

NOTICE OF PUBLIC MEETING
of the
Board of Directors of
SOMERSET ACADEMY OF LAS VEGAS

Notice is hereby given that the Board of Directors of Somerset Academy of Las Vegas, a public charter school, will conduct a telephonic public meeting on August 25, 2016; beginning at 2:00 p.m. The call-in information is as follows:

Call-in Number: 1-866-244-8528

Access Code: 251188#

The public is invited to attend. Anyone who wishes to make public comment is welcome to attend the meeting at 1378 Paseo Verde Parkway, Suite 200, Henderson, Nevada 89012.

Attached hereto is an agenda of all items scheduled to be considered. Unless otherwise stated, the Board Chairperson may 1) take agenda items out of order; 2) combine two or more items for consideration; or 3) remove an item from the agenda or delay discussion related to an item.

Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend or participate at the meeting. Any persons requiring assistance may contact Jennifer Elison at (702) 431-6260 or jennifer.elison@academicnv.com two business days in advance so that arrangements may be conveniently made.

Public comment may be limited to three minutes per person at the discretion of the Chairperson.

AGENDA

August 25, 2016 Meeting of the Board of Directors of Somerset Academy of Las Vegas

(Action may be taken on those items denoted “For Possible Action”)

1. Call to order and roll call. (For Possible Action).
2. Public Comment and Discussion. (No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.).
3. Discussion and Possible Action Regarding the Participation in the National School Lunch Program. (For Possible Action.)
4. Discussion and Possible Action Regarding the Appointment of a School Lunch Vendor. (For Possible Action.)
5. Public Comments and Discussion. (Discussion.)
6. Adjournment. (For Possible Action.)

This notice and agenda has been posted on or before 9 a.m. on the third working day before the meeting at the following locations:

- (1) 385 W. Centennial Parkway, North Las Vegas, Nevada 89084
- (2) 7038 Sky Pointe Drive, Las Vegas, Nevada 89131
- (3) 50 N. Stephanie St., Henderson, Nevada 89074
- (4) 4650 Losee Road, North Las Vegas, Nevada 89081
- (5) North Las Vegas City Hall, 2250 Las Vegas Blvd. North, North Las Vegas, Nevada.
- (6) Henderson City Hall, 240 South Water Street, Henderson, Nevada.
- (7) Las Vegas City Hall, 495 S. Main St., Las Vegas, Nevada.
- (8) Academica Nevada, 1378 Paseo Verde Parkway, Suite 200, Henderson, Nevada 89012

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: August 25, 2016
Agenda Item: 3 - Discussion and Possible Action Regarding Participation in the National School Lunch Program.
Number of Enclosures: 3

SUBJECT: Participation in National School Lunch Program

Action
 Appointments
 Approval
 Consent Agenda
 Information
 Public Hearing
 Regular Adoption

Presenter (s): John Barlow/Becca Fitzgerald

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 5-10 minutes

Background: Discussion and possible action regarding Somerset Academy's participation in the National School Lunch Program.

Submitted By: Staff

BRIAN SANDOVAL
Governor

STATE OF NEVADA

JAMES R. BARBEE
Director

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DEPARTMENT OF AGRICULTURE

405 South 21st Street
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Telephone (775) 353-3601 Fax (775) 353-3661
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August 11, 2016

John Barlow, Executive Director
Somerset Academy
4650 Losee Rd
North Las Vegas, NV 89081

Dear Mr. Barlow,

The Nevada Department of Agriculture, Food and Nutrition Division has reviewed your documentation submitted to support a contract with the proposed meal vendor "NSLP Solutions". Per the attached numbered memo, NSLP 2016-37 issued on May 4th, 2016 the Nevada Department of Agriculture requires the use of a template RFP for procurement of a meal vendor and the written approval of such contract before execution. In addition to the National School Lunch and School Breakfast Program regulations found in 7 CFR 210 and & CFR 220, the federal regulations governing procurement and allowable costs found in 2 CFR 200 also apply to the National School Lunch and School Breakfast Programs. Such regulations state that contractors must be able to responsibly perform such work being contracted. Per 2 CFR Part 200.318(h) "The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources".

Federal regulations (2 CFR Part 200.318) also require NDA to review each meal vendor contract (including all supporting documentation) to ensure compliance with all of the provisions and standards set forth before execution of the contract by either party.

At this time, we are unable to approve a contract with this vendor "NSLP Solutions" for the following reasons:

1. The Request for Proposal requires submission of a copy of the Offeror's recent State or local "Permit to Operate" health certificate for the facility in which it prepares the

- meals. Such a permit for a local facility in which the meals will be prepared was not submitted.
2. Legible copies of the Offeror's past two food safety inspection reports were not provided.
 3. Information was not provided if any charter school contracts had been terminated, only that "In the Nevada Market, there are no contracts that have been discontinued". Any charter school contracts that have been terminated must be disclosed.
 4. No evidence of a current facility to produce vended meals was provided such as a fully executed lease or required permits for the proposed vendor for a local facility in which to produce such meals.

