize the need to support local farms, as they are integral to our ability to offer more of what El Camino Real Charter High School wants: safe, delicious, fresh and locally grown food. As part of our commitment to provide local, sustainably sourced food, we diligently source a large percentage of our foods harvested and produced in California.

Quality Produce

Chartwells meets all USDA and FDA requirements and quality standards for all products we purchase, including locally grown products. In fact, our high standards go above and beyond benchmarks set by other companies. Where possible, Chartwells purchases and features locally grown foods from farmers who practice ecologically responsible methods and strive to reduce our environmental impact.

In Florida, our Duval County Public Schools team recently partnered with a local farmer to plant seeds for 10,000 watermelons, grown specifically for Chartwells and DCPS with organic fertilizer. These watermelons were delivered straight to schools and immediately served on menus every day for more than three weeks. They were so popular that we worked with area farmers to get an additional 5,000 melons to keep up with the demand.



Dedicated Crop Program

Through the Chartwells' Dedicated Crop Program, we work with local farmers who dedicate a portion of their land to growing crops just for Chartwells schools. Local farmers plant the seeds just for us, then harvest, package and deliver fresh, local produce directly to our school districts each month. School starts at the perfect time for us, just as these items are harvested in the fall.

Flash Frozen Program

Chartwells' Pioneer Valley Flash Frozen program preserves local foods so they can be enjoyed all year long. By connecting farmers to the students they serve, we allow for a deeper understanding of how our foods come to the table each day.

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Local Partners

Part of our enduring commitment to you is a promise to be an active part of the surrounding community, building a healthier future as we continue to develop relationships with local farms throughout your state and region. We value your input in connecting us with even more local partners and know from experience that these collaborative initiatives have a meaningful impact on students and the community as a whole.

Below are a handful of local farms spotlighted from our partnerships in your area:

Coastal Organics
Santa Paula, California

Farming since 1978, Paul and Maryann Carpenter are showcasing organic squash, heirloom tomatoes, root vegetables and greens at the Santa Monica Farmers Market. Their booth is a well-known stop for local chefs who seek out their high-quality produce.

County Line Harvest
Petaluma and Thermal, California

David Retsky started County Line Harvest in 2000 in Petaluma and expanded to Thermal in 2009 when he was joined by Megan Strom. Certified organic by Marin Organic Certified Agriculture since 2001, they grow baby lettuces, salad and cooking greens, rainbow chard, baby carrots and a variety of beets.

Valdivia Farms
Carlsbad, California

Active at numerous local farmers markets, this second-generation family farm has been in operation for 30 years. They grow heirloom tomatoes, squash, berries, cucumbers, squash blossoms, watermelons, radishes, snap peas and more.

Weiser Family Farms
Bakersfield, California

Weiser Family Farms was started in 1977 by Sid and Raquel Weiser and they've since been joined by their children Alex, Dan and Esther. Two generations have been focused on creating a bio-diverse farm that applies sustainable farming practices to growing potatoes, melons, butternut squash, peppers and carrots. In 2015, Alex Weiser was awarded the prestigious Tom Haller Award, which is bestowed on those making a significant impact on farming and agriculture in California.



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Farm Partnerships

We're proud of our commitment to local produce and the relationships we have with local farms and farmers. Partnering with local farms supports the Los Angeles economy, provides improved fresh product, reduces environmental impact and gives back to the community.

"The Chartwells staff has been fantastic in helping to get more local produce in schools. By supplying schools with local vegetables, we are able to support farmers and get healthy food to thousands of young people throughout the region."

– John Waite, Franklin County Community Development Corporation

Farm to School

Chartwells is committed to working closely with local farmers from coast to coast to bring fresh produce straight from farms to our schools. We buy whole crops and flash freeze local fruits and vegetables so we can serve them in school year-round. These partnerships not only continue the farm-to-table trend, but also present an opportunity to introduce a wide variety of fresh new foods and flavors to students while benefiting farmers and the entire community.

Last year, Chartwells districts purchased 73% of produce and dairy products from local farms. Working with produce distributors, we will ensure local, seasonal produce is the first choice on your order guides and is clearly marked for easy ordering. Our tools and availability calendars let menu planners forecast their local produce needs and work with their vendors' inventories.

Featuring fresh produce from local farms helped increase lunch participation by 30% at a high school in Wichita Falls Independent School District.

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National Farm to School Month

Each October, Chartwells joins thousands of schools across the country to celebrate National Farm to School Month. Our schools celebrate in a variety of ways: cooking demonstrations, farmers markets, visits from farmers and a variety of local fruits and vegetables proudly served on menus. Though we place an emphasis on farm to school throughout the year, October is a special time to unite the school community in learning about the food system and the benefits of local produce. We are eager to work with you to create a unique celebration for your students.

Last October, our Discovery Kitchen program featured a "Seed to Table" theme for National Farm to School Month. Students had the opportunity to plant tomato and basil seeds. Chefs and dietitians led cooking demonstrations with these ingredients in the cafeteria and featured them on lunch menus.

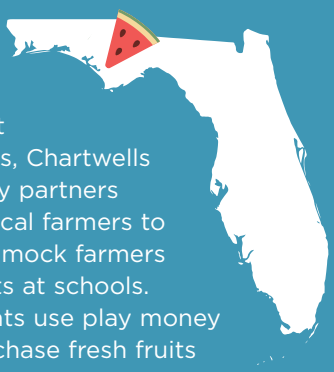


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Farmers Markets

As part of our Farm to School initiative – and a fan-favorite event from our Discovery Kitchen library – Chartwells sponsors farmers markets at all schools. Not only has this brought an authentic retail experience to students and helped shape the way they select healthy foods outside of school, these innovative programs teach kids about financial transactions, math and nutrition.

During the event, outdoor tents can be set up to emulate the traditional farmers market experience for students, similar to what they and their families would experience at their local farmers market. All students are able to participate in a shopping experience using play money to "purchase" produce at the market. Each student receives a bag to hold their chosen produce, play money, handouts and healthy recipes that explain how to prepare and cook some of the fresh produce.



At Bay District Schools, Chartwells proudly partners with local farmers to create mock farmers markets at schools. Students use play money to purchase fresh fruits and vegetables to take home and share with their families. Each month highlights seasonal produce by featuring a different fruit or vegetable to sample and learn about.

"When the kids try something, especially that they've never had before, you can see by their face that they are like 'wow!' And that's what we are trying to achieve. We want the satisfaction of them being happy and trying something new they've never had."

– Deborah DiPietrantonio,
Bay District Chef



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School Gardens

We work closely with national nonprofit KidsGardening to help students and teachers plant, grow and enjoy their own food because we understand the benefits it can bring to schools and communities. Research shows that kids who get to experience gardening are more likely to:

- Enjoy greater social and emotional well-being
- Eat and prefer fresh fruits and vegetables
- Feel a responsibility to care for the environment

We offer:

- An extensive garden guide
- Food safety guidance for serving garden produce in the cafeteria
- Assistance with garden grants
- Webinars and teacher resources for leading garden education

We're committed to supporting the cultivation of gardens in every school and serving garden produce in school meals whenever possible.

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Tower Gardens

It doesn't get any more local than your classroom. Tower gardens can help you educate, excite and inspire your students.

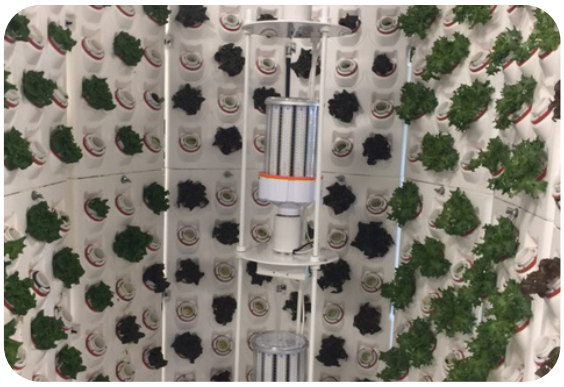
They provide a hands-on approach to learning in a fun and engaging way. Use your tower gardens to grow a variety of vegetables, herbs and other plants in conjunction with a curriculum based around nutrition and science. Better yet, harvest your bounty, and one of our chefs will incorporate them into an educational event for your students.

Compared to traditional gardening, there's less hassle and cleanup with tower gardens because they don't use soil. Tower gardens have been shown to increase yields by as much as 30% and triple the speed of plant growth, while using only 10% of the water and space needed for soil gardening.



Hydroponic Tower Gardens at Menasha Joint School District

Brian Adesso, director of business services at Menasha Joint School District (MJSD), was on a mission to deliver fresh, nutritious food to his students. He found his answer at Fork Farms in the form of compact hydroponic towers. They required very little space and labor and no soil to grow healthy, delicious produce. He worked with Chartwells' assistant director of dining services to safely get the fresh, leafy greens from the tower gardens to students' plates. MJSD has already replaced 30% of what they used to purchase for the high school with greens grown on-site, and sales of salad entrees have doubled since last year. Prior to implementation, a student requested a new apple because the one they received had a leaf on it; now students districtwide are choosing fresh, healthy food grown right on campus.





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Farmshelf

Most of the food we eat is grown 1,500 miles away. At Farmshelf, they're turning food miles into food feet with an automated, internet-connected system that allows you to grow food right in your schools. This smart, hydroponic growing system combines form and function to deliver an innovative solution to local, sustainable growing. A Farmshelf unit grows leafy greens and herbs two to three times faster than outdoor gardening. It monitors plants' needs every step of the way and alerts you when it's time to harvest.



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Waste Reduction

Our proprietary online waste-tracking program, **Waste Not**, allows users to see trends and make adjustments to reduce waste over time. Districts using the program have seen an immediate impact and identified opportunities for targeted training around knife skills, forecasting and inventory management.

We celebrate Stop Food Waste Day each April to raise awareness, provide education and ignite change in response to the global food waste epidemic. Students can become "Food Waste Warriors," pledging how they will do their part to reduce food waste.



Waste Reduction in Action

Winston-Salem/Forsyth County Schools

Chartwells covered the cost difference of switching to compostable trays in the cafeteria at Speas Elementary to support a parent and student-led composting program. The board of education later voted to replace polystyrene trays at all WS/FCS locations where they were used.

Los Alamos Public Schools

Eco Club students wanted to institute a zero-waste school lunch program, so Aspen Elementary School Principal Michele Altherr met with Chartwells' director of dining services to discuss implementation. Foam trays were replaced with plastic, reusable ones, and to cut down on food waste, a salad bar is available so students can choose which fruits and vegetables to eat and how much they want.

Waste Not has successfully reduced waste by as much as 73%, primarily from the fruit and vegetable bar.



Food Recovery

Donating surplus food serves the planet and the community. Through our Food Recovery program our associates work with the district – and where available, student volunteers – to coordinate food donations to local nonprofits for community distribution. Our food recovery toolkit includes:

- Standard operating procedures
- Tips for locating a nonprofit agency and key points to discuss
- Training for associates and student volunteers
- Marketing materials to educate students and families

Imperfectly Delicious Produce (IDP) is a program that rescues local produce that may otherwise go unused because it doesn't meet the strict visual standards of larger retailers even though it contains the identical nutrient composition. Using these nutritious and delicious foods is a great opportunity to help local farms, our communities and the environment.

IMPERFECTLY DELICIOUS PRODUCE

Since IDP's inception, over

3 million

pounds of produce

have been put to good use in our kitchens.

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Discovery KITCHEN

HEALTHY PLANET



Children are our future. Someday they will be the decision-makers, educators and possibly even policymakers of our world. Teaching them about sustainability will give them the opportunity to take responsibility for their actions, plan for the future and maintain a healthier planet.

Simple measures can make a big difference. It's one fewer piece of plastic in a landfill, an extra lightbulb turned off daily or one more meatless meal eaten. Teaching children that they can make a difference will help to raise a generation of adults who are more aware and environmentally conscious than the generation before them.

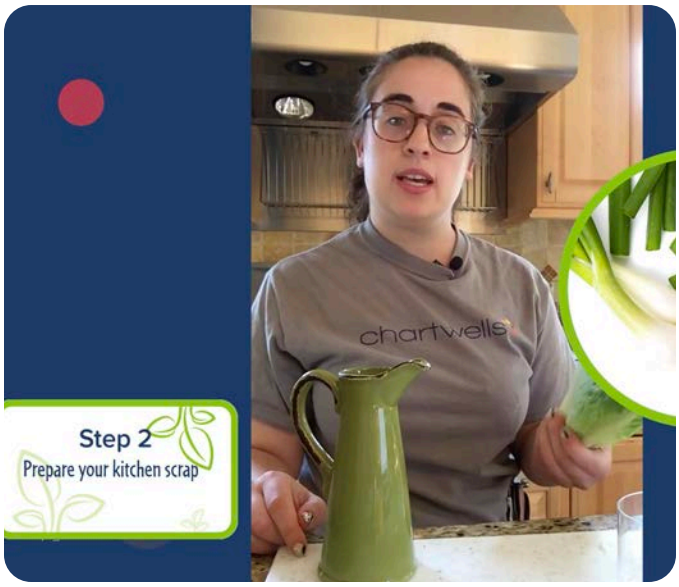
With this in mind, we are happy to introduce Discovery Kitchen Healthy Planet. The series focuses on explaining the significance of our choices in the cafeteria, in the home and in the community so children begin to understand the impact they can have on the future of our planet. Healthy Planet incorporates not only sustainable practices, but also allows students to learn about other values, such as responsibility and caring for others, both animals and people.

Click here to check out our videos on aquaponics, scrap gardening and food systems.

Alternatively, visit the following link: vimeo.com/showcase/8715512

Sustainability Education for the Entire School Community

We ensure our foodservice teams have ongoing learning opportunities, and we love to share our knowledge and resources for living a responsible and sustainable life with families and the community. Sustainability tips, facts and helpful websites can be provided to families via Nutrislice, social media, district websites or during events such as Back to School. We are also available to host a talk for parents that focuses on a specific topic, such as how to reduce food waste at home.





Our Commitment

Our sustainability scorecard measures our commitment to serving food that's good for you and good for the planet. We're proud of the progress we've made over the past year to purchase more poultry that is sustainably raised and sourced, while maintaining our high percentage of sustainably sourced seafood and dairy products.

100% *rBGH-free milk*

99% *rBGH-free yogurt*

94% reduced-antibiotic chicken

78% reduced-antibiotic turkey

99% *sustainable seafood*

59% *cage-free shell eggs*

73%

Percentage of produce and dairy that Chartwells purchased from local farms in 2021.



Attachment L: Respondent Taste Test Criteria

Serving Up Happy & Healthy

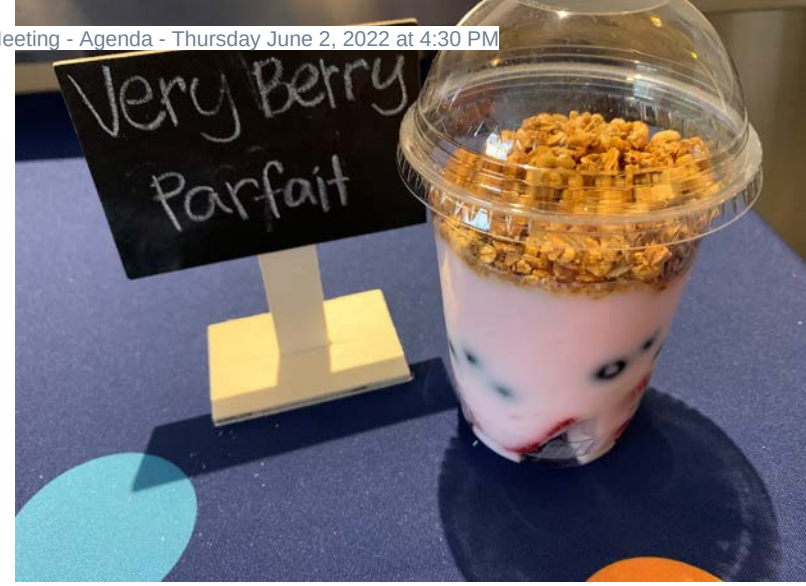
Attachment L: Respondent Taste Test Criteria

Taste test Instructions: Fill in the table below. Identify visual qualities in the 'Appearance' column (ex. Shape, color, consistency etc.) and taste qualities in the 'Taste' column (salty, sweet, tender, after-taste, etc.) Note the overall score for the item (1-5) Details for the taste test will be provided at the mandatory tour.

Taste Menu Item	Appearance Quality Standards	Taste Quality Standards	Overall Score

Chartwells participated in the Taste Test at El Camino Real on April 19th.


Cheese
Burrito


Very Berry
Parfait


Southwest
Mac & Cheese
with Turkey


chartwells
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Southwest
Mac & Cheese
with Turkey
Chorizo, Egg
& Cheese
Burrito
Very Berry
Parfait
Vegetarian
Hummus
Sandwich
BAKED
chartwells
serving up

Exhibit 1: Model Fixed-Price Contract

Serving Up Happy & Healthy

Exhibit 1: Model Fixed-Price Contract
FOOD SERVICE MANAGEMENT COMPANY

El Camino Real Charter High School
FOOD SERVICE PROGRAM

5440 Valley Circle Blvd
Woodland Hills, CA 91367
(818) 595-7500

Model Fixed-Price Contract

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Contract Summary

FOOD SERVICES CONTRACT	CONTRACT NUMBER
	REGISTRATION NUMBER

1	This contract is entered into between the school food authority and the food service management company named below:		
	SCHOOL FOOD AUTHORITY NAME		
	FOOD SERVICE MANAGEMENT COMPANY NAME AND FEDERAL TAX IDENTIFICATION NUMBER		
2	**The term of this Contract is for one year, commencing on**	**7/1/2022 and ending on 6/30/2023**	
3	The maximum dollar amount of this Contract is equal to the fixed price per meal multiplied by the number of meals served	**$**	
4	The parties herein agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Contract.		
	Request for Proposal Released	*Enter* page(s)	
	Contractor Proposal Received	*Enter* page(s)	
	Attached Terms and Conditions	*Enter* page(s)	
	Exhibit A: Scope of Work	*Enter* page(s)	
	Exhibit B: Schedule of Fees	*Enter* page(s)	

IN WITNESS WHEREOF, the parties hereto have executed this Contract.

FOOD SERVICE MANAGEMENT COMPANY		*California Department of Education Use Only*
NAME of FSMC *(if other than an individual, state whether a corporation, partnership, etc.)*		
BY *(Authorized Signature)* ✍	**DATE SIGNED** *(do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		
SCHOOL FOOD AUTHORITY		
NAME of SFA		
BY *(Authorized Signature)* ✍	**DATE SIGNED** *(do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING		☐ Exempt per:

Model Fixed-Price Contract

I. Introduction

The El Camino Real Charter High School, hereinafter referred to as the school food authority (SFA), enters into this Contract with [food service management company name], hereinafter referred to as the FSMC to provide food service management assistance for the SFA's food service program, hereinafter referred to as "Services." **During the term of this Contract, the FSMC will provide services to the SFA as described in the Scope of Work (Exhibit A) of this Contract.**

II. General Terms and Conditions

A. Term

The term of this contract is one year. The FSMC shall commence providing Services under the Contract on July 1, 2022 and continue through June 30, 2023. After careful consideration, the SFA may annually renew this Contract for four additional one-year periods upon agreement between both parties. Execution of all contracts and amendments is contingent on approval by the California Department of Education (CDE). The SFA may cancel this Contract upon notification from the CDE that it or any part of the bidding process has been determined noncompliant with state and federal laws and regulations (Title 7. Code of Federal Regulations (7 *CFR*), Section 210.16[d]).

