



Brownsville Independent School District

Agenda Category: General Function
Contracts/MOU Board of Education Meeting: 03/07/2023

Item Title: Memorandum of Understanding Between X Action
Chef Ann Foundation's Get Schools Information
Cooking Program and Brownsville ISD Discussion

BACKGROUND:

The Chef Ann Foundation is dedicated to ensuring that school food professionals have the resources and support they need to provide fresh, healthy, delicious meals that support the health of children. The Chef Ann Foundation's Get Schools Cooking (GSC) Grant was created to support school districts in the U.S. with comprehensive support in shifting from heat and serve to a scratch cooking model. The Get Schools Cooking Program will guide selected districts through an intensive three-year operational program that includes in-person workshops for food service district professionals, on-site assessment, recommendations, and strategic planning, along with peer-to-peer collaboration and access to a Technical/Equipment Assistance Grant. The program has a value of nearly \$250,000 per participating (depending on district size).

FISCAL IMPLICATIONS:

There is no cost to the district.

RECOMMENDATION:

Recommend approval to enter into a Memorandum of Understanding (MOU) between The Chef Ann Foundation Get Schools Cooking (GSC) Program and Brownsville ISD to introduce new scratch-cooked recipes, add new local foods, lessen highly processed foods, and gain community support. MOU shall be for three years, which include two years of progress and program evaluation.

Approved for Submission to Board of Education:

Jackie Cruz
Submitted by: Principal/Program Director

Dr. Nellie Cantu 2/27/23
Recommended by: Asst. Supt./CFO

Miguel Salinas
Reviewed by: Staff Attorney

Dr. Nellie Cantu
Approved by: Deputy Superintendent

Dr. René Gutiérrez
Dr. René Gutiérrez, Superintendent

2/21/2023



Brownsville Independent School District

Agenda Category: General Function Board of Education Meeting: 03/07/2023

Item Title:	<u>Memorandum of Understanding Between</u>	<u>X</u>	Action
	<u>Chef Ann Foundation's Get Schools</u>	<u> </u>	Information
	<u>Cooking Program and Brownsville ISD</u>	<u> </u>	Discussion

BACKGROUND:

In the 2022-2023 program year, the Chef Ann Foundation Get Schools Cooking (GSC) grant application had an unprecedented amount of interest from school districts throughout the nation wanting to participate in the fifth (5th) Cohort of Get Schools Cooking. The application process was extremely competitive with over seventy (70) districts throughout the nation applying with only seven (7) selected to participating in the grant program.

Isela Vieyra

From: Priscilla Lozano <plozano@808West.com>
Sent: Monday, February 13, 2023 1:12 PM
To: Isela Vieyra
Cc: Miguel Salinas; Lea Ohrstrom; Minerva Almanza
Subject: Re: MOU -Get Schools Cooking (GSC)

CAUTION: This email originated from outside of Brownsville ISD. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

This agreement is approved as to form.

Sincerely,

Priscilla


ODC
O'HANLON, DEMERATH & CASTILLO
Attorneys and Counselors at Law

Priscilla A. Lozano

Partner
808 West Ave
Austin, Texas 78701
Office: 512-494-9949
Facsimile: 512-494-9919
Email: plozano@808west.com
www.808west.com

From: Isela Vieyra <jivieyra@bisd.us>
Sent: Friday, February 10, 2023 11:09 AM
To: Priscilla Lozano <plozano@808West.com>
Cc: Miguel Salinas <miguelsalinas@bisd.us>; Lea Ohrstrom <lohrstrom@808West.com>; Minerva Almanza <malmanza1@bisd.us>
Subject: RE: MOU -Get Schools Cooking (GSC)

Good morning Ms. Lozano,

Please take a look at the attached MOU. Thank you!

Isela Vieyra Rios | Legal Assistant to Miguel Salinas | Staff Attorney | Phone: 956.698.6379
Brownsville Independent School District | 1900 East Price Road | Brownsville, TX 78521

 **Go Green!** Please do not print unless completely necessary.

Isela Vieyra

From: Isela Vieyra
Sent: Monday, January 30, 2023 9:58 AM
To: Priscilla Lozano
Cc: Miguel Salinas; Kevin O'Hanlon; Lea Ohrstrom; Minerva Almanza
Subject: MOU -Get Schools Cooking (GSC)
Attachments: GSC MOU Brownsville .pdf

Good morning Ms. Lozano,

I have attached the above-mentioned MOU for your review and approval.

Thank you,

Isela Vieyra Rios | Legal Assistant to Miguel Salinas | Staff Attorney | Phone: 956.698.6379
Brownsville Independent School District | 1900 East Price Road | Brownsville, TX 78521

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Approved as to form
Miguel Salinas



Get Schools Cooking

Memorandum of Understanding (MOU)

Chef Ann Foundation & Brownsville Independent School District

This MOU dated the 23rd day of January 2023 between Chef Ann Foundation (CAF), a nonprofit corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code representing Get Schools Cooking (GSC), and Brownsville Independent School District outlines the expectations and timeline under which CAF shall provide the District with in-kind services under the program name Get Schools Cooking (GSC). All related expenses including workshop travel, assessment and strategic planning costs will be provided, valued at approximately \$147k, with the additional opportunity of a systems assistance grant based on district size and/or need.

