

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 30, 2024

NUMBER: 24-148

FR: Office of the Superintendent

SUBJECT: Approval of FY25
Contracted Business
Services – Food Service

ABSTRACT:

Board approval is required for all contracts and agreements of \$ 50,000 or more.

ISSUE:

At issue is the approval of a Memorandum of Agreement (MOA) between NWABSD and Amber Colvin, DBA: Savory Solutions for Fiscal Year 2024-2025, not to exceed \$128,000 for contracted business services – food service.

BACKGROUND AND/OR PERTINENT INFORMATION:

The District is in need of contracted business services for food service management. A permanent position has been posted since May of 2022, and previously contracted with a person in New York for under \$50k a year, and this contract worked while virtual reviews were approved, however, our District needs someone closer to the region to do in person site reviews and that is on the same daily schedule as our staff to respond to their needs timely.

Savory Solutions offers contracted business services for food service management at a reasonable daily rate and is located in Nome, AK, a short flight from our region. The District must employ or contract a Food Service Manager to comply with all of the requirements that the District's Food Service program brings (see attached request & list of duties). This employee or contractor must meet the minimum education requirements listed in the Hiring Standards for School Nutrition Directors in Alaska Dept of Ed School Nutrition Programs Administrative Handbook.

This is a contract increase of \$18,000 from FY24-FY25

Contracted Business Services for Food Service costs include payment at a daily rate of \$510 and reimbursement for out-of pocket travel expenses, for the work associated with managing the District's Food Service program. The MOA, which includes costs for travel, is not to exceed \$128,000.

Funding Source: District Food Service Fund, supplemented by federal, grant, and general funds

ALTERNATIVES:

1. Approve the MOA for Contracted Business Services – Food Service with Savory Solutions not to exceed \$128,000;
2. Disapprove the MOA for Contracted Business Services – Food Service with Savory Solutions;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATIONS:

The Administration recommends that the Board approve the MOA for Contracted Business Services – Food Service with Savory Solutions not to exceed \$128,000.



Amber Colvin
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March 19, 2024

Megan Williams, Director of Administrative Services
PO Box 51
Kotzebue, AK 99752

Dear Northwest Artic Borough School District,

Thank you very much for allowing me to present this work proposal for a renewed contract as the food service department manager position. My proposal is for work that runs from July 1st, 2024, to June 13th, 2025, for a total of 220 working days. A schedule of proposed workdays is attached. The contracted rate would be \$510 per day without any district paid benefits and includes a 7% cost of living adjustment. Any holidays where the schools are closed would be unpaid holidays.

The contractor would schedule travel into the district as specified by the Director of Administrative Services. The USDA requires that each school site serving meals have a yearly in-person review of services scheduled to ensure compliance. Travel would be scheduled to each site to complete these reviews and in-person training and support for any secretaries, principals, and point of service personnel would be provided. Travel days would be compensated at the specified regular daily rate plus a per diem of \$60/day. Additional site visits may be scheduled as deemed necessary by the Director of Administrative Services. The NWABSD would provide reimbursement for travel, and lodging expenses.

NWABSD will provide electronic equipment for business purposes to include a laptop, scanner, and a small printer. The technology department of the NWABSD will enable access to the food service department shared drive so necessary files can be viewed and uploaded for district use. Any necessary postage fees and small office supplies will be reimbursable by the district with provided receipts. As an independent contractor, I would be responsible for ensuring the availability of internet access, and a working phone line for contact purposes.

In order to ensure that the food service department stays informed of program changes and updates, professional development is key. This includes attendance to the DEED school nutrition program annual training from July 29th, through April 2nd, 2024, and the Alaska School Nutrition Association conference in January 2025 in Anchorage, AK. Receipts, proof of participation and any applicable completion certificates will be supplied along with reimbursement requests. NWABSD would reimburse travel, lodging, and per diem.

Should either party decide to discontinue this agreement, a minimum of 30 days' notice shall be given. See attachment for a list of department duties to be performed. Thank you for your time and consideration.

Sincerely,

Amber Colvin

Savory Solutions

Food Service Department Duties

DAILY

Review and respond to all food service department emails and phone calls
Manage the Revtrak system

- Accept credit/debit payments
- Notify payee and Accounting Department of payments
- Document Food Service payments in the Power Lunch System

WEEKLY

Review weekly meal counts

- Save weekly meal counts out of Power Lunch System or sent by sites
- Notify sites of any missing counts
- Attend all weekly state round table meetings and/or any mandatory trainings
- Update the Director of Administrative Services with any new information

BI-WEEKLY

- Place FFVP Orders with contractor vendor
- Notify sites of FFVP delivery (weekly/biweekly)
- Send monthly newsletters to teachers and students (weekly/biweekly)

MONTHLY

- Process NSLP Claims for all sites by CNP deadline
- Check Primero Edge program for student matches and updates and update daily as needed
- Save all State program bulletins, announcements, claims, and billings to share drive
- Send out staff meal account billings with transaction reports
- Ensure that all payments were added to Power Lunch System
- Notify staff of any changes to individual accounts

ANNUALLY

- Provide Inservice Training to all district staff with food service involvement
- Perform annual reviews for NSLP/SBP for all district school sites
- Complete Site Review Summary Report for NSLP/SBP
- Complete the annual DEC site inspection food safety report
- Document Professional Standards Training
- Complete NSLP/SBP program renewal forms
- Evaluate departments for needed equipment
- Request inventory from NMS at year end
- Work with the Food Bank of AK to coordinate AK Meals to You program enrollment and food deliveries to enrolled students during the summer of 2024 and 2025