B. Designated Contract Liaisons

SFA Liaison for Services		FSMC Liaison for Services	
Name:		**Name:**	
Title:		**Title:**	
Phone:	**Cell Phone:**	**Phone:**	**Cell Phone:**
Fax:	**E-mail:**	**Fax:**	**E-mail:**

Respondents shall serve or deliver by postal mail all legal notices to:

SFA	FSMC
Name:	**Name:**
Title:	**Title:**
Address:	**Address:**

C. Fees

1. Fixed-price Contracts

   The SFA will pay the FSMC at a fixed rate per meal. The fixed rate per meal includes all fees and charges indicated in the Schedule of Fees (Exhibit B) of this Contract. The SFA must determine, and the FSMC shall credit the SFA for, the full value of U.S. Department of Agriculture (USDA) Foods. The FSMC's fixed-price invoice will be fully compliant with procurement requirements for the National School Lunch, School Breakfast, and Special Milk Programs, set forth in 7 *CFR*, parts 210, 215, and 220, and the USDA Food and Nutrition Service (FNS) Final Rule issued Wednesday, October 31, 2007. The FSMC shall take discounts, rebates, and other credits into account when formulating their prices for this fixed-price contract (Title 2, Code of Federal Regulations (2 *CFR*), Section 200.406[a]).

2. Payment Terms

   The FSMC shall submit monthly invoices by the 10th of the following month that reflect all activity for the previous calendar month. The FSMC must submit detailed cost documentation monthly to support all charges to the SFA. Charges and expenses are included in the Schedule of Fees (Exhibit B). All costs, charges, and expenses must be mutually agreeable to the SFA and the FSMC, and must be allowable costs consistent with the cost principles in 2 *CFR*, Part 200, as applicable. The SFA will pay invoices submitted by the FSMC within 30 days of the invoice date. The SFA will pay invoices received by its accounting department within 30 days if the invoices pass the SFA's audit. The SFA will notify the FSMC of invoices that do not pass audit, which the SFA will not pay until the invoices have passed audit, with no penalty accruing to the SFA.

3. Interest, Fines, Penalties, Finance Charges, Income and Expenses

   Interest, fines, penalties, finance charges, income and expenses that may accrue under this contract are not allowable expenses to the nonprofit school food service (cafeteria fund) (2 *CFR*, Section 200.441). The SFA is prohibited from paying unallowable expenses from the SFA's cafeteria fund.

4. Spoiled or Unwholesome Food, Food Not Meeting Detailed Food Component Specifications or Contract Requirements.

   The SFA shall make no payment to the FSMC for meals that, in the SFA's determination, are spoiled or unwholesome at the time of delivery, do not meet detailed food component specifications as developed by the SFA for the meal pattern, or do not otherwise meet the requirements of this Contract (7 *CFR,* Section 210.16[c][3]).

D. Contract Cost Adjustment

The contract price (which can include General and Administrative Expense and Management Fees) may be increased on an annual basis by the Yearly Percentage Change in the Consumer Price Index for All Urban Consumers, as published by the U.S. Department of Labor, Bureau of Labor Statistics, Food Eaten Away from Home [CPI regional index: Los Angeles (CPI)]. The April CPI value will be used as a representation of the change in CPI. Such increases shall be effective on a prospective basis on each anniversary date of this Contract and will be allowed only if approved in advance by the SFA. CPI Fee increases for the upcoming Contract renewal year must be submitted to the SFA. Of note, the CPI fee increases should be applied to individual meal or unit costs.

The renegotiation of price terms under this Contract is permitted only upon the occurrence of unpredictable, unexpected conditions beyond the control of both parties. If those conditions create a significant and material change in the financial assumptions upon which the price terms of this contract were based, then those price terms so affected may be renegotiated by both parties. Renegotiation of price terms under such conditions must be mutual and both parties must agree on any changes in price terms. Any adjustments so negotiated and agreed upon must accurately reflect the change in conditions. The occurrence of contingencies that are foreseeable and predictable, but not certain, should be calculated into the defined price terms, to the extent possible, with the goal of minimizing the need for renegotiation of price terms during the term of the Contract. Substantive changes of the Contract will require the SFA to rebid the Contract.

E. Availability of Funds

Every payment obligation of the SFA under this Contract is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. The SFA may terminate this Contract at the end of the period for which funds are available if funds are not allocated and available for the continuance of this Contract. In the event the SFA exercises this provision, no liability shall accrue to the SFA and the SFA shall not be obligated or liable for any future payments or for any damages resulting from termination under this provision.

F. Timeliness

Time is of the essence in this Contract.

G. Approval

This Contract has no force or effect until it is signed by both parties and is approved by the CDE (7 *CFR*, Section 210.19[a][5]).

H. Amendment

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No amendment or variation of the terms of this Contract shall be valid unless made in writing, signed by both parties, and approved by the CDE. Any oral understanding or agreement not incorporated into the Contract in writing and approved by the CDE is not binding on either party (7 *CFR*, Section 210.19[a][5]).

I. Substantive Changes to Contract

Any change to this Contract that results in a material change or any proposed renewals of this Contract may, at the determination of the CDE, either void this Contract or require the SFA to rebid the Contract. Following are examples of substantive changes that could require the SFA to rebid the Contract:

- The addition of a program
- A major shift in responsibilities for FSMC or SFA staff

J. Subcontract/Assignment

No provision of this Contract shall be assigned or subcontracted without prior written approval of the SFA. If subcontracts are let, the FSMC should have taken steps to contract with small and minority businesses, women's business enterprises, and labor surplus area firms when possible.

K. Written Commitments

Any written commitment by the FSMC relative to the services herein shall be binding upon the FSMC. Failure of the FSMC to fulfill any such commitment shall render the FSMC liable for damages due to the SFA. Such written commitments include, but are not limited to:

- Any warranty or representation made by the FSMC in any publication, drawing, or specifications accompanying or referred to in the proposal pertaining to the responsiveness of the proposal

- Any written notifications, affirmations, or representations made by the FSMC in, or during the course of, negotiations that are incorporated into a formal amendment to the proposal

L. Trade Secrets/Copyrights

The FSMC and SFA shall designate any information they consider confidential or proprietary—including recipes, surveys and studies, management guidelines, operational manuals, and similar documents—that the SFA and FSMC regularly use in the operation of their business or that they develop independently during the course of this Contract. Information so designated and identified shall be treated as confidential by the FSMC and the SFA, and the FSMC and the SFA shall exercise the same level of care in maintaining the confidences of the other party as they would employ in maintaining their own confidences, unless disclosure is otherwise required under the law. All such materials shall remain the exclusive property of

the party that developed them and shall be returned to that party immediately upon termination of this Contract. Notwithstanding, the federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use the work for federal purposes (7 *CFR*, Section 200.315[b]).

M. Severability

Should any provision(s) of this Contract be declared or found to be illegal, unenforceable, ineffective, and/or void, then each party shall be relieved of any obligations arising from such provision(s). The balance of this Contract, if capable of performance, shall remain and continue in full force and effect.

N. Counterparts

This Contract may be executed in counterparts, each of which shall be deemed an original, but all of which together will constitute one and the same instrument.

O. Silence/Absence/Omission

Any silence, absence, or omission from the Contract specifications concerning any point shall mean that only the best commercial practices are to prevail. Only those materials (e.g., food, supplies, etc.) and workmanship of a quality that would normally be specified by the SFA are to be used.

P. Indemnification

The FSMC shall indemnify and hold harmless the SFA, or any employee, director, agent, or Board Member of the SFA, from and against all claims, damages, losses, and expenses (including attorney's fees and court costs incurred to defend litigation), and decrees or judgments whatsoever arising from any and all injuries, including death or damages to or destruction of property resulting from the FSMC's acts or omissions, willful misconduct, negligence, or breach of the FSMC's obligations under this Contract by the FSMC, its agents, employees, or other persons under its supervision and direction.

The FSMC shall not be required to indemnify or hold harmless the SFA from any liability or damages arising from the SFA's sole acts or omissions.

Q. Sanctions

If the FSMC fails to perform the contract terms, the following penalties may be imposed:

If the FSMC causes the breach, the FSMC assumes liability for any and all damages, including excess cost to the SFA in procuring similar services, and is liable for administrative, contractual, and legal remedies, as applicable.

R. Breach of Contract

For the breach of the Contract and associated benefits:

If the FSMC causes the breach, the FSMC assumes liability for any and all damages, including excess cost to the SFA in procuring similar services, and is liable for administrative, contractual, and legal remedies, as applicable.

S. Penalties

Cost resulting from the SFA's violations, alleged violations of, or failure to comply with federal, state, tribal, local, or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the federal award, or with prior written approval of the federal awarding agency (2 *CFR*, Section 200.441).

T. Force Majeure

1. Neither party shall be liable to the other for delay in, or failure of, performance nor shall any such delay in, or failure of, performance constitute default if such delay or failure is caused by force majeure. Force majeure means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Force majeure may include, but is not restricted to, acts of God, the public enemy, acts of the state in its sovereign capacity, fires, floods, power failure, disabling strikes, epidemics, pandemics, quarantine restrictions, and freight embargoes.

2. Force majeure does not include any of the following occurrences:

    - Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market

    - Late performance by a subcontractor, unless the delay arises out of a force majeure occurrence

    - Inability of either the FSMC or any of its subcontractors to acquire or maintain any required insurance, bonds, licenses, or permits

3. If either party is delayed at any time in the progress of work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as practicable and no later than the following work day or

the commencement thereof, and shall specify the causes of such delay. Such notice shall be delivered by hand or sent by postal mail with a certified return receipt requested and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time for completion shall be extended by contract amendment, as long as the amended period does not violate 7 *CFR*, Section 210.16(d).

4. Any delay or failure in performance by either party caused by force majeure shall not constitute default, nor give rise to any claim for damages or loss of anticipated profits.

U. Nondiscrimination

Both the SFA and FSMC agree that no child who participates in the National School Lunch Program (NSLP), School Breakfast Program (SBP) will be discriminated against on the basis of race, color, national origin, age, sex, or disability. State agencies and SFAs shall comply with the requirements of Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Department of Agriculture regulations on nondiscrimination (7 *CFR*, parts 15, 15a, and 15b); and FNS Instruction 113-1 (7 *CFR,* Section 210.23[b]).

V. Compliance with the Law

The FSMC shall comply with all laws, ordinances, rules, and regulations of all applicable federal, state, county, and city governments, bureaus, and agencies regarding purchasing, sanitation, health, and safety for the food service operations and shall procure and maintain all necessary licenses and permits. The SFA shall cooperate, as necessary, in the FSMC's compliance efforts.

The FSMC shall comply with all applicable federal regulations in 2 *CFR,* parts 200 and 400 and 7 *CFR,* parts 210 (NSLP), 220 (SBP), 245 (Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools) as applicable, 250 (Donation of Foods for Use in the United States, its Territories and Possessions and Areas Under its Jurisdiction), USDA FNS Instructions and policy, federal laws and regulations, California *Education Code* (*EC*), and California laws and regulations, where applicable.

W. Choice of Law

This Contract shall be construed under the laws of the state of California, where applicable, without giving effect to the principles of conflict of laws. Any action or proceeding arising out of this Contract shall be heard in the appropriate courts in California.

X. Advice of Counsel

Each party acknowledges that, in executing this Contract, such party has had the opportunity to seek the advice of independent legal counsel and has read and understood all of the terms and provisions of this Contract.

Y. Relationship of the Parties

A. The FSMC's relationship with the SFA will be that of an independent contractor and not that of an employee of or supervisor for the SFA. The FSMC will not be eligible for any employee benefits, nor will the SFA make deductions from payments made to the FSMC for taxes, all of which will be the FSMC's responsibility. The FSMC agrees to indemnify and hold the SFA harmless from any liability for, or assessment of, any such taxes imposed on the SFA by relevant taxing authorities. The FSMC will have no authority to enter into contracts that bind the SFA or create obligations on the part of the SFA.

B. When the SFA is a public school district or program operated by the county Office of Education, the FSMC, as an independent contractor, shall have no authority to supervise food service classified personnel operating the NSLP, SBP, or Afterschool Meal Supplements (AMS) under the NSLP (*EC* Section 45103.5).

C. All services to be performed by the FSMC will be as agreed between the FSMC and the SFA. The FSMC will be required to report to the SFA concerning the services performed under this Contract. The SFA shall determine the nature and frequency of these reports.

D. The SFA is the responsible authority, without recourse to USDA or CDE, for the settlement and satisfaction of all contractual and administrative issues arising in any way from this Contract. Such authority includes, but is not limited to, source evaluation, protests, disputes, claims, or other matters of a contractual nature.

IV. Food Service Program

A. Food Service Management Company Responsibilities

1. The SFA will provide the FSMC with an electronic Point of Service (POS) meal/milk counting system. Such meal/milk counting system must eliminate any potential for the overt identification of free and reduced-price eligible students under 7 *CFR* Section 245.8. This POS system will be used for the duration of this Contract.

2. The FSMC will not directly or indirectly restrict the sale or marketing of fluid milk at any time or in any place on school premises or at any school-sponsored event (7 *CFR*, Section 210.21[e]).

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

B. School Food Authority Responsibilities

1. The SFA shall ensure that the food service operation is in conformance with the SFA's Permanent Single Agreement with the CDE and will monitor the food service operation through periodic on-site visits (7 *CFR*, sections 210.16[a][2] and 210.16[a][3]).

2. The SFA retains control of the quality, extent, and the general nature of its food service; the prices children are charged for meals (7 *CFR*, Section 210.16[a][4]), and a la carte prices. The SFA may not contract with the FSMC to provide only nonprogram food (e.g., a la carte and adult meals) unless the FSMC offers free, reduced-price, and paid reimbursable lunches to all eligible children (7 *CFR*, Section 210.16[a]).

3. SFAs with more than one school shall perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction. The on-site review shall take place prior to

February 1 of each school year. Further, if the review discloses problems with a school's meal counting or claiming procedures, the SFA shall ensure that the school implements corrective action and, within 45 days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problem. Each on-site review shall ensure that the school's claim is based on the counting system authorized by the CDE under 7 *CFR,* Section 210.7(c) and that the counting system, as implemented, yields the actual number of reimbursable free, reduced-price, and paid lunches respectively, served for each day of operation (7 *CFR,* Section 210.8[a][1]).

4. The SFA shall retain responsibility for developing the meal pattern for students with disabilities, when their disability restricts their diet, and for those students without disabilities who are unable to consume the regular lunch because of medical or other special dietary needs (7 *CFR*, Section 210.10[m]).

5. The SFA shall retain signature authority for the food services application, agreements, Free and Reduced-Price Policy Statement, monthly Claim for Reimbursement, reports, program renewal, the verification of applications, letters to households, and all correspondence to the CDE relating to the food service program (7 *CFR,* Section 210.16[a][5]).

6. The SFA shall retain signature authority and be responsible for all contractual agreements entered into in connection with the food service program (7 *CFR*, Section 210.21).

7. The SFA shall be responsible for the establishment and maintenance of the free and reduced-price meals eligibility roster (*EC* Section 49558).

8. The SFA shall be responsible for the development, distribution, and collection of the letter to households and Application for Free and Reduced-Price Meals and/or Free Milk (7 *CFR,* Section 245.6).

9. If the SFA uses direct certification of eligibility, the SFA shall be responsible for obtaining the direct certification list at least three times annually.

10. The SFA shall be responsible for the determination of eligibility for free and reduced-price meals and shall disclose the eligibility status of individual students or confidential information provided on the application for free or reduced-price meals to the FSMC, to the extent that such information is necessary for the FSMC to fulfill its obligations under this Contract. The FSMC will not disclose the eligibility status of individual students or confidential information provided (*EC* Section 49558).

11. The SFA shall be responsible for conducting any hearings related to determinations regarding free and reduced-price meal eligibility (7 *CFR*, Section 245.7).

12. The SFA shall be responsible for verifying applications for free and reduced-price meals as required by federal regulations (7 *CFR*, sections 245.6 and 245.6[a]).

13. The SFA shall establish and maintain an advisory board composed of parents, teachers, and students to assist with menu planning (7 *CFR*, Section 210.16[a][8]).

14. The SFA shall maintain applicable health certification and ensure that all state and local regulations are being met by the FSMC preparing and serving meals on-site at an SFA facility (7 *CFR,* Section 210.16[a][7]).

V. Buy American Requirements

A. Food Service Management Company Responsibilities

1. The FSMC must submit statements for all processed agricultural products to the SFA at the time of delivery for each processed agricultural product certifying that the food product was processed 100 percent domestically and that the percentage of domestic content in the food component of the processed food product is over 51 percent, by weight or volume (USDA Policy Memo SP 38-2017).

2. The FSMC must notify the SFA in writing at least 10 days **prior** to delivering a nondomestic agricultural commodity or product and request prior approval for delivery of a nondomestic agricultural commodity or product. This written notification must list alternative domestic substitutes for the SFA to consider and provide an explanation for the following:

    a) Why the domestic product is not produced or manufactured in sufficient and reasonably available quantities of a satisfactory quality; and/or

    b) Why competitive bids reveal the cost of the domestic product is significantly higher 50% higher than the nondomestic product

3. The FSMC will provide certification of domestic origin for products which do not have country of origin labels.

B. School Food Authority Responsibilities

1. The SFA shall maintain documentation outlining the justification for supporting their use of an exception to the Buy American Provision requirement **prior** to accepting nondomestic agricultural commodities or products. This documentation will be kept on file for the term of the contract plus any extensions and three additional school years thereafter. This will be made available during an on site administrative review and an off site procurement review.

2. The SFA shall monitor the contract to ensure that the correct domestic food components contracted for are delivered as required by 2 *CFR*, Section 200.318(b) unless the FSMC has received prior approval from the SFA for nondomestic agricultural commodity or product.

3. The SFA must ensure FSMC compliance with the Buy American Provision in accordance with their procurement procedures. These procedures, at a minimum, must include the requirement to include Buy American Provision language in solicitations and contracts as well as the process for requiring FSMCs to certify the domestic percentage of the agricultural food component of products.

VI. U.S. Department of Agriculture Foods

C. Food Service Management Company Responsibilities

1. The FSMC shall fully use, to the maximum extent possible, donated foods made available by the SFA solely for the purpose of providing benefits for the SFA's nonprofit school food program (7 *CFR,* Section 210.16[a][6]).

2. In accordance with 7 CFR, Section 250.53, the FSMC shall comply with the following provisions relating to the use of donated foods, as applicable:

   a) The FSMC must credit the SFA for the value of all donated foods (including both entitlement and bonus foods) received for use in the SFA's meal service in the school year or fiscal year. The credit must include the value of donated foods contained in processed end products if the FSMC procures processed end products on behalf of the SFA, or acts as an intermediary in passing on the donated foods value of processed end products to the SFA (7 *CFR,* Section 250.51[a]).

   b) The FSMC shall account for the full value of donated foods (7 *CFR,* Section 250.51) by:

i) Subtracting the value of all donated foods received for use in the SFA's food service from the SFA's (monthly/quarterly) invoice, and

ii) Using the Average Price File for the school year in which the donated foods are received by the SFA. This listing is available from the USDA Food Distribution web page at http://www.fns.usda.gov/fdd/processor-pricing-reports.

3. The FSMC will be responsible for any activities relating to donated foods in accordance with 7 *CFR*, Section 250.50(d), as applicable, and will ensure that such activities are performed in accordance with the applicable requirements in 7 *CFR*, Part 250.

4. The FSMC shall accept liability for any negligence on its part that results in any loss of, improper use of, or damage to donated foods.

5. The FSMC must use all donated beef, pork, and all processed end products, in the recipient agency's food service, and must use all other donated foods, or commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the donated foods, in the recipient agency's food service (unless the contract specifically stipulates that the donated food, and not such commercial substitutes, be used) (7 *CFR*, Section 250.51[d]).

6. The FSMC shall ensure that the processing agreement's value will be used in crediting the SFA for the value of donated foods contained in end products (7 *CFR*, Section 250.53[a][7]).

7. The method and frequency of crediting donated foods will be in accordance with 7 *CFR*, Section 250.51(b). The FSMC must ensure that it follows the negotiated method and frequency of crediting agreed upon by the parties.

8. The FSMC will provide assurance that it will not itself enter into the processing agreement with the processor required in subpart C of 7 *CFR*, Part 250 (7 *CFR*, Section 250.53[a][8]).

9. The FSMC will provide assurance that it will comply with the storage and inventory requirements for donated foods (7 *CFR*, Section 250.53[a][9]).

10. The FSMC will maintain records to document its compliance with requirements relating to donated foods, in accordance with 7 *CFR,* Section 250.54(b).