Get Schools Cooking Overview:

Chef Ann Foundation's Get Schools Cooking (GSC) program is for school districts that are planning to or are currently transitioning their food service operations from heat and serve processed foods to whole foods that are cooked from scratch. Food service directors and their teams are guided through a structured process in an intensive three-year operational program. A primary component of the program is an assessment of the District's current operations. This is a key step towards enriching and building a stronger food service program because it allows the District to identify opportunities and challenges to accomplish its food service department's goals.

CAF through the GSC initiative works with selected districts through a program that includes

- A workshop for food service directors
- On-site assessment resulting in a report of findings and recommendations
- Assessment debrief with District leadership followed by a strategic planning session;
- Virtual and on-site technical assistance to help District address assessment recommendations
- Evaluation of district progress including interviews and data collection in partnership with the Gretchen Swanson Center for Nutrition



- Application process for an additional \$35,000 cash grant upon completion and/or progress in steps 1-5

Duties and Responsibilities of School District:

- **District agrees to participate in GSC including all the following activities and services:**
 - Directors Workshop – Bellingham, Washington (February 5-8, 2023): District will participate (in person) in the Directors Workshop, which provides the foundational strategies for accomplishing a transition to a whole foods based, scratch-cooked meal program model. It will target food, finance, facilities, human resources, and marketing.
- **Multi-Day On-site Assessment and Technical Assistance (dates determined in collaboration with District):**
 - GSC consultants will visit Brownsville Independent School District to observe and assess food services' day-to-day operations and processes. District will actively support the assessment process by providing access and records to GSC consultants. Records will include public and confidential food service department information and district data covering the areas of, but not limited to: human resources, financial records, accounting practices, procurement, warehouse and delivery, meal counts, eligibility and enrollment data and other information as required ([See Exhibit A](#)). GSC Consultants will schedule a conference call with the District eight weeks prior to the scheduled assessment to discuss the data/document request process. District will provide the requested documents via Google Drive and SCALE assessment to the consultant team no later than four weeks prior to the scheduled on-site assessment. The assessment visit also includes observation visits to all district food service facilities (production kitchens, warehouses, schools) and meetings with key District personnel and District stakeholders. Post-visit analysis will result in a report of findings and recommendations that will be used as a basis for the strategic planning session and technical assistance.
- **Virtual Debrief Presentation and Strategic Planning (date to be determined in collaboration with District):**
 - District will participate in a debrief presentation followed by a strategic planning session. The debrief is a high-level overview of the findings of the assessment. The typical attendees for the debrief session are the superintendent, the food service director's supervisor,



director of business or CFO, director of human resources, and the food service director. The district may also include other stakeholders, as they see fit, like the assistant superintendent of education, school site principals or board members. Immediately following the debrief, the food service director, their supervisor and others (depending on the district) will participate in a strategic planning session that focuses on the recommendations and next steps identified in the assessment. The session will be led by the GSC team.

- **Technical Assistance:**

- GSC will provide both virtual and on-site technical assistance to the District for strategic plan management and key areas of focus. District will participate in quarterly strategic planning calls with CAF school food operations specialists to discuss key actions taken in the prior quarter and goals for the next quarter.
- Ten quarterly, offsite technical training work sessions will be scheduled with districts according to their calendars, upon completion of their strategic plan to co-design key operational aspects with CAF experts in each area. Sessions focused on key content areas will be on an ad hoc basis.
- Onsite technical assistance will include two visits, one in the months/year following the assessment and one the subsequent year for a week at a time. Each onsite technical assistance visit will include a review of the strategic plan and implement targeted strategies to meet the identified recommendations. Brownsville Independent School District must use TA hours and on-site support within the program timelines or they will be forfeited.

- **Program Evaluation:**

- Procurement Evaluation: Evaluation of each district will include an additional assessment for each district to be completed by the Good Food Purchasing Program (GFPP). GFPP will take a deeper dive into district procurement practices and sustainability by collecting relevant procurement data. The GFPP assessment process will include baseline and ending assessments, including in-depth analysis and reporting of the five Good Food Purchasing Program values, analyst support in vendor outreach and information requests, two hours of technical assistance to support development of an action plan and implementation strategies in coordination with GSC technical assistance, and access to Purchase Browser, Good Food Operators Peer Learning Network, and online tools and resources.
- Scratch Cooking Evaluation: District will participate in baseline and follow-up interviews with the Gretchen Swanson Center for Nutrition to collect qualitative data and progress in



addressing assessment recommendations. Qualitative data collection typically consists of multiple interviews at each key point in time due to the amount of content needed to cover. District must also provide requested data annually for two years following the Strategic Planning Session. This data will be used to develop baseline and follow up Healthy Meal Scores.