Per the above referenced memo, executing a contract that does not have prior approval by NDA may result in prohibition of use of funds from the non-profit school food service account to pay contract fees or charges. Unallowable costs paid from the non-profit school food service account, such as fees paid for a contract that is not an allowable use of funds from the non-profit school food service account may be required to be repaid to the Nevada Department of Agriculture.

If you have any questions or need any further assistance please feel free to contact me directly at (775) 353-3751 or via email at cpeters@agri.nv.gov

Sincerely,

A handwritten signature in blue ink, appearing to read 'Catrina Peters', with a long horizontal flourish extending to the right.

Catrina Peters MS, RD
School Nutrition Services Manager

cc: Donnell Barton, Administrator, Nevada Department of Agriculture
Patricia Hoppe, Deputy Administrator, Nevada Department of Agriculture
Lauren Kohut-Rost, Somerset Academy
Becca Fitzgerald, Academica



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May 4, 2016

MEMORANDUM

NSLP 2016-37
RCCI 2016-28

To: Child Nutrition Sponsors

From: Food and Nutrition Division

Subject: Vended Meal Templates for School Year 2016 17

A vended meal contract is to be used when a National School Lunch Program (NSLP) sponsor enters into an agreement with a meal vendor for the preparation, delivery and/or pick up of unitized meals with or without milk which will be claimed for reimbursement for the NSLP. The aggregate amount of meal vending cost (0-\$150,000 or more) will determine the type of procurement needed to acquire such meals as identified in 2CFR 200.320 and includes Micro Purchase procedures, Small Purchase procedures, Sealed bids, Competitive proposals, and non-competitive proposals.

The contract between a School Food Authority (SFA) and a meal vendor is a major factor in assuring a meal service that not only meets the best interest of the SFA but also conforms to USDA and State requirements in a cost effective manner. The Nevada Department of Agriculture (NDA) must ensure that the vended meal contract includes all required provisions and does not contain any unallowable provisions. Program regulations (2 CFR Part 200.318) require NDA to review each meal vendor contract (including all supporting documentation) to ensure compliance with all of the provisions and standards set forth before execution of the contract by either party. Contracts must be made of duration no longer than one year.

NDA has developed templates for the solicitation of a meal vendor that are required to be used. Please contact NDA to acquire such templates prior to engaging in the solicitation of a meal vendor. Once a solicitation has been released and a meal vendor has been selected, the proposed contract must be submitted to NDA for review and written approval of the contract must be given by NDA prior to the contact being executed.

Executing a contract that does not have prior approval by NDA may result in prohibition of use of funds from the non-profit school food service account to pay contract fees or charges.

If you have any questions please contact Catrina Peters, School Nutrition Services Manager, at (775) 353-3751.

USDA MEMO: NA

SOMERSET ACADEMY OF LAS VEGAS – LOSEE MHS CAMPUS, LOSEE ES CAMPUS AND NORTH LAS VEGAS CAMPUS: NSLP IMPLEMENTATION – EXPANSION GRANT IMPLICATIONS

- A decision to “table” NSLP implementation equates to that of redefining the **FULL** implementation date from 2016/17 school year to 2017/18 school year.
- What the term “tabling” does not equate to is that of moving away from NSLP implementation. This is especially true given the following:
- To date, the three campuses have:
 - Invested financial resources with the hiring of appropriate staff \$75,000.00. While professional development and informational meetings have been held for administrators and school personnel – not all have been able to partake in the various meetings and trainings conducted to date. This is especially indicative of the recent hiring of personnel to work and support the schools’ lunch programs. Ongoing professional development/training would be conducted through the 2016/17 school year in preparation for FULL NSLP implementation 2017/18.
 - Crafted, adopted and embraced a Wellness Policy that clearly redefines each campus’ approach to nutrition and physical activity. This policy will be implemented as of the start of the 2016/17 school year. Schools will report their progress towards meeting each of the three goals indentified in this policy. A Somerset Academy of Las Vegas Wellness Advisory Group will be implemented as well. Smart Snacks in Schools will be adhered to at each of the three campuses whether it be through vending machines, student stores, fundraising, snacks in classrooms or snacks after school. The 2016/17 school year will allow Somerset Academy to more fully engage the communities being served to further strengthen each campus’ commitment to enhanced nutrition and physical activity opportunities for students being served.
 - Identified kitchen equipment necessary to fully support NSLP implementation.
 - Adopted a HACCP (Hazard Analysis and Critical Control Point) -based food safety program in direct alignment to USDA requirements for schools participating in the NSLP (food safety program). This food safety program will be implemented as of the start of the 2016/17 school year with ongoing professional development identified and provided to personnel over the course of the 2016/17 school year.
 - Identified a Point-of-Sale (POS) system that serves to ensure that there is no overt identification of students receiving free or reduced lunches. The schools are \$26,000.00 to implement this program with accompanying professional development set to occur in September 2016. Note: This was the earliest that Infinite Campus personnel could provide this critical initial training. The 2016/17 school year affords personnel the time

necessary to refine this system to ensure compliance with USDA's NSLP requirement that there be no overt identification of students identified to be eligible for free or reduced lunches. Emphasis on the confidentiality of this data as well.