D. School Food Authority Responsibilities

1. The SFA shall retain title to all donated foods and ensure that all donated foods received by the SFA and made available to the FSMC accrue only for the benefit of the SFA's nonprofit school food service and are fully used therein (7 *CFR*, Section 210.16[a][6]).

2. The SFA shall accept and use, in as large quantities as may be efficiently used in its nonprofit food service program, such foods as may be offered as a donation by USDA (7 *CFR*, Section 210.9[b][15]).

3. The SFA will maintain records to document its compliance with requirements relating to donated foods and conduct reconciliation (at least annually and upon termination of the Contract) to ensure that the FSMC has credited the value of all donated foods in accordance with 7 *CFR*, sections 250.54(a) and (c).

4. The SFA will not extend or renew any Contract if the FSMC did not fulfill all Contract provisions relating to donated foods (7 *CFR*, Section 250.53[a][12]).

VII. Meal Responsibilities

A. The FSMC shall:

1. Serve meals on such days and at such times as requested by the SFA.

2. Offer free, reduced-price, and paid (subject to Universal Meals) reimbursable meals to all eligible children through the SFA's food service program.

3. Provide meals through the SFA's food service program that meet the requirements as established in 7 *CFR*, parts 210 and 220, as applicable.

4. Prepare/Serve school staff meals in the staff lounge. Meals will be paid by school employees and should be priced competitively with nearby restaurants.

VIII. Food Service Management Company Employees

A. The FSMC shall only place employees for work at the SFA that meet the minimum professional standards outlined in 7 *CFR*, Section 210.30 which can be viewed at the following web page: School Nutrition Program Professional Standards.

The SFA shall ensure that all employees the FSMC proposes for placement meet the minimum professional standards. The FSMC shall ensure their employees take the required annual training as outlined in the professional standards. The FSMC shall track the trainings completed by each employee and maintain documentation to validate that training was completed. The FSMC shall remove from the SFA premises any employee who fails to take the required training.

The FSMC shall provide the SFA with a list of employees and evidence that they meet the professional standards.

B. The SFA reserves the right to interview and approve the on-site food service consultant(s)/employee(s).

C. The FSMC shall provide the SFA with a schedule of employees, positions, assigned locations, salaries, and work hours. The FSMC will provide specific locations and assignments to the SFA 4 calendar weeks prior to the commencement of operation. (Exhibit C: Schedule of FTE)

D. The FSMC shall comply with all wage and hours of employment requirements of federal and state laws. The FSMC will be responsible for supervising and training their personnel.

E. The FSMC agrees to assume full responsibility for the payment of all contributions and assessments, both state and federal, for all of its employees engaged in the performance of this Contract.

F. The FSMC agrees to furnish the SFA, upon request, a certificate or other evidence of compliance with state and federal laws regarding contributions, taxes, and assessments on payroll.

G. The FSMC will be solely responsible for all personnel actions regarding employees on its respective payroll. The FSMC shall withhold and/or pay all applicable federal, state, and local employment taxes and payroll insurance with respect to its employees, insurance premiums, contributions to benefit and deferred compensation plans, licensing fees, and workers' compensation costs, and shall file all required documents and forms. The FSMC shall indemnify, defend, and hold the SFA harmless from and against any and all claims, liabilities, and expenses related to, or arising out of, the indemnifying party's responsibilities set forth herein.

IX. Books and Records

A. The SFA and the FSMC must provide all documents as necessary for an independent auditor to conduct the SFA's single audit. The FSMC shall maintain such records as the SFA will need to support its Claims for Reimbursement. Such records shall be made available to the SFA upon request and shall be retained in accordance with 7 *CFR,* Section 210.16(c)(1).

B. The SFA and the FSMC shall, upon request, make all accounts and records pertaining to the nonprofit food service program available to the CDE, USDA FNS and Office of Inspector General of the United States for audit or review at a reasonable time and place. Each party to this Contract shall retain such records for a period of three (3) years after the date of the final Claim for Reimbursement for the fiscal year in which this Contract is terminated, unless any audit findings have not been resolved. If audit findings have not been resolved, then records shall be retained beyond the three-year period as long as required for resolution of issues raised by the audit (7 *CFR*, Section 210.9[b][17]).

C. The FSMC shall not remove state or federally required records from the SFA premises upon contract termination.

D. The USDA, Inspector General, the Comptroller of the United States, and the CDE, or any of their duly authorized representatives must have the right of access to any documents, papers, or other records of the FSMC and the SFA which are pertinent to the federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the FSMC and SFA's personnel for the purpose of interview and discussion related to such documents (2 *CFR*, Section 200.336[a]).

E. The distributing agency/CDE, recipient agency/SFA, the Comptroller General, the USDA, or their duly authorized representatives, may perform on-site reviews of the FSMC's food service operation, including the review of records, to ensure compliance with requirements for management and use of donated foods (7 *CFR*, Section 250.53[a][10]).

X. Monitoring and Compliance

A. The FSMC shall monitor the food service operation of the SFA through periodic on-site visits in order to develop recommendations for improvement of the food service program.

B. The FSMC warrants and certifies that in the performance of this Contract it will comply with all applicable statutes, rules, regulations, and orders of the United States and the state of California.

C. The SFA shall establish internal controls that ensure the accuracy of lunch counts prior to the submission of the monthly Claim for Reimbursement in accordance with 7 *CFR, Sec*tion 210.8(a). At a minimum, these internal controls shall include all of the following:

- An on-site review of the lunch counting and claiming system employed by each school within the jurisdiction of the SFA (7 *CFR,* Section 210.8[a][1])
- Comparisons of daily free, reduced-price, and paid lunch counts against data that will assist with the identification of lunch counts in excess of the number of free, reduced-price, and paid lunches served each day to children eligible for such lunches
- A system for following up on lunch counts that suggest the likelihood of lunch counting problems

XI. Equipment, Facilities, Inventory, and Storage

Powered by BoardOnTrack

A. The SFA will make available to the FSMC, without any cost or charge, area(s) of the premises agreeable to both parties in which the FSMC shall render its services. The SFA shall provide the FSMC with local telephone service. The SFA shall not be responsible for loss or damage to equipment owned by the FSMC and located on the SFA's premises.

B. The FSMC shall notify the SFA of any equipment belonging to the FSMC on the SFA's premises within 10 days of its placement on the SFA's premises.

C. The SFA shall have access, with or without notice, to all of the SFA's facilities used by the FSMC for purposes of inspection and audit.

D. Ownership of the beginning inventory of food and supplies shall remain with the SFA.

E. Ownership of all nonexpendable supplies and capital equipment shall remain with the SFA. However, the FSMC must take such measures as may be reasonably required by the SFA for protection against loss, pilferage, and/or destruction.

XII. Certifications

A. The FSMC warrants and certifies that in the performance of this Contract, it will comply with the rules and regulations of the CDE and the USDA, and any additions or amendments thereto, including but not limited to 2 *CFR,* parts 200 and 400, and 7 *CFR*, parts 210, 215, 220, 245, 250, and USDA FNS Instruction and policy, as applicable. The FSMC agrees to indemnify the SFA and the CDE against any loss, cost, damage, or liability by reason of the FSMC's violation of this provision.

B. The FSMC shall comply with Title VI of the Civil Rights Act of 1964, as amended; USDA regulations implementing Title IX of the Education Amendments; Section 504 of the Rehabilitation Act of 1973; and any additions or amendments to any of these regulations, and statutes.

C. The SFA and FSMC shall comply with all applicable standards, orders, or regulations issued.

For contracts in excess of $150,000, the SFA and FSMC shall comply with the Clean Air Act (42 U.S.C. sections 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. Section 1251) as amended (Appendix II to 2 *CFR*, Part 200).

D. Debarment and Suspension

The parties shall not enter into contracts with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement programs (Executive Orders 12549 and 12689 and 2 *CFR*, Part 200, Appendix II).

E. Lobbying

The Certification Regarding Lobbying and a Disclosure of Lobbying Activities form (2 *CFR*, Section 418) must accompany each subsequent four (4) additional one-year renewals. Contract renewals that do not include this certification will not be accepted for consideration (Appendix II to 2 *CFR* Part 200 Section [I]: Byrd Anti-Lobbying [31 U.S.C 1352]).

XIII. Insurance

The parties shall maintain the following insurances:

A. Workers' Compensation Insurance

Each party shall maintain Workers' Compensation Insurance coverage as required by state law, and Employers' Liability in the amount of one million dollars ($1,000,000.00) for each accident covering all employees employed in connection with child nutrition program operations.

B. Comprehensive or Commercial Insurance

The FSMC shall maintain during the term of this Contract, for protection of the SFA and the FSMC, Comprehensive or Commercial General Bodily Injury and Property Damage Liability Insurance with a Combined Single Limit of not less than five million dollars ($5,000,000.00) for each occurrence, including, but not limited to, Personal Injury Liability, Broad Form Property Damage Liability on the FSMC-owned property, Blanket Contractual Liability, and Products Liability, covering only the operations and activities of the FSMC under the Contract and, upon request, shall provide the SFA with a certificate evidencing such policies. The insurance policies shall contain covenants by the issuing company that the policies shall not be canceled without 30 days prior written notice of cancellation to the SFA. With the exception of Workers' Compensation Insurance, the SFA shall be named as an additional insured under the FSMC's policies of insurance to the extent the SFA is indemnified pursuant to this Contract.

C. Property Insurance

The SFA shall maintain, or cause to be maintained, a system of coverage either through purchased insurance, self-insurance, or a combination thereof to keep the buildings, including the premises, and all property contained therein insured against loss or damage by fire, explosion, or other cause normally covered by standard broad form property insurance.

XIV. Termination

Either party may cancel for cause with a 60-day notification if either party breaches a provision of this Contract (7 *CFR*, sections 210.16[d] and 250.12[f][9]). The nonbreaching party shall give the other party notice of such cause. If the cause is not remedied within 10 days, the nonbreaching party shall give a 60-day notice to the breaching party of their intent to terminate this Contract upon expiration of the 60-day period. This Contract may be terminated, in whole or in part, for convenience by the SFA with the consent of the FSMC, in which case the two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated (2 *CFR*, Section 200.339[a][3]). The Contract may also be terminated, in whole or in part, by the FSMC upon written notification to the SFA, setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, in the case of a partial termination, if the SFA determines that the remaining portion of the Contract will not accomplish the purposes for which the Contract was made, the SFA may terminate the Contract in its entirety (2 *CFR*, Section 200.339[a][4]). The rights of termination referred to in this Contract are not intended to be exclusive and are in addition to any other rights or remedies available to either party at law or in equity.

Exhibit A

Scope of Work

1. Overview of El Camino Real Charter High School Food Service Program

A. Scale. The SFA employs 0 persons who provide food service to approximately 3,700 children at one site. The food service prepares approximately 68,000 Breakfasts and 173,000 Lunches annually.

B. Financial Goals. The FSMC is to manage all food waste, and invoice the SFA each month for the number of meals served.

C. Management Goals. The FSMC is expected to properly manage all aspects of the NSLP, SBP in accordance with USDA and CDE regulations. Daily meal production records, daily temperatures are to be recorded and maintained on site. These records are to be kept for 3 years. All meals served are to contain all components using Offer vs Serve, to create a reimbursable meal. All meals are to follow the USDA meal pattern. FSMC staff is to treat all students with respect and maintain all confidentiality when serving meals.

D. Food Service Office and Staff. The food service staff is provided by the FSMC. The FSMC should analyze the meals needed and determine how many staff is appropriate to properly serve this site.

E. National School Lunch Program and School Breakfast Program.

Participation

PROGRAM	GRADES	MAX ENROLLMENT*	AVERAGE DAILY PARTICIPATION	FULL PAY*	FREE*	REDUCED*
National School Lunch (NSLP)	9-12	3,700	793	256	394	144
School Breakfast Program (SBP)	9-12	3,700	572	136	320	115

2. Description of FSMC Responsibilities

General: Under the direction of the SFA's Operations Director, the FSMC selected pursuant to this RFP will provide the following: The FSMC is expected to properly manage all aspects of the NSLP, SBP, USDA FDP, in accordance with USDA and CDE regulations. Daily meal production records, daily temperatures are to be recorded and maintained on site. These records are to be retained for an additional 3 years from the last date of the contract. All meals served are to contain all components using Offer vs Serve, to create a reimbursable meal. All meals are to follow the USDA meal pattern. FSMC staff is to treat all students with respect and maintain all confidentiality when serving meals. Assist the SFA in student meal collections. In addition, the FSMC will employ qualified professionals to cook, prepare, serve and count all meals.

A. Purchasing of Supplies for the Food Service Program

Recommend (or be responsible for) purchasing standards and specifications that will result in the best quality of products and services at the lowest price for the food service program.

All transactions shall be conducted in a manner so as to provide maximum open and free competition as provided by statute and regulation.

The grade, purchase unit, style, weight, ingredients, formulation, etc., shall be in compliance with applicable statutes and regulations.

Purchase food and/or supplies (if applicable); if authorized by the SFA, the FSMC shall purchase food used by the food service operation and the purchasing of food shall not displace SFA staff or delegate responsibilities of the SFA to the FSMC.

Recommend new or improved procedures for the requisition, receipt, and verification of all supplies used by the food service operation

B. Contracting With Small, and Minority Businesses, Women's Business Enerprises, and Labor Surplus Area Firms

The FSMC shall comply with 2 *CFR*, Section 200.321 (as applicable).

C. Buy American

The SFA participates in meal programs that require the use of nonprofit school food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A 'domestic commodity or product' is defined as one that is either produced in the U.S. or is processed in the U. S. substantially (51 percent or more by weight or volume) using

agricultural commodities that are produced in the U. S. as provided in 7 *CFR*, sections 210.21(d) and 220.16(d). The FSMC must:

1. **Submit certification statements for all processed agricultural products**. The FSMC must provide written documentation to the SFA at the time of delivery for each processed agricultural product certifying that the food product was processed 100 percent domestically and that the percentage of domestic content in the food component of the processed food product is over 51 percent, by weight or volume.

   OR:

2. **Request SFA approval prior to delivering a nondomestic agricultural commodity or product.** If the FSMC cannot comply with #1 above, the FSMC must notify the SFA in writing 10 days prior to delivering a nondomestic agricultural commodity or product. This written notification must include the following:

   a) Whether the request to deliver a nondomestic food is because the product is not produced or manufactured domestically in sufficient and reasonably available quantities of a satisfactory quality, or competitive bids reveal the costs of a domestic product are significantly higher than the nondomestic product

   b) The pricing of both domestic and nondomestic products and/or availability data to justify the use of one of the two allowable exceptions

   c) A list of alternative domestic substitutes for the SFA to consider for delivery instead of the nondomestic agricultural product

D. Facility or Site Operations

The FSMC shall recommend:

- Safety programs for employees
- Sanitation standards for housekeeping, preparation, storage, and equipment
- Adjustments to practices and operation of equipment as required
- A Food Safety Plan and participate in the development, implementation, and maintenance of said plan
- Methods to increase participation at all levels of the SFA's food service programs, improve food quality, and upgrade equipment and facilities

- Hours and number of positions at each site to meet food service operational needs

E. Menus

Adhere to the 21-day cycle menu for the first 21 days of meal service; thereafter, the FSMC may only make changes with the SFA's approval (7 *CFR*, sections 210.10, 210.16[b][1] and 220.8, if applicable)**.**

Provide recommendations for menu development that will result in the best quality of products and services at the lowest price for the food service program**.**

Seek student and parent input on successful menu variation and planning.

Provide, upon request by the SFA, recommended menus to assure compliance with all applicable statutes and regulations; include menu recommendations to meet the needs of students with special dietary needs or disabilities.

F. Quality Control

Recommend or establish a formal structure to routinely and continuously gather input from students, staff, and parents about food services.

Recommend or establish a structure or process to routinely and continuously gather input from food service employees to ensure the most effective and efficient operation possible.

G. Staff

Recommend management staff and structure that will enhance the SFA's food service programs and ensure that the SFA's food service programs are of consistent top quality and held in positive regard by students, staff, and the public.

Recommend or establish and conduct management and staff training programs that will ensure staff development, proper supervision, professional and health certifications, and consistent quality control both in production and service.

H. Records

Maintain full and complete financial and inventory records sufficient to meet federal and state requirements and that are in accordance with generally accepted accounting procedures.

Maintain employment records that show FSMC staff have all professional and health certifications as required by federal or state law and the SFA.

I. Education

Recommend actions or events to promote the nutrition education aspects of the food service program, and recommend or cooperate with efforts to merge these actions or events with classroom instruction; the FSMC will work in partnership with the SFA to educate students, parents, teachers, and the community about efforts to promote better nutrition and health.

Coordinate meeting times with the Food Service Director, other SFA staff, and parents or students to discuss ideas to improve the food service program; arrange meetings between an acceptable management representative of the FSMC and the Food Service Director, other SFA staff, and the school board, upon request.

J. Reports

Collect and provide, in the required format, information necessary for school food service claims for reimbursement from state and federal agencies and maintain records of past information; at the end of each month the number of meals to be claimed will be submitted to the SFA contact by the FSMC consultant/representative on or before the **10**th of each month (7 *CFR,* 210.16[c][1]).

Provide the SFA with monthly operating statements and other information determined by the SFA regarding the food service programs.

K. Point of Service

Provide and/or implement an accurate point of service meal and milk count; such meal and milk counting system must eliminate the potential for the overt identification of free and reduced-price eligible students under 7 *CFR,* Section 245.8.

3. Specific FSMC Tasks

Staff Training. All FSMC staff must receive their food handlers certificate, and submit proof of the required training prior to school start. All FSMC must also have all background checks conducted prior to school start, July 1, 2021.

EXHIBIT B

Schedule of Fees

The costs included in the Cost per Meal table comprise the fixed price per meal. The fees are agreed upon by both parties and represent allowable food service costs in accordance with 2 *CFR* , Part 200.

All costs are based on an average daily participation of **1365** students in the district and **180** school days.

Cost per Meal

Note: Prices must **not** include values for donated foods, and must include all meal programs.

LINE ITEM	EST. UNITS*	RATE	TOTAL
Breakfast	98,886	2.48	$ 245,237.28
Lunch	151,114	4.057	$ 613,069.50
Snacks	0	$	$ -
Nonreimbursable Meals (a la Carte)	3,904	4.057	$ 15,838.53
TOTAL	253,904	$	$ 874,145.31

**Estimated Units provided by SFA*

Addenda

El Camino Real Charter High School, California
Addendum to Exhibit 1 – Model Cost-reimbursable Contract

Compass Group USA, Inc. by and through its Chartwells Division ("Chartwells" or "FSMC") provides, as set forth below, this Addendum to the Model Fixed-Price Contract.

Chartwells is amenable to further discussion and negotiation regarding the revisions set forth in this Addendum in order to reach mutually agreeable terms and conditions.

Model Fixed-Price Contract

1. **Page 39, Section II(D)**. The first paragraph of this Section is deleted in its entirety and replaced with the following: "For each renewal year, the FSMC's fees shall be adjusted on the first day of each renewal term at a rate equal to the greater of the increase in (1) Employment Cost Index, Private Industry, Compensation, Not Seasonally Adjusted – CIU2010000000000A; (2) Consumer Price Index- Food Away From Home for the preceding year; or (3) three percent (3%)."

2. **Page 41, Section II(P)**. This Section is deleted in its entirety and replaced with the following: "To the extent permitted by state law, each party shall indemnify, defend and hold the other harmless from any and all losses, damages or expenses, including reasonable attorneys' fees, arising out of or resulting from claims or actions for bodily injury, death, sickness, property damage or other injury or damage to the extent caused by the negligent act or omission of such party. Notification of an event giving rise to an indemnification claim ("Notice") must be received by the indemnifying party within thirty (30) days following receipt of such claim and shall include a brief factual summary of the damage and cause thereof. An indemnification claim is expressly subject to and conditioned upon compliance with the Notice provisions hereunder."

3. **Page 55, Section XIII**. This Section is revised as follows:

a.) Section XIII(A) is revised to add "/each employee/policy limit" after accident.
b.) Section XIII(B) is deleted in its entirety and replaced with the following:

"The FSMC shall maintain during the term of this Contract, for protection of the FSMC, Comprehensive or Commercial General for Bodily Injury and Property Damage Liability Insurance with a Combined Single Limit of not less than five million dollars ($5,000,000.00) for each occurrence and in the aggregate, including, but not limited to, Personal Injury Liability, Broad Form Property Damage Liability or equivalent in current ISO policy form, Blanket Contractual Liability, and Products/Completed Operations Liability, covering the operations and activities of the FSMC under the Contract and, upon request, shall provide the SFA with a certificate of insurance evidencing such policies. All limits can be met through a combination of primary and excess/umbrella liability policies. The insurance policies required herein shall contain covenants by the issuing company that the insurers shall endeavor to provide 30 days prior written notice of cancellation to the SFA. With the exception of Workers' Compensation Insurance, the SFA shall be included as an additional insured under the FSMC's liability policies of insurance required herein to the extent the SFA is indemnified pursuant to the insurable portions of this Contract."

4. **Page 56, Section XIV**. This Section is revised to delete the following:

"This Contract may be terminated, in whole or in part, for convenience by the SFA with the consent of the FSMC, in which case the two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated (2 *CFR*, Section 200.339[a][3])."

and replace it with the following:

"Either party may terminate this Contract at any time upon 60-days' written notice (7 *CFR,* Section 210.16[d])."

In the event of a conflict between the terms of the Agreement and the terms of this Addendum, the terms of this Addendum shall control."

IN WITNESS WHEREOF, the parties hereto have caused this Addendum to be signed by their duly authorized officers as of the day and year first above written.

El Camino Real Charter High School	**Compass Group USA, Inc., by and through its Chartwells Division**
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

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Coversheet

Discussion of First Annual Employee Benefits Experience Survey Results for 2021-2022

Section: V. School Business
Item: C. Discussion of First Annual Employee Benefits Experience Survey Results for 2021-2022
Purpose: Discuss
Submitted by:
Related Material:
1st_Annual_ECRCHS_Employee_Benefits_Experience_Survey_Results_2021-2022_LINK.docx

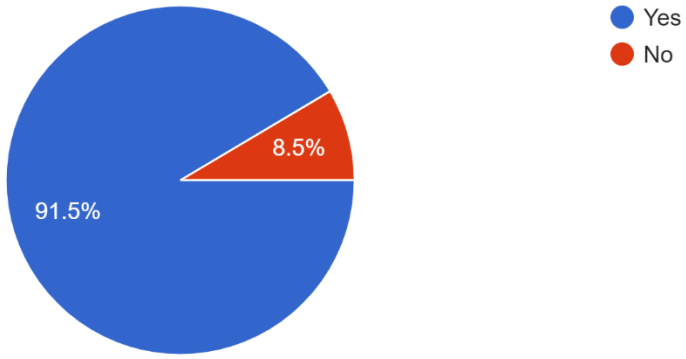
1st Annual ECRCHS Employee Benefits Experience Survey Results 2021-2022

https://forms.gle/2NxG62VEcR8t8cGQA

NOTE: IF FILE DOES NOT LOAD GO TO MY GOOGLE DRIVE TO REVIEW RESULTS

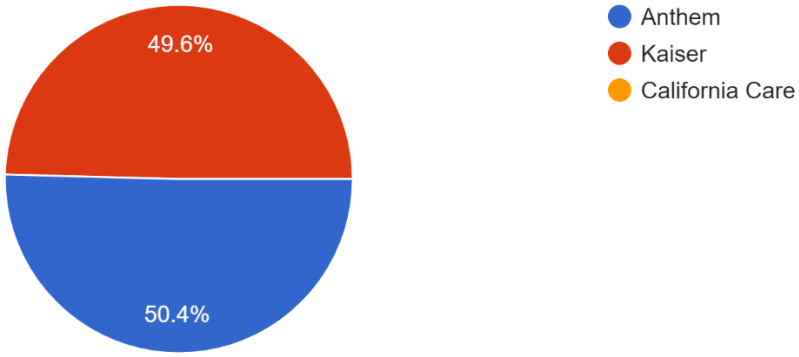
Are you enrolled in ECR's Employee Medical Benefits Plan?

129 responses



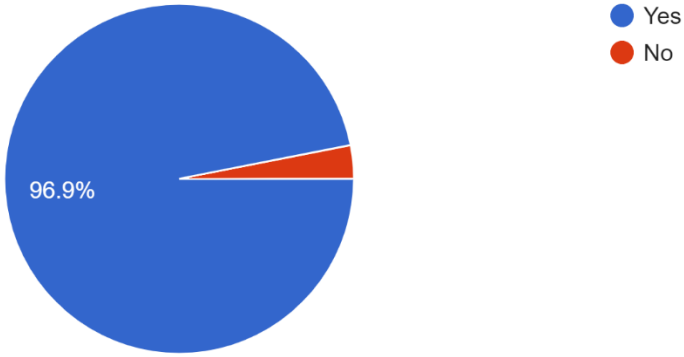
If yes, who is your medical provider?

121 responses



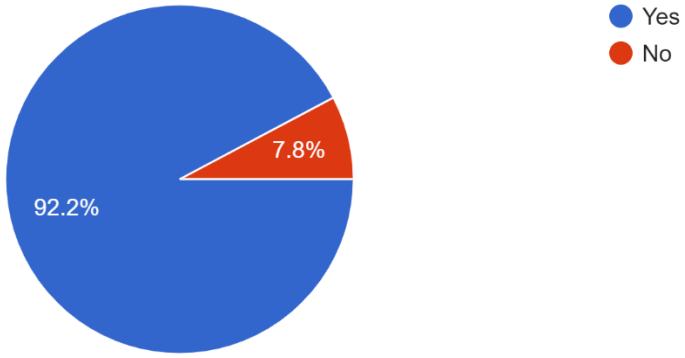
If enrolled in ECR's benefits plan, are you enrolled in a Dental Plan?

129 responses



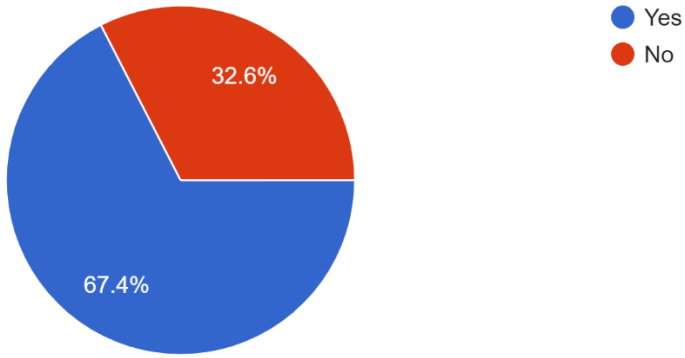
If enrolled in ECR' benefits plan, are you enrolled in a Vision Plan?

129 responses



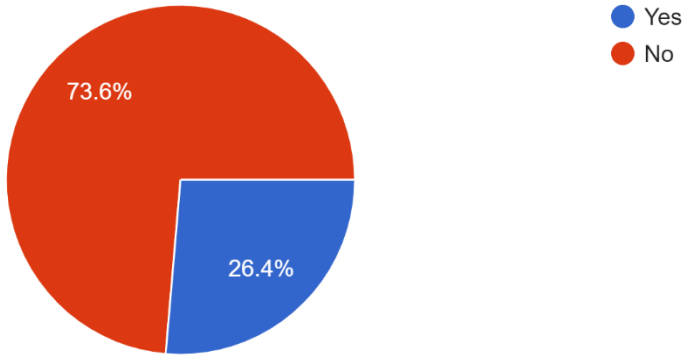
Do you have any dependents enrolled in ECR's benefits plan?

129 responses



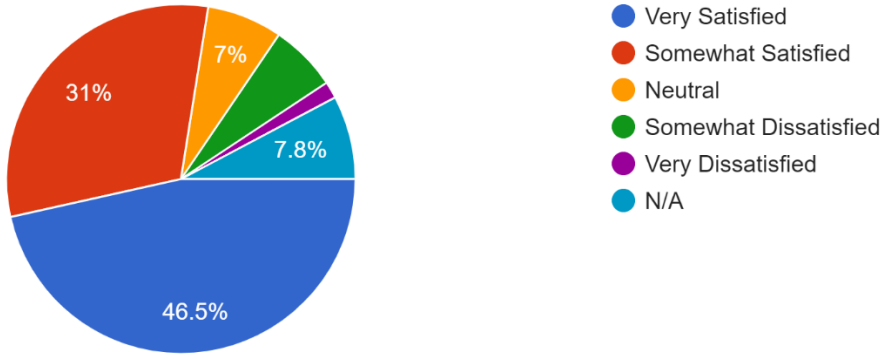
Are you enrolled in any supplemental insurance (American Fidelity, Mutual of Omaha, etc.)?

129 responses



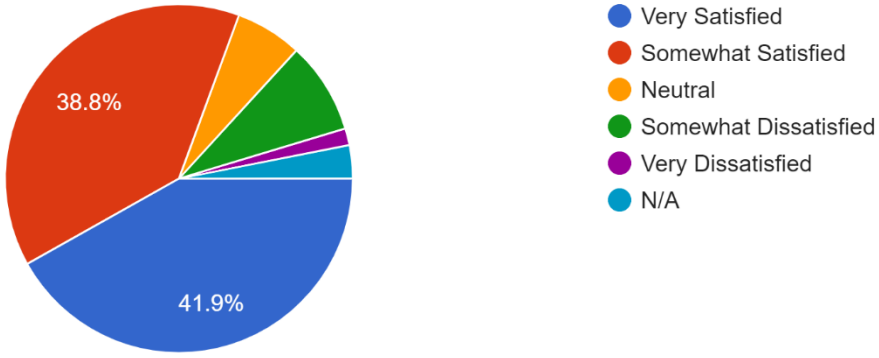
To what degree are you satisfied with your Medical Plan (Anthem, Kaiser, or California Care ?

129 responses



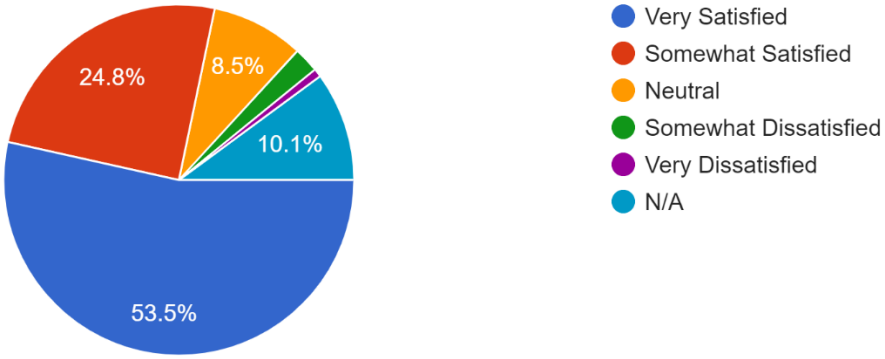
To what degree are you satisfied with your Dental Plan?

129 responses



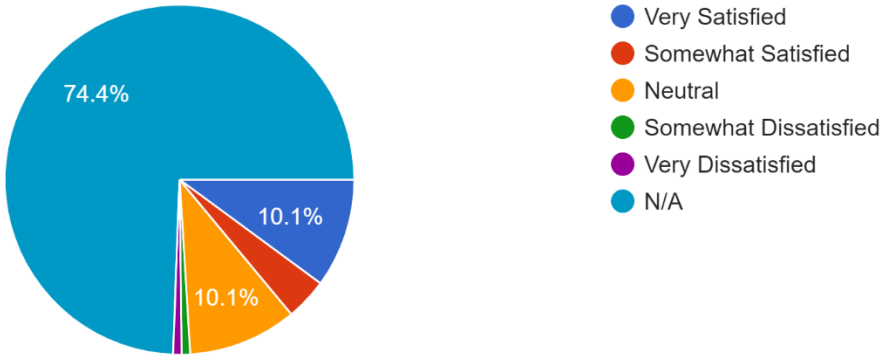
To what degree are you satisfied with your Vision Plan?

129 responses



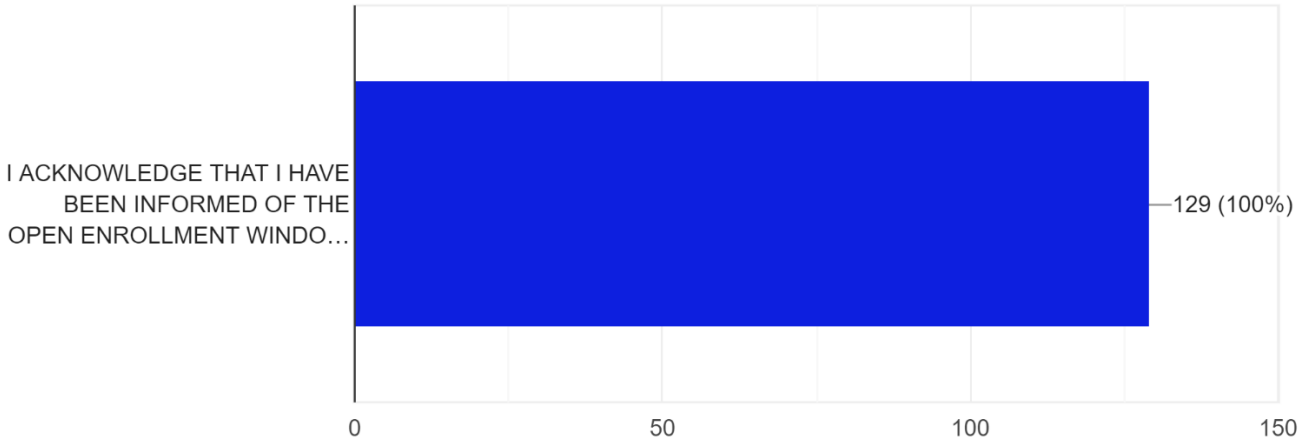
ONLY IF APPLICABLE: To what degree are you satisfied with your supplemental insurance coverage (American Fidelity, Mutual of Omaha, etc.)?

129 responses



2022-2023 ECRCHS Benefits OPEN ENROLLMENT: AUG. 15TH - 26TH, 2022

129 responses



Coversheet

Discussion on Local Control Accountability Plan (LCAP) 22-23 Proposed Goals and Actions

Section: V. School Business
Item: D. Discussion on Local Control Accountability Plan (LCAP) 22-23 Proposed Goals and Actions
Purpose: Discuss
Submitted by:
Related Material: Minita's Copy of LCAP for board presentation.docx
Minita's Copy of LCAP for board presentation (1).pdf

Local Control and Accountability Plan

The instructions for completing the Local Control and Accountability Plan (LCAP) follow the template.

Local Control and Accountability Plan

The instructions for completing the Local Control and Accountability Plan (LCAP) follow the template.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
El Camino Real Charter High School	David Hussey, Executive Director Gregory Wood, Chief Business Office Minita Clark, Administrative Director	d.hussey@ecrchs.net, 818-595-7500 m.clark@ecrchs.net , 818-595-7508 g.wood@ecrchs.net, 818-595-8019

Plan Summary [2022-2023]

General Information

A description of the LEA, its schools, and its students in grades transitional kindergarten–12, as applicable to the LEA.

El Camino Real High School opened on February 3, 1969, in Woodland Hills. The school originally served grades 10-12 and opened to ninth graders in the mid-eighties. The school mascot was formerly the “Conquistadores” and was recently voted on and selected by stakeholders as the “Royals” in 2021. The official school colors are dark blue, light blue, and camel.

In 2011, El Camino became an Independent Conversion Charter School and is now known as El Camino Real Charter High School. The Alternative Education Program was added a couple of years later and is located on campus on the site of the former Miguel Leonis Continuation High School and is referred to as the El Camino Real Charter High School North Campus. The ECR North Campus houses a Flex and Independent Studies program.

Over the years, El Camino has gained a reputation of excellence in academics, athletics, and activities. Our programs have

won countless awards including Academic Decathlon National Titles, CIF Athletic Championships, and Performing Arts victories. In 2009, El Camino was named a California Distinguished School by the California Department of Education.

Our enrollment is currently 3,661 students in grades 9-12. Socially disadvantaged students represent 35.8% of the population. English Learners represent 1.8% of the population and Foster Youth represent 1.8% of the population. Our graduation rate for 2021 was 89.6% which is higher than the local district and state graduation rates.

The most recent CAASPP SBAC scores from 2021 reflect the highest increase ECR has seen since 2014. Scores are indicated below:

CAASPP Smarter Balanced Assessment Consortium (SBAC) ELA & MATH Scores from 2014-2021.

	ELA	MATH
20-21	***65.62%***	***51.17%***
19-20	No Data	No Data (due to COVID-19 Pandemic)
18-19	59.46%	41.18%
17-18	58.86%	41.19%
16-17	59.02%	45.72%
15-16	61.00%	40.00%
14-15	61.00%	37.00%

Math Achievement Level	Grade 11

Mean Scale Score	2630.5
Standard Exceeded: Level 4	25.12%
Standard Met: Level 3	26.05%
Standard Nearly Met: Level 2	24.80%
Standard Not Met: Level 1	24.02%

ELA Achievement Level	Grade 11
Mean Scale Score	2623.3
Standard Exceeded: Level 4	33.28%

Standard Met: Level 3	32.34%
Standard Nearly Met: Level 2	20.47%
Standard Not Met: Level 1	13.91%

Reflections: Successes

A description of successes and/or progress based on a review of the California School Dashboard (Dashboard) and local data.

Successes & Progress for the 2021-2022 Academic Year

Area: Creating a safe, welcoming environment

Weekly Covid testing onsite

No outbreaks requiring school closure

Air purifiers placed in offices

Upgrades to technology infrastructure

Area: Academics & Student Support

Increased afterschool department-based tutoring

Transportation (TAP card)

Support staff directly in the classroom

Peer tutoring

Lunch tutoring

Area: Counseling & Mental Health

Expanded counseling services

PSW & Counselors provides workshops for students and staff

Area: College Counseling

Mentorship partnership with current college students/former ECR graduates

College Fairs

Monthly speakers

Area: Parent Engagement

Friends of ECR

Padres Latinos

RISE

PAC Committee

Area: Community Connection & Partnerships

Dual Enrollment program

Area: Recruiting, hiring, training and retaining high quality staff

ECR hired eleven new teachers and several paraprofessionals

All ECR teachers participated in weekly PLC groups

PD Opportunities throughout the year were: Social Emotional Health; Mental Health; Trauma Informed Care; Mindfulness

Reflections: Identified Need

A description of any areas that need significant improvement based on a review of Dashboard and local data, including any areas of low performance and significant performance gaps among student groups on Dashboard indicators, and any steps taken to address those areas.

Reflections 2020-2021

While there is much to celebrate, there are also areas that need improvement. The goals and action steps within this plan will help to address the needs, and they are:

- Second lowest level for our Suspension Rate. (This number has since improved)
- Students with disabilities scored in the lowest tiers of performance
- African American students and English learners scored in the bottom tiers of performance

LCAP Highlights

A brief overview of the LCAP, including any key features that should be emphasized.

The key features of this years LCAP are as follows:

1. Common Core focused (i.e., standards-based instruction in every classroom)
2. Assessment of and for student learning
3. Preparing students for college and/or careers
4. Equitable and Culturally Responsive Instruction
5. Addressing students' mental health and social emotional needs

Comprehensive Support and Improvement

An LEA with a school or schools eligible for comprehensive support and improvement must respond to the following prompts.

Schools Identified

A list of the schools in the LEA that are eligible for comprehensive support and improvement.

No school was eligible for CSI.

Support for Identified Schools

A description of how the LEA has or will support its eligible schools in developing comprehensive support and improvement plans.

No school was eligible for CSI; not applicable.

Monitoring and Evaluating Effectiveness

A description of how the LEA will monitor and evaluate the plan to support student and school improvement.

Not applicable.

Engaging Educational Partners

A summary of the process used to engage educational partners and how this engagement was considered before finalizing the LCAP.

The ECR LCAP was written by the six member LCAP Committee. The Executive Director and Administrative Directors as well as the Chief Business Officer received the plan for review and revised for clarity where needed. The LCAP plan was also shared in SSC Meetings and PAC Meetings. An LCAP Survey was sent to all parents and students for feedback in April 2022. The initial draft will be shared at the Jun 2, 2022 board meeting.