- Committed to providing Civil Rights Professional Development to all staff as of the start of the 2016/17 school year.
- Committed to identifying a vendor that will produce and serve meals that are compliant with the requirements both stipulated by NSLP and approved by NDA as is required. This commitment extends to that of establishing a relationship between school and vendor that further serves to meet the needs of the school communities being served as identified by each campus' leadership team.
- Committed to comply with the Professional Standards for All School Nutrition Program Employees (identification of a prescribed number of professional development hours that must be provided and tracked for employees involved with NSLP). Note: Various professional development activities have been provided to date; however, the identification of ongoing support has been identified as well – especially with recent hiring of key personnel who will be directly involved with NSLP. The 2016/17 school year affords Somerset schools the time in which to address this important element of NSLP implementation.
- Drafted requisite NSLP documents to parents/guardians: Frequently Asked Questions About Free and Reduced Price Meals, Applications, How to Apply...in both English and Spanish. The 2016/17 school year will be utilized to more fully discuss NSLP program with each of the schools' communities as they provide necessary information regarding Approved Snacks, physical activity emphasis, etc. to parents/guardians over the course of the school year.
- Identified an applications collection and review process whereby eligibility determinations are made for Somerset families.
- Identified an Appeals Hearing process whereby Somerset families can appeal eligibility decisions.
- Adopted a Policy statement relative to NSLP implementation in accordance with NDA requirements.

To date, the Somerset Academy of Las Vegas Board has demonstrated its commitment to supporting the schools' leadership vision of implementing NSLP by:

- Board approval of NSLP to be implemented during the 2016-17 school year.
- Board approved the Somerset Academy of Las Vegas Wellness Policy.
- Board approved the procurement of kitchen equipment at a cost of \$14,000.00.
- Board approved the delay of the NSLP implementation in order to move through the process with fidelity

As with any endeavor of this magnitude, a Charter system may come to the conclusion that a decision to delay the actual **FULL** implementation be made to

ensure that said implementation occurs with integrity, commitment and fidelity. That the time necessary to fully and seamlessly implement said program is afforded to the dedicated professionals working daily with their students. The delay with regard to FULL implementation of NSLP allows the schools to utilize the 2016/17 year as one of preparation. All of the above-identified actions/commitments will be evidenced on the three campuses over the course of the 2016/17 school year. Mock administrative reviews (in alignment to NDA specifications) will be conducted over the course of the year to identify any areas requiring attention so that appropriate steps may be taken in advance of FULL implementation. The additional year of preparation will allow for Somerset Academy of Las Vegas to work through the Public Schools Charter Authority to identify a process whereby predetermined eligibility of categorically eligible students can be made (Direct Certification). Finally, there will be ongoing professional development targeting NSLP reporting requirements over the course of the school year.

Somerset Academy of Las Vegas – Losee MHS Campus, Losee ES Campus and North Las Vegas Campus have identified the 2016/17 school year as that of a planning and preparation year in advance of FULL NSLP implementation. The opportunity to put all personnel and systems in place with mock audits providing substantive feedback will serve to provide for a seamless implementation as of the 2017/18 school year; subsequently mitigating NDA findings resulting in the identification of corrective actions being required by the schools.

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: August 25, 2016
Agenda Item: 4 - Discussion and Possible Action Regarding the Appointment of a School Lunch Vendor.
Number of Enclosures: 1

SUBJECT: Appointment of School Lunch Vendor

Action
 Appointments
 Approval
 Consent Agenda
 Information
 Public Hearing
 Regular Adoption

Presenter (s): John Barlow/Becca Fitzgerald

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 5-10 minutes

Background: Discussion and possible action regarding the Appointment of a School Lunch Vendor for Somerset Academy.

Submitted By: Staff

RFP RUBRIC	NSLP	THREE SQUARE	CCSD
MENU/NUTRITIONAL COMPLIANCE	35	17.5	35
PRICING	40	40	40
EXPERIENCE	30	25	30
QUALITY OF CONTROL	15	25	30
TASTE	35	29.17	17.5
LEVEL OF SERVICE	29.5	24	25
TOTALS	184.5	160.67	177.5

COMMITTEE MEMBERS: Francine Mayfield, Alia Rothstein, Kate Lackey

DATE: July 26, 2016