A summary of the feedback provided by specific educational partners.

Prior to meeting with the LCAP Committee to actually devise the plan, a LCAP survey was sent to parents and students. Over 400 responses were received. The LCAP survey sent to staff received 110 responses. Parent groups also met to discuss the plan in addition to ECR committees such as PDAC, PAC, and SSC. The plan was revised by the LCAP Committee.

A description of the aspects of the LCAP that were influenced by specific input from educational partners.

Areas influenced by reports from stakeholders include:

Attendance and discipline
Mental Health & Social Emotional Learning
Student Learning & Classroom Environment

General Information

Vision - We envision a charter school community, highly regarded for its innovative teaching methods, that empowers students to be independent, determined, and compassionate global citizens who think critically, collaborate confidently, and work passionately toward a sustainable future in the world they will inherit.

Mission - The mission of ECR is to prepare our diverse student body for the next phase of their educational, professional, and personal journey through a rigorous, customized academic program that inspires the development of students' unique talents and skills, builds character, and provides opportunities for civic engagement and real-world experience.

El Camino Real Charter High School (ECRCHS) serves approximately 3,550 students in grades 9-12. ECRCHS is located in the Woodland Hills section of the San Fernando Valley within the City of Los Angeles. ECRCHS serves all students who reside in the former attendance boundaries of the school who wish to attend. Approximately 44% of students entered ECRCHS through the lottery, and these students reside in 70 different zip codes. ECRCHS offers a comprehensive high school education with a range of levels, including special education, College Preparatory (CP), Honors, Advanced Placement (AP), and Intervention courses. We boast a diverse student body with the following racial breakdown: 36.5% White; 31.5%Hispanic/Latino; 13%Asian/Filipino/Pacific Islander; 3.5%African American; 15%Two or More Races; and 0.5%Native American (source: CDE Dataquest May 2019). Special Education students, comprising 9.34% of the student population, have access to special day class (SDC) and resource teachers. Additionally, we offer three small learning communities (SLCs), Humanitas, STEAM and Advancement Via Individual Determination (AVID). ECRCHS offers 24 AP courses, as well as the aforementioned CP, and honors level classes. The school also offers a range of visual and performing arts options, technical arts (including graphic design and woodshop), two academies (Art and Design Academy and Careers in Entertainment Academy), and fields 23 Varsity sports teams.

In recent years, El Camino Real Charter High has prioritized the shift to Common Core Instruction in all classrooms and equitable access to instruction for all students. A number of initiatives have been implemented to support this major change in the schools culture including the use of Common Formative Assessments or CFAs in all departments to gauge students progress, development of Professional Learning Communities or PLCs, an Equity Advisory Committee to exchange ideas and information about inclusive practices, a co-teaching model with six (6) co-taught classes to benefit students with special services, as well as, an Intervention program for early identification of students in danger of failing.
This three year plan is the result of on-going conversations and meetings held with stakeholders as well as observations made by stakeholders during the COVID-19 pandemic. The goals stated herein are the targets that move us closer to our vision for the aforementioned priorities and the action steps show the intended implementation process for each. The pandemic has shown us that we are prepared technologically, well-equipped professionally, and modifying instruction reasonably, and developing culturally.

Student Population & Demographics

	Enrollment	Socioeconomically disadvantaged	English Learners	Foster Youth	Homeless	Disabilities
2020-2021	3661	35.8%	1.8%	0.1%	0.2%	8%
2019-2020	3523	38.3%	1.9%	0.2%	0.1%	11.2%

Data for sub group demographics during the 2020-2021 school year are:
White - 1,422 (40.4%); **African American** - 154 (4.4%); **American Indian** - 2 (0.1%); **Asian** - 319 (9.1%); **Filipino** - 184 (5.2%) ; **Hispanic** - 1,080 (30.7%), **Two or more races** - 246 - (7%); **Pacific Islander** - 12 (0.3%)

Reflections: Successes

Goal Progress and Successes for 2021-2022 academic year.

Goal 1: All students are provided a high quality education with equitable access to standards based instruction, innovative strategies and programs, and rigorous learning.

Goal 2: All students will graduate college and career ready as well as increased Graduation Rate for Students with Disabilities, LatinX, English Learners, African American students, Foster Youth, and Homeless Youth
Goal 3: Provide a safe, more inclusive, and culturally competent learning environment through targeted efforts that support students of color, students experiencing opportunity gaps and LGBTQ+ students.
Goal 4: All parents of the school community will have increased, authentic, safe opportunities to give input with regular, effective, two-way communication for shared decision-making.
Goal 5: Provide specific support and sufficient and optimal equipment to meet social- emotional, mental health, and physical needs of all students.

Reflections: Identified Need

Based on the 19-20 dashboard the following areas need improvement:

LCAP Highlights

The key features for the upcoming 2022-2023 year are based on feedback provided by stakeholders. Overarching themes include: teacher administrator connections, social-emotional connections, parent -school communication connection

Comprehensive Support and Improvement

Reflections: Successes

El Camino Real Charter High School has encountered a great deal of successes over the years. As it relates to the most recent data on the California Dashboard from 2019, the following are successes:

- Met Standards in Five areas. They are: 1) Basics: Teachers, Instructional Materials, & Facilities, 2) Implementation of Academic Standards, 3) Parent and Family Engagement, 4) Local Climate Survey, and 5) Access to a Broad Course of Study.
- Performed at the second highest level for Graduation Rate.
- Performed at third highest level for English Language Arts, Mathematics, and College/Career Readiness.

Successes & Progress for the 2021-2022 Academic Year

Area: Academics & Support
Increased afterschool department-based tutoring
Transportation help (TAP card)
Support staff directly in the classroom
Peer tutoring
Lunch tutoring

Area: Counseling & Mental Health
Expanded counseling services
PSW & Counselors provides workshops for students and staff

Area: College Counseling
Mentorship partnership with current college students/former ECR graduates
College Fairs
Monthly speakers

Area: Parent Engagement
Friends of ECR
Padres Latinos
RISE
PAC Committee

Area: Community Connection & Partnerships
Dual Enrollment program

Reflections: Identified Need

While there is much to celebrate, there are also areas that need improvement. The goals and action steps within this plan will help to address the needs, and they are:

- Second lowest level for our Suspension Rate. (This number has since improved)
- Students with disabilities scored in the lowest tiers of performance
- African American students and English learners scored in the bottom tiers of performance

LCAP Highlights

The key features of this years LCAP are as follows:

1. Common Core focused (i.e., standards-based instruction in every classroom)
2. Assessment of and for student learning
3. Preparing students for college and/or careers
4. Equitable and Culturally Responsive Instruction
5. Addressing students' mental health and social emotional needs

Stakeholder Engagement

A summary of the stakeholder process and how the stakeholder engagement was considered before finalizing the LCAP.

The stakeholder process is always ongoing, whether formal or informal. El Camino Real Charter High School administrators and parent groups regularly meet throughout each school year to share and exchange ideas and information. Due to the COVID-19 pandemic, all meetings beginning August 2020 were held virtually using Microsoft Teams or GoToMeeting virtual conferencing platforms. The Assistant Principal for Curriculum and Instruction began meeting with stakeholder groups in March 2021. The Meetings Schedule is below:

August 2020
SSC Meeting #1
Schoolwide Learning Continuity and Attendance Plan (LCP) input and review
Learning Continuity and Attendance Plan (LCP) survey sent to student body for input

September 2020
SSC Meeting #2 Single Plan for Student Achievement (SPSA) input and review
LCP Approved at monthly board meeting

October 2020
SSC Meeting #3 Title I funding update by Mr. Wood
Parent Advisory Committee (PAC) Meeting #1 to review/discuss SPSA

November 2020
SSC Meeting #4

December 2020
SSC Meeting #5
SPSA Approved at monthly board meeting

January 2021
SSC Meeting #6

February 2021
SSC Meeting #7
Administrator review of new LCAP terms/process
PAC Meeting #2 to review/discuss/input LCAP
Attended Virtual LCAP state-level meetings

March 2021
SSC Meeting #8
Met with Administrators to present the new LCAP process
Met with Parent Advisory Committee to review/discuss LCAP

April 2021
SSC Meeting #9 to review/discuss/input LCAP
PAC Meeting #3 to review/discuss/input LCAP

ELAC Meeting #1 to review discuss/input LCAP
Padres Latinos Meeting #1 to review/discuss/input
LCAP Committee formed and held meeting #1
May 2021
Administrator review/modifications of LCAP updates
SSC Meeting #10 to review/discuss/finalize LCAP
Weekly LCAP Committee meetings
Initial Board presentation of 2021-2024 LCAP, Annual Update, and Budget Overview draft

A summary of the feedback provided by specific stakeholder groups.

Combined feedback from PAC, ELAC, SSC, LCAP Committee, Administrators, and Students is as follows: **Areas ECRCHS has improved:**
1) Translation of documents in multiple languages
2) Development of Programs and Initiatives to support mental health such as a new Wellness Center 3) School-to-Home Communication (includes communication between teachers and administrators to parents and vice versa)
4) Teachers have gone out of their way to support students during the pandemic
5) Posting of information for all stakeholders viewing
6) Support for high-risk learners
Areas ECRCHS still needs improvement:
1) Development and/or Staffing of needed positions in a timely manner (e.g., marketing coord still vacant and positions specifically for unduplicated students)

2) Class sizes still too big; need to re-visit classrooms to replace the bungalows as the plan is already ready and hire additional staff
3) Some teachers are slow to provide feedback and grade work; need a universal policy
4) Some teachers do not contact parents; need a universal policy

A description of the aspects of the LCAP that were influenced by specific stakeholder input.

All aspects of the LCAP were influenced by stakeholder input. Meetings were held with stakeholders beginning in March 2021 to discuss the new LCAP process and gather feedback.

Goals and Actions

Goal 1

Goal #	Description
1	All students are provided a high quality education with equitable access to standards based instruction, innovative strategies and programs, and rigorous learning.

An explanation of why the LEA has developed this goal.

El Camino Real Charter High School's vision is to be highly regarded for its innovative teaching methods that empowers students to be independent, determined, and compassionate global citizens who think critically, collaborate confidently, and work passionately toward a sustainable future. This goal encompasses every aspect of the school's vision in an effort to meet the needs of all students. The academic foundation we are laying includes the full implementation of Common Core State Standards (CCSS), Next Generation Science Standards (NGSS) and equitable instruction for all students.

Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Measurable Outcome for Action Step #1: Purchase or Create an intervention curriculum to be used in all intervention classes	In progress - TBD (to send # of intervention classes in fall)	In progress	TBD Year 2	TBD Year 3	Standards-based alignment for all classes

Measurable Outcome for Action Step #2: Administer MAP assessment to incoming freshman throughout June and July 2021	Summer 2021 - TBD	Administered in Fall	TBD Year 2	TBD Year 3	early awareness of student achievement levels in order to plan for each year
Measurable Outcome for Action Step #3: Consult with departments to provide differentiated standards-based instructional materials	Departments provide data outlining performance of all students as a result of new instructional materials..	Done through PLC course-alike groups	TBD Year 2	TBD Year 3	Maintain the most current and beneficial instructional materials for teachers annually
Measurable Outcome for Action Step #4: Hiring tutors to support core classrooms based on schoolwide data beginning with large class sizes and	Approximately 20 classrooms in need of tutors	TBD Partially fulfilled; in-class support through Edlogical	TBD Year 2	TBD Year 3	Tutors will provide support for student learning in large classes to improve student achievement

expanding over a two year period					

Measurable Outcome for Action Step #5: Quarterly disaggregated data will be submitted to administrative directors; also department meetings will be held to discuss progress and reteaching	Data will be used to identify subjects and students in need of support	Collected through PLC process	TBD Year 2	TBD Year 3	Data will be used for reteaching, identification of strengths and weaknesses in individual classes and course alikes.
Measurable Outcome for Action Step #6: Scheduled department retreats in order to share teaching practices	Retreats will begin Fall 2021	Each department held at least one retreat day	TBD Year 2	TBD Year 3	Foster more department collaboration for vertical and horizontal planning
Measurable Outcome for Action Step #7: Schedules of dates on which depts will work to meet outside of work hours	0 held last year due to COVID 19 pandemic	N/A	TBD Year 2	TBD Year 3	Ensure students are receiving most rigorous and relevant teaching
Measurable Outcome for Action Step 8: % of departments that reviewed and/or modified curriculum maps	50% departments currently engage in this work	Majority of depts are finished; two remaining departments are still working	TBD Year 2	TBD Year 3	

Measurable Outcome for Action Step 9: Employ Bilingual Assistants to support EL students in all content areas for English Language Acquisition.	Currently have one part time support person	Employed one bilingual assistant this year	TBD Year 2	TBD Year 3	

Actions

Action #	Title	Description	Total Funds	Contributing
1	Action 1: Targeted Intervention	Provide timely intervention with a common curriculum in the form of support classes for targeted students. (e.g.,Lexia Learning, iReady, PBIS)	$10,000	Y
2	Action 2: Assessment of Learning	Assess students at the end of 2022 year and notify parents of how students are performing as well as programs in place to support students.	$25,000	Y
3	Action 3: Instructional materials	Standardize instructional materials for all subject areas.	$340,000	Y
4	Action 4: Teacher Support	Increase in-class teacher support by hiring paraprofessionals and/or tutors beginning with core classes and high student populations with the intent to expand over two years.	$460,000	Y

5	Action 5: Common Assessment	Use common assessments (formative, interim, summative) to gauge student progress. Gather data to lead and direct instruction.	$100,000	Y
6	Action 6: Department Planning Days	Departments or Course-Alikes must host bi-annual professional development retreats focused on curriculum maps, vertical alignment, data analysis, development/calibrating formative assessments and implementing research based instructional strategies.	$75,000	Y
7	Action 7:Curriculum Map Review	Departments will modify and adjust curriculum maps in order to meet the needs of all learners. Attention to vertical and horizontal alignment is integral to the successful implementation of the purchased/modified curriculum.	$100,000	Y
8	Action 8: PLC investment	Data training to support Curriculum & Instruction to analyze school and grade level data within departments and individual teachers. Identify PLC leaders to visit classes and provide coaching and support.	$130,000	Y
9	Action 9: Study Skills Classes	Create at least one study skills class per period to complement intervention and supplement any learning loss. Students will be identified based on their academic performance.	$25,000	Y
10	Action 10: employ Bilingual assistants	Hire one or two bilingual assistants for EL support.	$50,000-$75,000	Y

Goal Analysis [2022-2023]

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

Not applicable this year.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures.

Not applicable this year.

An explanation of how effective the specific actions were in making progress toward the goal.

Not applicable this year.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

Not applicable this year.

A report of the Estimated Actual Expenditures for last year's actions may be found in the Annual Update Expenditures Table.

Goal 2

Goal #	Description

2	All students will graduate college and career ready as well as increased Graduation Rate for Students with Disabilities, LatinX, English Learners, African American students, Foster Youth, and Homeless Youth

An explanation of why the LEA has developed this goal.

El Camino Real Charter High School places students' preparation for colleges/universities and/or careers of high importance. We recognize that not all students will attend college/university but we advocate that those who have a desire, should be well prepared to do so after leaving ECRCHS. Since preparation is the key, this goal increases the expectations of students to challenge themselves by taking rigorous courses, teachers to expose students to rigor and higher order thinking skills, and staff to create opportunities with few barriers that lead to the specific pathways students desire.

Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Measurable Outcome for Action Step #1: Create one to two CTE pathways.	Currently ECR has CTE elective classes but does not have any CTE pathways.	3 Pathways	TBD Year 2	TBD Year 3	Provide more post secondary options for students who do not desire to attend college
Measurable Outcome for Action Step #2:Freshmen will have a minimum of three or more academic classes in their 9th grade schedules.	The year of 2020-2021 was the first year that we offered CP World History to our incoming 9th grade students, along with AP Human Geography and AP Environmental Science.	On track and in progress	TBD Year 2	TBD Year 3	Increased rigor and offering of higher level classes

Measurable Outcome for Action Step #3: Increase A-G completion rate by 10% over three years	The A-G completion rate for the class of 2020 was 55.9%	On track and in progress	TBD Year 2	TBD Year 3	Increase support for those who desire college so that they are successful
Measurable Outcome for Action Step #4: Increase dual enrollment and concurrent enrollment participation	ECR currently has one junior cohort for dual enrollment and one senior cohort for dual enrollment. Not currently tracking concurrent enrollment classes.	On track and in progress	TBD Year 2	TBD Year 3	
Measurable Outcome for Action Step #5: Increase enrollment of each subgroup (i.e.,FRMP, Latinx and African American students) in AP classes by 7% each	In the fall of 2020, the % of students enrolled in at least one or more AP class by subgroup: 25% of African American Students 27% of Latin X students XX% of FRMP students	TBD Year 1	TBD Year 2	TBD Year 3	Increase outreach and interactions with subgroups (and parents) so they are aware of ECR AP offerings and the support provided to help them be successful
Measurable Outcome Provide 1-2 college and career focused PD trainings for the staff per school year.	In the year 2020-2021, there were 0 college and career focused PDs offered to the staff.	TBD College Counselors presented one PD	TBD Year 2	TBD Year 3	Collaborate with staff to increase awareness of college/career options

		training this year.			
Measurable Outcome for Action Step #7: Increase # of students who earn the seal of biliteracy by 15%.	132 students earned the seal of biliteracy in 2021 115 students earned the seal of biliteracy in 2022	Declined this year by 17 students	TBD Year 2	TBD Year 3	An opportunity to earn a distinction upon graduating with support from teachers and staff The number one issue that prevented students from earning the seal was the SBAC which was not mandated last year. Also scoring low on the SBAC.

Measurable Outcome for Action Step #8: Continue to fund the PSAT for the 9th-11th grade students.	ECR has funded the PSAT for 9th-11th graders.	Fully funded	TBD Year 2	TBD Year 3	Cover the cost to all students so that PSAT testing is accessible to all students
Measurable Outcome for Action Step #9: Quarterly after hour events hosted by counselors and weekly extended hours to meet with counselors.	In the year 2019-2020, counselors offered weekly extended hours but were not able to do so in the year 2020-2021 due to COVID.	Counseling hours were offered one day a week for parents and students Year 1	TBD Year 2	TBD Year 3	Be available to parents and students after general work hours to answer questions and increase contact.

Measurable Outcome for Action Step #10: Increase to at least 9 academic counselors.	ECR currently has 7 academic counselors with an average caseload of about 480 students.	Hired three additional academic counselors Year 1	TBD Year 2	TBD Year 3	Lower counselor caseload thereby allowing counselors the opportunity for more one on ones. Average caseload has gone from 480 to 360

Actions

Action #	Title	Description	Total Funds	Contributing
1	Action 1: Develop and enhance CTE curricula	Continue to enhance our CTE Pathways. We currently we have three pathways: Woodworking, Culinary Arts and Arts , Media and Entertainment	$130,000	Y
2	Action 2: Increase Rigor	Enhance Rigor in 9th grade. (including, but not limited to the addition of a college preparatory science, world history, or world language course)Starting in Fall 2022 All 9th grade students take at least one of these.	$50,000	Y
3	Action 3: Prioritize A-G Completion rate	Increase A-G completion rate for all students with special attention to our subgroups. The AA coordinator and Latin X coordinator meet with students one on one and in groups to discuss A-G.	$40,000	Y

4	Action 4: Increase college/university partnerships	Increase collaboration with colleges and universities by increasing the number of students enrolled in our dual enrollment program and concurrent enrollment classes. We have continued stable enrollment in our Dual enrollment program. We need a process to collect concurrent enrollment documentation.	$0 (included in materials budget)	N
5	Action 5: Expand AP services	Expand student support, access, and equity to AP classes, identified by AP potential, focusing on the most vulnerable student populations. AA and Latin X coordinator meet one on one and in groups with these populations. AP Expo night each school year.	$30,000	Y
6	Action 6: Professional Development	Continue to provide meaningful, relevant, and up-to-date training and professional development to promote a college going culture and/or career exploration to help teachers, counselors, and administrators understand the college admissions landscape. College Clips. College Counselors meeting with departments	$84,000	Y
7	Action 7: Biliteracy	Continue and increase number of students who qualify for the state Seal of Biliteracy with a focus on the importance of state testing and earning a 3 or higher.	$0	N
8	Action 8: PSAT Funding	Continue to fund the PSAT for 9th-11th grade students.	$40,000	Y
9	Action 9: After-hours Counseling Services	Provide more after hours services for families to attend informational meetings regarding A-G college admissions and other college topics. Additional counselor hours during programming season and over the summer .	$15,000	Y

10	Action 10: Early identification of students not meeting A-G	Utilize the D/F report to identity students to enroll in our Study Skills/intervention classes. Parent outreach including info on Tutoring and summer school options.	N/A	Y

Goal Analysis [2022-2023]

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

Not applicable this year.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures.

Not applicable this year.

An explanation of how effective the specific actions were in making progress toward the goal.

Not applicable this year.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

Not applicable this year.

Goal 3

Goal #	Description
3	Provide a safe, more inclusive, and culturally competent learning environment through targeted efforts that support students of color, students experiencing opportunity gaps and LGBTQ+ students.

An explanation of why the LEA has developed this goal.

Here at El Camino Real Charter High School, we want to more adequately promote safe spaces where students can speak openly and explore assumptions about issues related to race, class, culture, gender, religion, etc. Further, we want our staff to learn and implement strategies for creating classrooms that are culturally inviting to all. We want underrepresented groups to feel empowered and encourage a celebratory approach to culture and history.

Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Measurable Outcome for Action Step 1: Create a calendar for equity professional development for staff	In progress 50%	PDAC planned a Cultural Proficiency & Awareness session to be delivered on October 27, 2021 but it was canceled by the presenter with short notice. Trauma Informed Educator professional development organized by Ms. Clark and funded by the Educator	TBD Year 2	TBD Year 3	Consistent and on-going professional development that create more awareness of interactions and sensitivity to diverse communities

		Effectiveness Block Grant. This was an optional 3-part series on the following dates: 3/24, 3/25, 3/30, 3/31, 4/11 .In Spring 2022 PDAC created a 3 part series for Safe Spaces and Restorative Practices that were instrumental ; however, long-term equity professional development is still in the planning stage by PDAC.			
Measurable Outcome for Action Step2: Monthly social emotional events calendar	Create community and staff events promoting wellness	The Wellness Center has been established and the counselors have created social emotional opportunities for students for every day of the week including “Flexible Pathways”, “Secrets to Success”, “Young Royals”, “Lunch and Chat”, “Art and Soul, and “Active Minds.” For example, “Secrets to Success” on Mondays discusses time management, stress management, school connectedness, and social media. Counselors also send out “Real Talk” to teachers and students where it outlines topics of the months	TBD Year 2	TBD Year 3	Workshops and events that improve mental health for staff and students

		with resources for socio-emotional issues.			

Measurable Outcome for Action Step 3: Increase awareness of parent groups and facilitates communication among all stakeholders via ECR communication platforms	Identification of at risk students and their parents.	A weekly newsletter is sent to all families The updated website contains a “Families” tab linked to pages for parent groups such as FOECR, RISE, Padres Latinos. Access to Aeries & Canvas through Parent Portal FOECR hosts coffee with the ED.	TBD Year 2	TBD Year 3	Consistent communication between parents and school to increase student achievement.

Actions

Action #	Title	Description	Total Funds	Contributing
1	Equity Training	Offer ongoing equity based training and professional development in culturally responsive teaching to all staff.	$20,000	Y

2	Cultural Workshops & Experiences	Provide culturally based motivational workshops, learning experiences, field trips, and assemblies, or clinics utilizing in house and outside professionals to meet social emotional needs of learners and staff.	$25,000	Y
3	Underserved Parent Groups	Maintain active status of parent and student groups that represent students experiencing opportunity gaps.	$ 0	Y
4	Equity Advisory Committee Expansion & School Plan	Promote the Equity Advisory Committee's student survey and have students be given designated time to complete Create a staff survey similar to the student survey. Create lists of conferences and professional development opportunities the center equity that educators and staff can attend for pay. Purchase and/or create posters, artwork, signs, books, instructional materials,,etc. for representation of subgroups throughout the school and especially in classrooms	$30,000	Y
5	Student Roundtables	The administrative team will meet monthly with various student clubs in order to hear feedback and action steps to ensure a more inclusive environment.	$2,500	Y

Goal Analysis [2022-2023]

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

Three major professional development sessions were planned for 2021-2022 although only two were implemented due to unforeseen circumstances. Two of the three offerings were provided during school hours while another option was a series for afternoons, weekends, and evenings. Due to COVID, many professional development sessions were needed to deal with safety protocols and best practices. The Wellness Center has been established. Action step 2 was implemented and the events have been successful.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures.

No material differences in the current year, subject to final expenditures being made.

An explanation of how effective the specific actions were in making progress toward the goal.

Twenty-eight educators took part in the Trauma Informed Educator option for professional development. 40 educators attended the Safe Spaces training. Safe Spaces had an impact on teachers and more teachers have begun outward displays of inclusion in their classroom.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

The first goal had substantial progress in terms of implementing equity professional development; however, more is needed as a long-term plan PDAC has been established and will continue planning for the 2022-2023 year. There will be a recommendation for inclusive language in syllabi at the beginning of the school year.

Goal 4

Goal #	Description
4	All parents of the school community will have increased, authentic, safe opportunities to give input with regular, effective, two-way communication for shared decision-making.

An explanation of why the LEA has developed this goal.

ECRCHS wants to improve and/or increase the parent participation and engagement in their children)'s learning process in preparation for high school and beyond. We believe that better communication amongst the school community serves to increase academic achievement overall. Parents as partners is a concept we want to live by at El Camino Real Charter High School. Research shows that parent involvement improves student academic achievement as well their motivation to succeed. The school, as well, is an integral part of this process and therefore must create steps to improve opportunities for stakeholders to communicate and participate through feedback, surveys, meetings, and events that build a community of support.

Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Measurable Outcome for Action Step 1: Meeting logs; newsletter and website postings	Attendance at current meeting	Twenty-two newsletters sent this school year	TBD Year 2	TBD Year 3	Keep parents regularly informed of school initiatives, events, decisions, meetings, academics, athletics, etc

Measurable Outcome for Action Step 2: Planned meeting dates with Instructional Cabinet; Agendas	Committee of 7 is currently formed	Seven Instructional Cabinet meetings held this year	TBD Year 2	TBD Year 3	Allow teacher leaders an opportunity to hear directly from parents as it relates to instruction
Measurable Outcome for Action Step 3: Use of current communication systems to send parent notifications via text	0% parents receiving text messaging communications from ECRCHS	Text messaging is going out ot 100% but we need to validate if it is reaching all	TBD Year 2	TBD Year 3	100% of parents receiving text messaging communications

		parents Year 1			
Measurable Outcome for Action Step 4: School creates a “How to	28% parents signed up for Canvas	TBD Year 1	TBD Year 2	TBD Year 3	100% of parents are signed up for a Canvas account

sign up for Canvas?” Loom video placed on homepage	Account (get actual number)				
Measurable Outcome for Action Step 5: Hiring of Social Media/Outreach/Marketing position	Position not currently filled; 0% toward goal attainment	To be hired Fall 2022	TBD Year 2	TBD Year 3	1 marketing coordinator is hired; 100% filled
Measurable Outcome for Action Step 6: All enrolled parents for 2021-2022 will be prompted to create, update, and verify Aeries account during Welcome Week and other events	Increase in number of parents reporting being able to access Aeries	In progress	TBD Year 2	TBD Year 3	Easily access students grades and other pertinent information

Measurable Outcome for Action Step 7: Develop and implement a comprehensive student attendance plan	Regular data analysis to identify issues early and Increased focus on chronic absentee students to monitor and track progress	Attendance system update in progress Year 1	TBD Year 2	TBD Year 3	

Actions

Action #	Title	Description	Total Funds	Contributing
1	Chat with Directors	Continue hosting Chat with the Directors on a monthly basis. Will return to in-person meetings beginning fall 2022.	$ 2,500	Y
2	Parent Group collaboration	Invite parent groups to some Instructional Cabinet meetings to share pertinent information and build school home relationships. In addition parents are invited to the School Site Council. We also have our RISE group and Padres Latinos group that meet monthly.	$ 0	N
3	School to Home Communications	Provide text messaging and other types of communications for parents and staff. Streamlined newsletter, text and phone call.	$15,000	Y

4	Canvas Parent Signup	Increase parent engagement and education on Canvas/Canvas app by making this part of enrollment/ orientation .	$0	N
5	Attendance Notifications	Streamline attendance notifications and protocols for absenteeism	$50,000	

6	Marketing Initiatives	Hire Marketing coordinator. ECR marketing efforts via marketing firm partnership, social media campaigns, search engine optimization, and print media.	$125,000	Y
7	Aeries Parent Connection	Increase parent usage and presence on Aeries in order to improve interaction by making this part of enrollment/orientation .	$0	N

Goal Analysis [2022-2023]

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

Not applicable this year.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures.

Not applicable this year.

An explanation of how effective the specific actions were in making progress toward the goal.

Not applicable this year.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

Not applicable this year.

Goal 5

Goal #	Description
5	Provide specific support and sufficient and optimal equipment to meet social- emotional, mental health, and physical needs of all students.

An explanation of why the LEA has developed this goal.

Goal 5 was developed to support the whole student by creating a safe and nurturing environment at school at which students can learn and grow. As students were returning from isolation after COVID, the school staff wanted to be prepared to help students with various issues and increase school connectedness.

Measuring and Reporting Results

Metric	Baseline	Year 1 21-22 Outcome	Year 2 22-23 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Measurable Outcome for Action Step 1: Onboarding of a 2nd PSW	0% position is currently unfilled	09/21-12/21 we had a 2nd PSW but since 1/21 we have 1 PSW	TBD Year 2	TBD Year 3	Provide on-site mental health services and support for students
Measurable Outcome for Action Step 2 Daily and weekly support services will be offered in the wellness center.	T-30 has been designated for the wellness center.	TBD Daily Lunch groups are offered in the wellness center and SSPT meetings are held there	TBD Year 2	TBD Year 3	Privacy and a safe space for students and staff to receive mental health support and services
Measurable Outcome for Action Step 3: Identification of students and Training schedule	Students have been identified by the PSW.	Students are interested in being Peer Counselors but we are looking into creating an office space in the Wellness Center for confidentiality purposes when a PSW needs to meet privately with students.	TBD Year 2	TBD Year 3	
Measurable Outcome for Action Step 4: Yearly trainings offered to staff members for to support student wellness, behavior,	New initiative; all teachers and staff will attend (appox 175)	We offered a 3 series restorative practices series for staff (cost: $1,950); we offered a trauma informed educators training to staff (cost: TBD); we provided a community circle intro activity to all staff at the start of the year (free from	TBD Year 2	TBD Year 3	Expose staff to training that will allow them to effectively support student behaviors

<table>
<tr><td>and mental health.</td><td></td><td>PDAC); and we are budgeting for a SEL series for August along with PBIS (cost: $7,500)</td><td></td><td></td><td></td></tr>
<tr><td>Measurable Outcome for Action Step 5: Decrease student tardy behavior to periods 2-6.</td><td>Connect excessive tardies to school events with review by various staff members</td><td>Fall 2021 tardy data by period:
<table><tr><td>P2</td><td>P3</td><td>P4</td><td>P5</td><td>P6</td></tr><tr><td>3283</td><td>3227</td><td>2735</td><td>3887</td><td>2690</td></tr></table></td><td>TBD
2</td><td>TBD
3</td><td></td></tr>
<tr><td>Measurable Outcome for Action Step 6: Order new functional classroom furniture and materials to support all student learning</td><td>List of teachers who have requested new furniture</td><td>Furniture was ordered pre-pandemic to upgrade classrooms. We will restart Fall 2023.</td><td>TBD
Year
2</td><td>TBD
Year
3</td><td></td></tr>
</table>

Actions

Action #	Title	Description	Total Funds	Contributing
1	Increased Mental Health Support	Add a second Psychiatric Social Worker (PSW) to provide increased mental health support on campus	$138,000	Y

2	Create Wellness Center	Further develop the on-campus wellness center to provide a safe and welcoming space for students, parents, and staff to meet their social-emotional needs, reduce stigma related to mental health needs, and provide resources	$30,000	Y
3	Psychological First Aid Training	Train student/peers in psychological first aid to provide peer support in the Wellness Center	$10,000	Y
4	SEL and Restorative Justice Training to Staff	Provide training to staff on social emotional learning and restorative practices.	$10,000	Y
5	Supervision and Safety	Increase adult supervision of students on campus by hiring necessary positions to create a safe campus that is conducive to learning and maximizing instructional minutes.	$100,000	
6	Functional Furniture	Provide new furniture for all classrooms	$500,000	

Goal Analysis [2022-2023]

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

Not applicable this year.

An explanation of material differences between Budgeted Expenditures and Estimated Actual

Expenditures. Not applicable this year.

An explanation of how effective the specific actions were in making progress toward the goal.

Not applicable this year.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

Not applicable this year.

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students [LCAP Year]

Percentage to Increase or Improve Services	Increased Apportionment based on the Enrollment of Foster Youth, English Learners, and Low-Income students
7.08%	$169,911

The Budgeted Expenditures for Actions identified as Contributing may be found in the Increased or Improved Services Expenditures Table.

Required Descriptions

For each action being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the goals for these students.

This section represents evidence of implementation of interventions and supports designed to meet the learning needs of all students, including socio-economically disadvantaged/students eligible for free and reduced-price meals, English Language Learners and implementation of the school's Master Plan for English Learners, and programs and activities

target to meet the needs of our homeless/foster youth students.
All ECRCHS students, including all subgroups, have access to all the intervention and support programs offered at the school. These include:
· After school Math classes for all students failing at the Spring 20-week report card
· After school Math Department tutoring
· Peer tutoring (P.E.T.S.) Monday through Thursday at lunch
· After school Health and Electives

- We offer a variety of electives courses through Cyber High.

· Study skills classes

- Study Skills classes are offered throughout the day and period 7, after school, for credit.

· Referral to the Intervention Coordinators. We have one school-wide Intervention Coordinator and one for each of the subgroups, Latino, African American, and LGBTQ.
· Many teachers offer tutoring before school, during lunch, and after school.
· ECR FLEX Alternative Education and Independent Study Programs
· Cyber High: All subjects except science are offered after school.
The counselors and the intervention coordinators log SSPT meetings & agreed upon intervention strategies offered into Aeries and monitor progress during individual programming sessions and throughout the year as needed. The counselor and intervention coordinators also make parent contact for students who are not responding to extra academic intervention.
Students needing a different learning environment from the one offered in our general program have access to our unique ECR FLEX Alternative Education Program. This program is based on the Continuation School model and allows students to work at their own pace and receive more individualized help. The program is three tiered, offering a full-time, pass-thru (up to 3 classes), and period 7 Cyber High scheduling options.
Students who are unable to attend school on a regular basis have access to our Independent Study Program. Although the reason for needing a nontraditional educational setting varies, most students enroll due to medical issues, family crisis and matters related to socioeconomics. This program allows flexibility in the student's schedule. Students trade classwork

in school for classwork at home. Students enrolled in this innovative program are assigned a Master teacher who meets with them each week. The Master teacher is their mentor, checking homework, and facilitating communication between the High Qualified teacher of each subject. In addition to meeting with their Master teacher, Independent Study students are encouraged to come as needed and sit in the subject classroom for any assistance with courses assigned. We currently have three full time, and two part-time, Master teachers. Additionally, there are designated times during the week for small group help in science, math, and English. All Independent Study students are encouraged to attend these sessions in addition to their weekly allotted time with their Master Teacher.

Teachers are periodically reminded of the various interventions offered at the school at professional development meetings. The administrator in charge of ECR FLEX starts each school year with a recap of the successes and data related to the various interventions. This also includes the referral process and any new programs added. In the spring semester students from the various programs address the faculty.

ECRCHS offers a Summer Bridge/Transition program for incoming 9th graders who struggled in Math and English. The class provides a mathematics course and a study/literacy skills course. These courses focus on academic learning and include activities on team building, personal development and group projects that help students have a successful transition from middle school to high school.

English Language Learners

In Fall 2020, we implemented an Adv ELD class for our EL and LTEL students. This new class follows LAUSD's Master Plan. The course supports core classes at an accessible reading level for students so that language and literacy skills directly support the students' skill development. It also incorporates daily practice in developing oral and written academic discourse through carefully planned and implemented interactive activities. When students struggle, the teacher works with the student's other teachers (learning lab approach). The class is taught by the EL Coordinator who is also an English teacher and one bilingual college tutor.

The following list outlines additional supports provided for our English Learners:

· Counselors are given spreadsheets of their EL and RFEP students along with English and Math final marks each semester.

· Each semester the administrator in charge of EL and RFEPs meet with the counseling staff to verify that all the students are being monitors and intervention is offered throughout the school year.

· At the beginning of each semester, English teachers, and Math teachers are given the prior year's final grade in their field. This allows a better focus on the struggling students.

· The EL coordinator meets with all departments during Department PD time to further understand the needs of the EL population. Additional support or professional development is planned according to their input. · We have added monthly Language Appraisal Team, LAT, meetings to our school calendar. The group is comprised of all department chairs, instructional coaches, intervention coordinators, EL coordinator and administration. Primary purpose of LAT is to learn and discuss strategies for implementing ELD standards and literacy for our EL students throughout the curriculum.

· Language fluency is identified on all class attendance sheets.

· Monthly ELAC meetings discuss with parents the academic interventions that are available to their students. · Since laptops are given to every student at El Camino, this allows translation and reading levels for our EL

Students.
· One of our Assistant Principals and the Executive Director are our bilingual liaisons for Spanish speaking parents. We have a math teacher who can help us with Farsi speaking parents.
In addition to all supports described in this section, our low-income students have access to the following unique supports: · Bus passes are purchased by the school to improve attendance.
· Although all students here receive a laptop while they attend ECR, library hours with Wi-Fi accessibility were added to target this population.
· FRPM students are eligible for a free Hot-Spot WIFI device.
· PE uniform and school supplies are provided when needed.

A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.

Homeless and Foster Care
Two years ago, we established a Homeless/Foster/Migrant Youth Liaison who works with LAUSD to coordinate extra services for those students who require it. Additionally, our school entered into an MOU to provide Mental Health Services to our Title I, Foster, and group home students.
Students who are homeless or are in foster care and are having difficulty attending school on a regular basis due to home environment circumstances are given the option of Independent Study with the extra support of coming to school and sitting in a class whenever they can. School supplies, PE uniform, bus passes are also provided if needed.

Instructions

Plan Summary
Stakeholder Engagement

Goals and Actions

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

For additional questions or technical assistance related to the completion of the LCAP template, please contact the local

COE, or the California Department of Education's (CDE's) Local Agency Systems Support Office by phone at 916-319-0809 or by email at lcff@cde.ca.gov.

Introduction and Instructions

The Local Control Funding Formula (LCFF) requires LEAs to engage their local stakeholders in an annual planning process to evaluate their progress within eight state priority areas encompassing all statutory metrics (COEs have ten state priorities). LEAs document the results of this planning process in the Local Control and Accountability Plan (LCAP) using the template adopted by the State Board of Education.

The LCAP development process serves three distinct, but related functions:

- **Comprehensive Strategic Planning:** The process of developing and annually updating the LCAP supports comprehensive strategic planning (California *Education Code* [*EC*] 52064(e)(1)). Strategic planning that is comprehensive connects budgetary decisions to teaching and learning performance data. Local educational agencies (LEAs) should continually evaluate the hard choices they make about the use of limited resources to meet student and community needs to ensure opportunities and outcomes are improved for all students.

- **Meaningful Stakeholder Engagement:** The LCAP development process should result in an LCAP that reflects decisions made through meaningful stakeholder engagement (*EC* 52064(e)(1)). Local stakeholders possess valuable perspectives and insights about an LEA's programs and services. Effective strategic planning will incorporate these perspectives and insights in order to identify potential goals and actions to be included in the LCAP.

- **Accountability and Compliance:** The LCAP serves an important accountability function because aspects of the LCAP template require LEAs to show that they have complied with various requirements specified in the LCFF statutes and regulations, most notably:

.considerations, distance learning, monitoring and supporting mental health and social-emotional well-being and engaging pupils and families.

- Provide an explanation of how pupil learning loss continues to be assessed and addressed in the 2021–24 LCAP, especially for pupils with unique needs (including low income students, English learners, pupils with disabilities served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness).
- Describe any substantive differences between the actions and/or services identified as contributing towards meeting the increased or improved services requirement, pursuant to *California Code of Regulations*, Title 5 (5 *CCR*) Section 15496, and the actions and/or services that the LEA implemented to meet the increased or improved services requirement. If the LEA has provided a description of substantive differences to actions and/or services identified as contributing towards meeting the increased or improved services requirement within the In-Person Instruction, Distance Learning Program, Learning Loss, or Additional Actions sections of the Annual Update the LEA is not required to include those descriptions as part of this description.

Overall Analysis of the 2019-20 LCAP and the 2020-21 Learning Continuity and Attendance Plan

The Overall Analysis prompt is to be responded to only once, following the analysis of both the 2019-20 LCAP and the 2020-21 Learning Continuity and Attendance Plan.

- Describe how the analysis and reflection related to student outcomes in the 2019-20 LCAP and 2020-21 Learning Continuity and Attendance Plan have informed the development of the 21-22 through 23-24 LCAP, as applicable.

California Department of Education
January 2021

Local Control and Accountability Plan

The instructions for completing the Local Control and Accountability Plan (LCAP) follow the template.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
El Camino Real Charter High School	David Hussey, Executive Director Minita Clark, Administrative Director	m.clark@ecrchs.net , 818-595-7508

Plan Summary [LCAP Year]

General Information

El Camino Real Charter High School (ECRCHS) serves approximately 3,550 students in grades 9-12. ECRCHS is located in the Woodland Hills section of the San Fernando Valley within the City of Los Angeles. ECRCHS serves all students who reside in the former attendance boundaries of the school who wish to attend. In the 2018-2019 school year, 44% of students entered ECRCHS through the lottery, and these students reside in 70 different zip codes. ECRCHS offers a comprehensive high school education with a range of levels, including special education, College Preparatory (CP), Honors, Advanced Placement (AP), and Intervention courses. We boast a diverse student body with the following racial breakdown: 36.5% White; 31.5%Hispanic/Latino; 13%Asian/Filipino/Pacific Islander; 3.5%African American; 15%Two or More Races; and 0.5%Native American (source: CDE Dataquest May 2019). Special Education students, comprising 9.34% of the student population, have access to special day class

(SDC) and resource teachers. Additionally, we offer three small learning communities (SLCs), Humanitas, STEAM and Advancement Via Individual Determination (AVID). In the 2018-19 school year, ECRCHS offered 24 AP courses, as well as the aforementioned CP, and honors level classes. The school also offers a range of visual and performing arts options, technical arts (including graphic design and woodshop), two academies (Art and Design Academy and Careers in Entertainment Academy), and fields 23 Varsity sports teams.

In recent years, El Camino Real Charter High has prioritized the shift to Common Core Instruction in all classrooms and equitable access to instruction for all students. A number of initiatives have been implemented to support this major change in the schools culture including the use of Common Formative Assessments or CFAs in all departments to gauge students progress, development of Professional Learning Communities or PLCs, an Equity Advisory Committee to exchange ideas and information about inclusive practices, a co-teaching model with six (6) co-taught classes to benefit students with special services, as well as, an Intervention program for early identification of students in danger of failing.
This three year plan is the result of on-going conversations and meetings held with stakeholders as well as observations made by stakeholders during the COVID-19 pandemic. The goals stated herein are the targets that move us closer to our vision for the aforementioned priorities and the action steps show the intended implementation process for each. The pandemic has shown us that we are prepared technologically, well-equipped professionally, and modifying instruction reasonably, and developing culturally.

Reflections: Successes

El Camino Real Charter High School has encountered a great deal of successes over the years. As it relates to the most recent data on the California Dashboard from 2019, the following are successes:

- Met Standards in Five areas. They are: 1) Basics: Teachers, Instructional Materials, & Facilities, 2) Implementation of Academic Standards, 3) Parent and Family Engagement, 4) Local Climate Survey, and 5) Access to a Broad Course of Study.
- Performed at the second highest level for Graduation Rate.
- Performed at third highest level for English Language Arts, Mathematics, and College/Career Readiness.

Reflections: Identified Need

While there is much to celebrate, there are also areas that need improvement. The goals and action steps within this plan will help to address the needs, and they are:

- Second lowest level for our Suspension Rate. (This number has since improved)
- Students with disabilities scored in the lowest tiers of performance
- African American students and English learners scored in the bottom tiers of performance

LCAP Highlights

The key features of this years LCAP are as follows:

1. Common Core focused (i.e., standards-based instruction in every classroom)
2. Assessment of and for student learning
3. Preparing students for college and/or careers
4. Equitable and Culturally Responsive Instruction
5. Addressing students' mental health and social emotional needs

Stakeholder Engagement

A summary of the stakeholder process and how the stakeholder engagement was considered before finalizing the LCAP.

The stakeholder process is always ongoing, whether formal or informal. El Camino Real Charter High School administrators and parent groups regularly meet throughout each school year to share and exchange ideas and information. Due to the COVID-19 pandemic, all meetings beginning August 2020 were held virtually using Microsoft Teams or GoToMeeting virtual conferencing platforms. The Assistant Principal for Curriculum and Instruction began meeting with stakeholder groups in March 2021. The Meetings Schedule is below:
August 2020
SSC Meeting #1
Schoolwide Learning Continuity and Attendance Plan (LCP) input and review
Learning Continuity and Attendance Plan (LCP) survey sent to student body for input
September 2020
SSC Meeting #2 Single Plan for Student Achievement (SPSA) input and review
LCP Approved at monthly board meeting
October 2020

SSC Meeting #3 Title I funding update by Mr. Wood
Parent Advisory Committee (PAC) Meeting #1 to review/discuss SPSA
November 2020
SSC Meeting #4
December 2020
SSC Meeting #5
SPSA Approved at monthly board meeting
January 2021
SSC Meeting #6
February 2021
SSC Meeting #7
Administrator review of new LCAP terms/process
PAC Meeting #2 to review/discuss/input LCAP
Attended Virtual LCAP state-level meetings

March 2021
SSC Meeting #8
Met with Administrators to present the new LCAP process
Met with Parent Advisory Committee to review/discuss LCAP
April 2021
SSC Meeting #9 to review/discuss/input LCAP
PAC Meeting #3 to review/discuss/input LCAP
ELAC Meeting #1 to review discuss/input LCAP
Padres Latinos Meeting #1 to review/discuss/input
LCAP Committee formed and held meeting #1
May 2021
Administrator review/modifications of LCAP updates
SSC Meeting #10 to review/discuss/finalize LCAP
Weekly LCAP Committee meetings
Initial Board presentation of 2021-2024 LCAP, Annual Update, and Budget Overview draft

A summary of the feedback provided by specific stakeholder groups.

Combined feedback from PAC, ELAC, SSC, LCAP Committee, Administrators, and Students is as follows:
Areas ECRCHS has improved:

1) Translation of documents in multiple languages
2) Development of Programs and Initiatives to support mental health such as a new Wellness Center 3) School-to-Home Communication (includes communication between teachers and administrators to parents and vice versa)
4) Teachers have gone out of their way to support students during the pandemic
5) Posting of information for all stakeholders viewing
6) Support for high-risk learners

Areas ECRCHS still needs improvement:

1) Development and/or Staffing of needed positions in a timely manner (e.g., marketing coord still vacant and positions specifically for unduplicated students)

2) Class sizes still too big; need to re-visit classrooms to replace the bungalows as the plan is already ready and hire additional staff
3) Some teachers are slow to provide feedback and grade work; need a universal policy
4) Some teachers do not contact parents; need a universal policy

A description of the aspects of the LCAP that were influenced by specific stakeholder input.

All aspects of the LCAP were influenced by stakeholder input. Meetings were held with stakeholders beginning in March 2021 to discuss the new LCAP process and gather feedback.

Goals and Actions

Goal 1

Goal #	Description
1	All students are provided a high quality education with equitable access to standards based instruction, innovative strategies and programs, and rigorous learning.

An explanation of why the LEA has developed this goal.

El Camino Real Charter High School's vision is to be highly regarded for its innovative teaching methods that empowers students to be independent, determined, and compassionate global citizens who think critically, collaborate confidently, and work passionately toward a sustainable future. This goal encompasses every aspect of the school's vision in an effort to meet the needs of all students. The academic foundation we are laying includes the full implementation of Common Core State Standards (CCSS), Next Generation Science Standards (NGSS) and equitable instruction for all students.

Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Measurable Outcome for Action Step #1: Purchase or Create an intervention curriculum to be used in all intervention classes	In progress - TBD (to send # of intervention classes in fall)	TBD Year 1	TBD Year 2	TBD Year 3	Standards-based alignment for all classes
Measurable Outcome for Action Step #2: Administer MAP assessment to incoming freshman throughout June and July 2021	Summer 2021 - TBD	TBD Year 1	TBD Year 2	TBD Year 3	early awareness of student achievement levels in order to plan for each year

Measurable Outcome for Action Step #3: Consult with departments to provide differentiated standards-based instructional materials	Departments provide data outlining performance of all students as a result of new instructional materials..	TBD Year 1	TBD Year 2	TBD Year 3	Maintain the most current and beneficial instructional materials for teachers annually
Measurable Outcome for Action Step #4: Hiring tutors to support core classrooms based on schoolwide data beginning with large class sizes and	Approximately 20 classrooms in need of tutors	TBD Year 1	TBD Year 2	TBD Year 3	Tutors will provide support for student learning in large classes to improve student achievement

expanding over a two year period					
Measurable Outcome for Action Step #5: Quarterly disaggregated data will be submitted to administrative directors; also department meetings will be held to discuss progress and reteaching	Data will be used to identify subjects and students in need of support	TBD Year 1	TBD Year 2	TBD Year 3	Data will be used for reteaching, identification of strengths and weaknesses in individual classes and course alikes.

Measurable Outcome for Action Step #6: Scheduled department retreats in order to share teaching practices	Retreats will begin Fall 2021	TBD Year 1	TBD Year 2	TBD Year 3	Foster more department collaboration for vertical and horizontal planning
Measurable Outcome for Action Step #7: Scheduled of dates on which depts will work to meet outside of work hours	0 held last year due to COVID 19 pandemic	TBD Year 1	TBD Year 2	TBD Year 3	Ensure students are receiving most rigorous and relevant teaching
Measurable Outcome for Action Step 8: % of departments that reviewed and/or modified curriculum maps	50% departments currently engage in this work	TBD Year 1	TBD Year 2	TBD Year 3	
Measurable Outcome for Action Step 9: Employ Bilingual Assistants to support EL students in all content areas to support English Language Acquisition.	Currently have one part time support person	TBD Year 1	TBD Year 2	TBD Year 3	

Actions

Action #	Title	Description	Total Funds	Contributing
1	Action 1: Targeted Intervention	Provide timely intervention with a common curriculum in the form of support classes for targeted students. (e.g.,Lexia Learning, iReady, Rosetta Stone)	$10,000	Y
2	Action 2: Assessment of Learning	Assess students at the end of 2022 year and notify parents of how students are performing as well as programs in place to support students.	$25,000	Y
3	Action 3: Instructional materials	Standardize instructional materials for all subject areas.	$500,000	Y
4	Action 4: Teacher Support	Increase in-class teacher support by hiring paraprofessionals and/or tutors beginning with core classes and high student populations with the intent to expand over two years.	$460,000	Y
5	Action 5: Common Assessment	Use common assessments (formative, interim, summative) to gauge student progress. Gather data to lead and direct instruction.	$100,000	Y
6	Action 6: Department Planning Days	Departments or Course-Alikes must host bi-annual professional development retreats focused on curriculum maps, vertical alignment, data analysis, development/calibrating formative assessments and implementing research based instructional strategies.	$75,000	Y

7	Action 7:Curriculum Map Review	Departments will modify and adjust curriculum maps in order to meet the needs of all learners. Attention to vertical and horizontal alignment is integral to the successful implementation of the purchased/modified curriculum.	$100,000	Y
8	Action 8: PLC investment	Data training to support Curriculum & Instruction to analyze school and grade level data within departments and individual teachers. Identify PLC leaders to visit classes and provide coaching and support.	$130,000	Y
9	Action 9: Study Skills Classes	Create at least one study skills class per period to complement intervention and supplement any learning loss. Students will be identified based on their academic performance.		
10	Action 10: employ Bilingual assistants	Hire one or two bilingual assistants for EL support.		

Goal Analysis [LCAP Year]

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

Not applicable this year.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures.

Not applicable this year.

An explanation of how effective the specific actions were in making progress toward the goal.

Not applicable this year.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

Not applicable this year.

A report of the Estimated Actual Expenditures for last year's actions may be found in the Annual Update Expenditures Table.

Goal 2

Goal #	Description
2	All students will graduate college and career ready as well as increased Graduation Rate for Students with Disabilities, LatinX, English Learners, African American students, Foster Youth, and Homeless Youth

An explanation of why the LEA has developed this goal.

El Camino Real Charter High School places students' preparation for colleges/universities and/or careers of high importance. We recognize that not all students will attend college/university but we advocate that those who have a desire, should be well prepared to do so after leaving ECRCHS. Since preparation is the key, this goal increases the expectations of students to challenge themselves by taking rigorous courses, teachers to expose students to rigor and higher order thinking skills, and staff to create opportunities with few barriers that lead to the specific pathways students desire.

Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Measurable Outcome for Action Step #1: Create one to two CTE pathways.	Currently ECR has CTE elective classes but does not have any CTE pathways.	3 Pathways	TBD Year 2	TBD Year 3	Provide more post secondary options for students who do not desire to attend college
Measurable Outcome for Action Step #2:Freshmen will have a minimum of three or more academic classes in their 9th grade schedules.	The year of 2020-2021 was the first year that we offered CP world history to our incoming 9th grade students, along with AP human geography and AP environmental science.		TBD Year 2	TBD Year 3	Increased rigor and offering of higher level classes

Measurable Outcome for Action Step #3: Increase A-G completion rate by 10% over three years	The A-G completion rate for the class of 2020 was 55.9%	TBD Year 1	TBD Year 2	TBD Year 3	Increase support for those who desire college so that they are successful

Measurable Outcome for Action Step #4: Increase dual enrollment and concurrent enrollment participation	ECR currently has one junior cohort for dual enrollment and one senior cohort for dual enrollment. Not currently tracking concurrent enrollment classes.	TBD Year 1	TBD Year 2	TBD Year 3	
Measurable Outcome for Action Step #5: Increase enrollment of each subgroup (i.e.,FRMP, Latinx and African American students) in AP classes by 7% each	In the fall of 2020, the % of students enrolled in at least one or more AP class by subgroup: 25% of African American Students 27% of Latin X students XX% of FRMP students	TBD Year 1	TBD Year 2	TBD Year 3	Increase outreach and interactions with subgroups (and parents) so they are aware of ECR AP offerings and the support provided to help them be successful
Measurable Outcome Provide 1-2 college and career focused PD trainings for the staff per school year.	In the year 2020-2021, there were 0 college and career focused PDs offered to the staff.	TBD Year 1	TBD Year 2	TBD Year 3	Collaborate with staff to increase awareness of college/career options
Measurable Outcome for Action Step #7: Increase # of students who earn the seal of biliteracy	132 students earned the seal of biliteracy in 2021	TBD Year 1	TBD Year 2	TBD Year 3	An opportunity to earn a distinction upon graduating with support from teachers and staff

by 15%.					

Measurable Outcome for Action Step #8: Continue to fund the PSAT for the 9th-11th grade students.	ECR has funded the PSAT for 9th-11th graders.	TBD Year 1	TBD Year 2	TBD Year 3	Cover the cost to all students so that PSAT testing is accessible to all students
Measurable Outcome for Action Step #9: Quarterly after hour events hosted by counselors and weekly extended hours to meet with counselors.	In the year 2019-2020, counselors offered weekly extended hours but were not able to do so in the year 2020-2021 due to COVID.	TBD Year 1	TBD Year 2	TBD Year 3	Be available to parents and students after general work hours to answer questions and increase contact
Measurable Outcome for Action Step #10: Increase to at least 9 academic counselors.	ECR currently has 7 academic counselors with an average caseload of about 480 students.	TBD Year 1	TBD Year 2	TBD Year 3	Lower counselor caseload thereby allowing counselors the opportunity for more one on ones.

Actions

Action #	Title	Description	Total Funds	Contributing
1	Action 1: Develop and enhance CTE curricula	Continue to enhance our CTE Pathways. We currently we have three pathways: Woodworking, Culinary Arts and Arts , Media and Entertainment	$25,000	Y

2	Action 2: Increase Rigor	Enhance Rigor in 9th grade. (including, but not limited to the addition of a college preparatory science, world history, or world language course)Starting in Fall 2022 All 9th grade students take at least one of these.	$50,000	Y
3	Action 3: Prioritize A-G Completion rate	Increase A-G completion rate for all students with special attention to our subgroups. The AA coordinator and Latin X coordinator meet with students one on one and in groups to discuss A-G.	$40,000	Y

4	Action 4: Increase college/university partnerships	Increase collaboration with colleges and universities by increasing the number of students enrolled in our dual enrollment program and concurrent enrollment classes. We have continued stable enrollment in our Dual enrollment program. We need a process to collect concurrent enrollment documentation.	$0 (included in materials budget)	N
5	Action 5: Expand AP services	Expand student support, access, and equity to AP classes, identified by AP potential, focusing on the most vulnerable student populations. AA and Latin X coordinator meet one on one and in groups with these populations. AP Expo night each school year.	$31,000	Y
6	Action 6: Professional Development	Continue to provide meaningful, relevant, and up-to-date training and professional development to promote a college going culture and/or career exploration to help teachers, counselors, and administrators understand the college admissions landscape. College Clips. College Counselors meeting with departments	$84,000	Y

7	Action 7: Biliteracy	Continue and increase number of students who qualify for the state Seal of Biliteracy	$0	N
8	Action 8: PSAT Funding	Continue to fund the PSAT for 9th-11th grade students.	$40,000	Y
9	Action 9: After-hours Counseling Services	Provide more after hours services for families to attend informational meetings regarding A-G college admissions and other college topics. Additional counselor hours during programming season and over the summer .	$15,000	Y
10	Action 10: Early identification of students not meeting A-G	Utilize the D/F report to identity students to enroll in our Study Skills/intervention classes. Parent outreach including info on Tutoring and summer school options.		Y

Goal Analysis [LCAP Year]

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

Not applicable this year.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures.

Not applicable this year.

An explanation of how effective the specific actions were in making progress toward the goal.

Not applicable this year.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

Not applicable this year.

Goal 3

Goal #	Description
3	Provide a safe, more inclusive, and culturally competent learning environment through targeted efforts that support students of color, students experiencing opportunity gaps and LGBTQ+ students.

An explanation of why the LEA has developed this goal.

Here at El Camino Real Charter High School, we want to more adequately promote safe spaces where students can speak openly and explore assumptions about issues related to race, class, culture, gender, religion, etc. Further, we want our staff to learn and implement strategies for creating classrooms that are culturally inviting to all. We want underrepresented groups to feel empowered and encourage a celebratory approach to culture and history.

Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24

Measurable Outcome for Action Step 1: Create a calendar for equity professional development for staff	In progress 50%	PDAC planned a Cultural Proficiency & Awareness session to be delivered on October 27, 2021 but it was canceled by the presenter with short notice. Trauma Informed Educator professional development organized by Ms. Clark and funded by the Educator Effectiveness Block Grant. This was an optional 3-part series on the following dates: 3/24, 3/25, 3/30, 3/31, 4/11 .In Spring 2022 PDAC created a 3 part series for Safe Spaces and Restorative Practices that were instrumental ; however, long-term equity professional development is still in the planning stage by PDAC.	TBD Year 2	TBD Year 3	Consistent and on-going professional development that create more awareness of interactions and sensitivity to diverse communities
Measurable Outcome for Action Step2: Monthly social emotional events calendar	Create community and staff events promoting wellness	The Wellness Center has been established and the counselors have created social emotional opportunities for students for every day of the week including “Flexible Pathways”, “Secrets to Success”, “Young Royals”,	TBD Year 2	TBD Year 3	Workshops and events that improve mental health for staff and students

		“Lunch and Chat”, “Art and Soul, and “Active Minds.” For example, “Secrets to Success” on Mondays discusses time management, stress management, school connectedness, and social media. Counselors also send out “Real Talk” to teachers and students where it outlines topics of the months with resources for socio-emotional issues.			

Measurable Outcome for Action Step 3: Increase awareness of parent groups and facilitates communication among all stakeholders via ECR communication platforms	Identification of at risk students and their parents.	A weekly newsletter is sent to all families The updated website contains a “Families” tab linked to pages for parent groups such as FOECR, RISE, Padres Latinos. Access to Aeries & Canvas through Parent Portal FOECR hosts coffee with the ED.	TBD Year 2	TBD Year 3	Consistent communication between parents and school to increase student achievement.

Actions

Action #	Title	Description	Total Funds	Contributing
1	Equity Training	Offer ongoing equity based training and professional development in culturally responsive teaching to all staff.	$20,000	Y

2	Cultural Workshops & Experiences	Provide culturally based motivational workshops, learning experiences, field trips, and assemblies, or clinics utilizing in house and outside professionals to meet social emotional needs of learners and staff.	$25,000	Y
3	Underserved Parent Groups	Maintain active status of parent and student groups that represent students experiencing opportunity gaps.	$ 0	Y
4	Equity Advisory Committee Expansion & School Plan	Promote the Equity Advisory Committee's student survey and have students be given designated time to complete Create a staff survey similar to the student survey. Create lists of conferences and professional development opportunities the center equity that educators and staff can attend for pay or salary points. Purchase and/or create posters, artwork, signs, books, instructional materials,,etc. for representation of subgroups throughout the school and especially in classrooms	$30,000	Y
5	Student Roundtables	The administrative team will meet monthly with various student clubs in order to hear feedback and action steps to ensure a more inclusive environment.	$3,000	Y

Goal Analysis [LCAP Year]

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

Three major professional development sessions were planned for 2021-2022 although only two were implemented due to

unforeseen circumstances. Two of the three offerings were provided during school hours while another option was a series for afternoons, weekends, and evenings. Due to COVID, many professional development sessions were needed to deal with safety protocols and best practices. The Wellness Center has been established … (have we completed what we wanted to?) Action step 2 was implemented and the events have been successful.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures.

(Greg Wood must provide data)

An explanation of how effective the specific actions were in making progress toward the goal.

_28___ educators took part in the Trauma Informed Educator option for professional development. 40 educators attended the Safe Spaces training. Safe Spaces had an impact on teachers and more teachers have begun outward displays of inclusion in their classroom.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

The first goal had substantial progress in terms of implementing equity professional development; however, more is needed as a long-term plan PDAC has been established and will continue planning for the 2022-2023 year. There will be a recommendation for inclusive language in syllabi at the beginning of the school year.

Goal 4

Goal #	Description
4	All parents of the school community will have increased, authentic, safe opportunities to give input with regular, effective, two-way communication for shared decision-making.

An explanation of why the LEA has developed this goal.

ECRCHS wants to improve and/or increase the parent participation and engagement in their children)'s learning process in preparation for high school and beyond. We believe that better communication amongst the school community serves to increase academic achievement overall. Parents as partners is a concept we want to live by at El Camino Real Charter High School. Research shows that parent involvement improves student academic achievement as well their motivation to succeed. The school, as well, is an integral part of this process and therefore must create steps to improve opportunities for stakeholders to communicate and participate through feedback, surveys, meetings, and events that build a community of support.

Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Measurable Outcome for Action Step 1: Meeting logs; newsletter and website postings	Attendance at current meeting	TBD Year 1	TBD Year 2	TBD Year 3	Keep parents regularly informed of school initiatives, events, decisions, meetings, academics, athletics, etc

Measurable Outcome for Action Step 2: Planned meeting dates with Instructional Cabinet; Agendas	Committee of 7 is currently formed	TBD Year 1	TBD Year 2	TBD Year 3	Allow teacher leaders an opportunity to hear directly from parents as it relates to instruction
Measurable Outcome for Action Step 3: Use of current communication systems to send parent notifications via text	0% parents receiving text messaging communications from ECRCHS	TBD Year 1	TBD Year 2	TBD Year 3	100% of parents receiving text messaging communications
Measurable Outcome for Action Step 4: School creates a “How to	28%parents signed up for Canvas	TBD Year 1	TBD Year 2	TBD Year 3	100% of parents are signed up for a Canvas account

sign up for Canvas?" Loom video placed on homepage	Account (get actual number)				
Measurable Outcome for Action Step 5: Hiring of Social Media/Outreach/Marketing position	Position not currently filled; 0% toward goal attainment	TBD Year 1	TBD Year 2	TBD Year 3	1 marketing coordinator is hired; 100% filled
Measurable Outcome for Action Step 6: All enrolled parents for 2021-2022 will be prompted to create, update, and verify Aeries account during Welcome Week and other events	Increase in number of parents reporting being able to access Aeries	TBD Year 1	TBD Year 2	TBD Year 3	Easily access students grades and other pertinent information
Measurable Outcome for Action Step 7: Develop and implement a comprehensive student attendance plan	Regular data analysis to identify issues early and Increased focus on chronic absentee students to monitor and track progress	TBD Year 1	TBD Year 2	TBD Year 3	

Actions

Action #	Title	Description	Total Funds	Contributing

1	Chat with Directors	Continue hosting Chat with the Directors on a biweekly basis. Will return to in-person meetings beginning fall 2022. ~~Currently held virtually once a month.~~	$ 2500	Y
2	Parent Group collaboration	Invite parent groups to some Instructional Cabinet meetings to share pertinent information and build school home relationships. In addition parents are invited to the School Site Council. We also have our RISE group and Padres Latinos group that meet monthly.	$ 0	N
3	School to Home Communications	Provide text messaging and other types of communications for parents and staff. Streamlined newsletter, text and phone call.	$15,000	Y
4	Canvas Parent Signup	Increase parent engagement and education on Canvas/Canvas app by making this part of enrollment/ orientation .	$0	N
5	Attendance Notifications	Streamline attendance notifications and protocols for absenteeism		

6	Marketing Initiatives	Hire Marketing coordinator. ECR marketing efforts via marketing firm partnership, social media campaigns, search engine optimization, and print media.	$90,000	Y
7	Aeries Parent Connection	Increase parent usage and presence on Aeries in order to improve interaction by making this part of enrollment/orientation .	$0	N

Goal Analysis [LCAP Year]

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

Not applicable this year.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures.

Not applicable this year.

An explanation of how effective the specific actions were in making progress toward the goal.

Not applicable this year.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

Not applicable this year.

Goal 5

Goal #	Description
5	Provide specific support and sufficient and optimal equipment to meet social- emotional, mental health, and physical needs of all students.

An explanation of why the LEA has developed this goal.

Goal 5 was developed to support the whole student by creating a safe and nurturing environment at school at which students can learn and grow. As students were returning from isolation after COVID, the school staff wanted to be prepared to help students with various issues and increase school connectedness.

Measuring and Reporting Results

Metric	Baseline	Year 1 21-22 Outcome	Year 2 22-23 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Measurable Outcome for Action Step 1: Onboarding of a 2nd PSW	0% position is currently unfilled	09/21-12/21 we had a 2nd PSW but since 1/21 we have 1 PSW	TBD Year 2	TBD Year 3	Provide on-site mental health services and support for students
Measurable Outcome for Action Step 2 Daily and weekly support services will be offered in the wellness center.	T-30 has been designated for the wellness center.	TBD Daily Lunch groups are offered in the wellness center and SSPT meetings are held there	TBD Year 2	TBD Year 3	Privacy and a safe space for students and staff to receive mental health support and services
Measurable Outcome for Action Step 3: Identification of students and Training schedule	Students have been identified by the PSW.	Students are interested in being Peer Counselors but we are looking into creating an office space in the Wellness Center for confidentiality	TBD Year 2	TBD Year 3	

<table>
<tr><td></td><td></td><td>purposes when a PSW needs to meet privately with students.</td><td></td><td></td><td></td></tr>
<tr><td>Measurable Outcome for Action Step 4: Yearly trainings offered to staff members for to support student wellness, behavior, and mental health.</td><td>New initiative; all teachers and staff will attend (appox 175)</td><td>We offered a 3 series restorative practices series for staff (cost: 1950); we offered a trauma informed educators training to staff (cost: XXX); we provided a community circle intro activity to all staff at the start of the year (free from PDAC); and we are budgeting for a SEL series for August along with PBIS (cost: 7,500)</td><td>TBD Year 2</td><td>TBD Year 3</td><td>Expose staff to training that will allow them to effectively support student behaviors</td></tr>
<tr><td>Measurable Outcome for Action Step 5: Decrease student tardy behavior to periods 2-6.</td><td></td><td>Fall 2021 tardy data by period:
<table><tr><td>P2</td><td>P3</td><td>P4</td><td>P5</td><td>P6</td></tr><tr><td>3283</td><td>3227</td><td>2735</td><td>3887</td><td>2690</td></tr></table></td><td></td><td></td><td></td></tr>
<tr><td>Measurable Outcome for Action Step 6: Order new functional classroom furniture and materials to support all student learning</td><td>List of teachers who have requested new furniture</td><td>Furniture was ordered pre-pandemic to upgrade classrooms. We will restart Fall 2023.</td><td>TBD Year 2</td><td>TBD Year 3</td><td></td></tr>
</table>

Actions

Action #	Title	Description	Total Funds	Contributing
1	Increased Mental Health Support	Add a second Psychiatric Social Worker (PSW) to provide increased mental health support on campus	$138,000	Y
2	Create Wellness Center	Further develop the on-campus wellness center to provide a safe and welcoming space for students, parents, and staff to meet their social-emotional needs, reduce stigma related to mental health needs, and provide resources	$30,000	Y
3	Psychological First Aid Training	Train student/peers in psychological first aid to provide peer support in the Wellness Center	$10,000	Y
4	SEL and Restorative Justice Training to Staff	Provide training to staff on social emotional learning and restorative practices.	$10,000	Y
5	Supervision and Safety	Increase adult supervision of students on campus by hiring necessary positions to create a safe campus that is conducive to learning and maximizing instructional minutes.	$100,000	
6	Functional Furniture	Provide new furniture for all classrooms	$800,000	

Goal Analysis [LCAP Year]

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

Not applicable this year.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures.

Not applicable this year.

An explanation of how effective the specific actions were in making progress toward the goal.

Not applicable this year.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

Not applicable this year.

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students [LCAP Year]

Percentage to Increase or Improve Services	Increased Apportionment based on the Enrollment of Foster Youth, English Learners, and Low-Income students
7.08%	$169,911

The Budgeted Expenditures for Actions identified as Contributing may be found in the Increased or Improved Services Expenditures Table.

Required Descriptions

For each action being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the goals for these students.

This section represents evidence of implementation of interventions and supports designed to meet the learning needs of all students, including socio-economically disadvantaged/students eligible for free and reduced-price meals, English Language Learners and implementation of the school's Master Plan for English Learners, and programs and activities target to meet the needs of our homeless/foster youth students.
All ECRCHS students, including all subgroups, have access to all the intervention and support programs offered at the school. These include:
· After school Math classes for all students failing at the Spring 20-week report card
· After school Math Department tutoring
· Peer tutoring (P.E.T.S.) Monday through Thursday at lunch
· After school Health and Electives

- We offer a variety of electives courses through Cyber High.

· Study skills classes

- Study Skills classes are offered throughout the day and period 7, after school, for credit.

· Referral to the Intervention Coordinators. We have one school-wide Intervention Coordinator and one for each of the subgroups, Latino, African American, and LGBTQ.
· Many teachers offer tutoring before school, during lunch, and after school.
· ECR FLEX Alternative Education and Independent Study Programs
· Cyber High: All subjects except science are offered after school.
The counselors and the intervention coordinators log SSPT meetings & agreed upon intervention strategies offered into Aeries and monitor progress during individual programming sessions and throughout the year as needed. The counselor and intervention coordinators also make parent contact for students who are not responding to extra academic

intervention.

Students needing a different learning environment from the one offered in our general program have access to our unique ECR FLEX Alternative Education Program. This program is based on the Continuation School model and allows students to work at their own pace and receive more individualized help. The program is three tiered, offering a full-time, pass-thru (up to 3 classes), and period 7 Cyber High scheduling options.

Students who are unable to attend school on a regular basis have access to our Independent Study Program. Although the reason for needing a nontraditional educational setting varies, most students enroll due to medical issues, family crisis and matters related to socioeconomics. This program allows flexibility in the student's schedule. Students trade classwork in school for classwork at home. Students enrolled in this innovative program are assigned a Master teacher who meets with them each week. The Master teacher is their mentor, checking homework, and facilitating communication between the High Qualified teacher of each subject. In addition to meeting with their Master teacher, Independent Study students are encouraged to come as needed and sit in the subject classroom for any assistance with courses assigned. We currently have three full time, and two part-time, Master teachers. Additionally, there are designated times during the week for small group help in science, math, and English. All Independent Study students are encouraged to attend these sessions in addition to their weekly allotted time with their Master Teacher.

Teachers are periodically reminded of the various interventions offered at the school at professional development meetings. The administrator in charge of ECR FLEX starts each school year with a recap of the successes and data related to the various interventions. This also includes the referral process and any new programs added. In the spring semester students from the various programs address the faculty.

ECRCHS offers a Summer Bridge/Transition program for incoming 9th graders who struggled in Math and English. The class provides a mathematics course and a study/literacy skills course. These courses focus on academic learning and include activities on team building, personal development and group projects that help students have a successful transition from middle school to high school.

English Language Learners

In Fall 2020, we implemented an Adv ELD class for our EL and LTEL students. This new class follows LAUSD's Master Plan. The course supports core classes at an accessible reading level for students so that language and literacy skills directly support the students' skill development. It also incorporates daily practice in developing oral and written academic discourse through carefully planned and implemented interactive activities. When students struggle, the teacher works with the student's other teachers (learning lab approach). The class is taught by the EL Coordinator who is also an English teacher and one bilingual college tutor.

The following list outlines additional supports provided for our English Learners:

· Counselors are given spreadsheets of their EL and RFEP students along with English and Math final marks each semester.

· Each semester the administrator in charge of EL and RFEPs meet with the counseling staff to verify that all the students are being monitors and intervention is offered throughout the school year.

· At the beginning of each semester, English teachers, and Math teachers are given the prior year's final grade in their field. This allows a better focus on the struggling students.
· The EL coordinator meets with all departments during Department PD time to further understand the needs of the EL population. Additional support or professional development is planned according to their input. · We have added monthly Language Appraisal Team, LAT, meetings to our school calendar. The group is comprised of all department chairs, instructional coaches, intervention coordinators, EL coordinator and administration. Primary
purpose of LAT is to learn and discuss strategies for implementing ELD standards and literacy for our EL students throughout the curriculum.
· Language fluency is identified on all class attendance sheets.
· Monthly ELAC meetings discuss with parents the academic interventions that are available to their students. · Since laptops are given to every student at El Camino, this allows translation and reading levels for our EL Students.
· One of our Assistant Principals and the Executive Director are our bilingual liaisons for Spanish speaking parents. We have a math teacher who can help us with Farsi speaking parents.
In addition to all supports described in this section, our low-income students have access to the following unique supports: · Bus passes are purchased by the school to improve attendance.
· Although all students here receive a laptop while they attend ECR, library hours with Wi-Fi accessibility were added to target this population.
· FRPM students are eligible for a free Hot-Spot WIFI device.
· PE uniform and school supplies are provided when needed.

A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.

Homeless and Foster Care
Two years ago, we established a Homeless/Foster/Migrant Youth Liaison who works with LAUSD to coordinate extra services for those students who require it. Additionally, our school entered into an MOU to provide Mental Health Services to our Title I, Foster, and group home students.
Students who are homeless or are in foster care and are having difficulty attending school on a regular basis due to home environment circumstances are given the option of Independent Study with the extra support of coming to school and sitting in a class whenever they can. School supplies, PE uniform, bus passes are also provided if needed.

Instructions

Plan Summary
Stakeholder Engagement

Goals and Actions

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

For additional questions or technical assistance related to the completion of the LCAP template, please contact the local COE, or the California Department of Education's (CDE's) Local Agency Systems Support Office by phone at 916-319-0809 or by email at lcff@cde.ca.gov.

Introduction and Instructions

The Local Control Funding Formula (LCFF) requires LEAs to engage their local stakeholders in an annual planning process to evaluate their progress within eight state priority areas encompassing all statutory metrics (COEs have ten state priorities). LEAs document the results of this planning process in the Local Control and Accountability Plan (LCAP) using the template adopted by the State Board of Education.

The LCAP development process serves three distinct, but related functions:

- **Comprehensive Strategic Planning:** The process of developing and annually updating the LCAP supports comprehensive strategic planning (California *Education Code* [*EC*] 52064(e)(1)). Strategic planning that is comprehensive connects budgetary decisions to teaching and learning performance data. Local educational agencies (LEAs) should continually evaluate the hard choices they make about the use of limited resources to meet student and community needs to ensure opportunities and outcomes are improved for all students.

- **Meaningful Stakeholder Engagement:** The LCAP development process should result in an LCAP that reflects decisions made through meaningful stakeholder engagement (*EC* 52064(e)(1)). Local stakeholders possess valuable perspectives and insights about an LEA's programs and services. Effective strategic planning will

incorporate these perspectives and insights in order to identify potential goals and actions to be included in the LCAP.

- **Accountability and Compliance:** The LCAP serves an important accountability function because aspects of the LCAP template require LEAs to show that they have complied with various requirements specified in the LCFF statutes and regulations, most notably:

Coversheet

Discuss Collective LAUSD SELPA Notification Letter

Section: V. School Business
Item: E. Discuss Collective LAUSD SELPA Notification Letter
Purpose: Discuss
Submitted by:
Related Material: Collective LAUSD SELPA Notification Letter.pdf

June 30, 2022

Anthony Aguilar
Chief of Special Education, Equity, and Access
Division of Special Education
Los Angeles Unified School District
333 South Beaudry Ave, 17th Floor
Los Angeles, CA 90017

Dear Mr. Aguilar,

The special education partnership between LAUSD and the charter school community continues to be instrumental in improving services and outcomes for students with disabilities across Los Angeles, especially in light of the challenges brought by the COVID 19 pandemic. On behalf of charter schools participating in the Charter Operated Programs: Option 3 ("COP3"), I am writing to express our gratitude for this ongoing collaboration.

Over the past decade, the COP3 has led to the development of a robust charter school special education infrastructure that expanded the range of innovative high-quality special education programs. Today, more than 200 charter schools in the COP3 serve over 14,000 students with disabilities, 2,500 of whom are students with extensive support needs. This is a testament to the fact that charter schools are an integral part of the continuum of special educational options within LAUSD and that our ongoing work together ensures that students and families are able to receive appropriate supports and services regardless of which type of school they attend.

We also recognize that special education arrangements within the LAUSD SELPA are subject to change. For this reason, charter schools must take the necessary steps to preserve their ability to exit the SELPA should such action be in the best interest of their students. Please accept this letter as notification that the undersigned charter schools reserve the right to exit the LAUSD SELPA effective July 1, 2023.

Please note that this letter is not binding upon the undersigned charter schools and serves the requisite administrative function of providing a one-year notice of intent to exit the SELPA. If, in consideration of all options, the charter schools find that it is not in the best interest of their students to exit the SELPA, they will remain with the LAUSD SELPA for the 2023-24 academic year.

We look forward to ongoing partnership in the service of all of our students and families.



Brian Bauer
Executive Board Chair, LAUSD Charter Operated Programs, Option 3
Executive Director, Granada Hills Charter School

CC: Maribel Luna, Senior Director, Special Education
Dixon Deutsch, Director, Charter Operated Programs, Division of Special Education
Jose Cole-Guttierez, Director, Charter Schools Division
Alexa Slater, California Department of Education