- **Media, Promotion and Publication:**

- District confirms ownership of all rights to the materials submitted with the application and used in program evaluations (“Materials”). By submission of such Materials to Chef Ann Foundation (“CAF”), hereby (i) grant to CAF the perpetual, non-exclusive, worldwide right and license to use the Materials for any and all purposes in connection with CAF’s mission and the Get Schools Cooking program, including, without limitation, as part of CAF social media initiatives and in CAF publications; and (ii) consent to being added to CAF’s email newsletter distribution list, understanding that District can opt out of receiving the newsletters at any time.

Responsibilities of Get Schools Cooking:

- **Program Expenses:** Program will cover the following costs:
 - Travel expenses and accommodations for two District personnel to attend the Director’s Workshop will be provided via a reimbursement process.
 - Fees and expenses for assessment will be provided.
 - Fees and expenses for debrief and strategic planning will be provided.
 - Fees and program costs for follow-up virtual and on-site technical assistance will be provided.
 - Fees and expenses for evaluations will be provided.
 - Upon completion of workshop, assessment and strategic planning, as well as progress in utilizing technical assistance and completing evaluation requirements, District will be invited to apply for a one-time \$35,000 systems assistance grant.

Program Timeline:

- District data collection process will be timed according to the assessment schedule and will begin with a phone consultation with GSC consultants.



- Workshop in Bellingham, Washington on February 5-8.
- District on-site assessment will be scheduled individually with each district according to CAF Staff Availability and logical travel planning according to geographic location.
- District on-site assessment, debrief presentation and strategic planning will be scheduled individually with each district according to CAF staff availability and logical travel planning according to geographic location.
- Virtual and on-site technical assistance will occur following the District's strategic planning session and must be utilized within two years. On-site visits will be scheduled individually with each district according to consultant availability and logical travel planning according to geographic location.
- District will apply for a systems assistance grant within 12 months post-strategic planning.
- District will participate in baseline and follow-up progress reports, complete evaluations, and provide outcome data annually for two years.

Program Term:

The Term of this Agreement shall be for three years, which include two years of progress and program evaluation. Should the food service director of the District leave during the time period of this agreement, it is the District and new leadership's responsibility to carry out agreement terms in their absence. The term may conclude earlier, however, if a party hereto is in breach. Meaning a party 1) fails or refuses to perform its duties or fulfill its responsibilities in accordance with the Agreement; or 2) fails to substantially and materially comply with the essential terms of this Agreement and fails to cure its breach within thirty (30) days of written notification by the other party stating with specificity the alleged breach or default. Notice will be void if the alleged breach is remedied within that period.



Commitment to Partnership:

- The project partners agree to the contribution and deliverables outlined above.
- We, the undersigned, have read and agree with this Program Agreement.

**BROWNSVILLE INDEPENDENT SCHOOL
DISTRICT**

CHEF ANN FOUNDATION

Signature: _____

Signature: *Mara Fleishman*

Name: _____

Name: Mara Fleishman

Title: _____

Title: Chief Executive Officer

Date: _____

Date: Jan 24, 2023

Phone: _____

Email: _____

Address: _____

Signature: _____

Name: _____

Title: _____

Date: _____

Phone: _____

Email: _____

Address: _____






Request for Signature: GSC MOU Brownsville

Final Audit Report

2023-01-24

Created:	2023-01-24
By:	Juni Elston (juni@chefannfoundation.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAACWrQuwrLoxQpg5xATP6qQHGGEyXlaKZH

"Request for Signature: GSC MOU Brownsville" History

-  Document created by Juni Elston (juni@chefannfoundation.org)
2023-01-24 - 4:34:54 PM GMT
-  Document emailed to Mara fleishman (mara@chefannfoundation.org) for signature
2023-01-24 - 4:35:14 PM GMT
-  Email viewed by Mara fleishman (mara@chefannfoundation.org)
2023-01-24 - 5:21:04 PM GMT
-  Document e-signed by Mara fleishman (mara@chefannfoundation.org)
Signature Date: 2023-01-24 - 5:22:02 PM GMT - Time Source: server
-  Agreement completed.
2023-01-24 - 5:22:02 PM GMT

Data Requested for Get Schools Cooking Food Service Assessment

NOTE: A conference call to discuss data collection will be scheduled with GSC Consultants 8 weeks prior to your scheduled assessment. A Google Drive location for your district will be provided for securely sharing documents without email.

Accounting and Fiscal: Please export all data in Excel format, whenever possible.

1. USDA Breakfast and Lunch count data from the POS by month, meal type, location, and number of serving days.
 - a. SY 2018-19
 - b. SY 2019-2020, August through February only
 - c. SY 2021-22 year to date

If applicable:

- CACFP Preschool meal/snack counts for the same time periods by month and site including serving days.
- After-school Snack program counts for the same time periods by month and site including serving days.
- CACFP Supper Program counts for the same time periods by month and site including serving days.
- A la carte foods sales data broken out by student and adult sales by school site for the same time periods by month, site, and serving days.

2. October Reimbursement Claim Summary from State portal for
 - a. SY 2018-19
 - b. SY 2019-2020
 - c. SY 2021-22

If applicable:

- CACFP Preschool reimbursement claim summary for October of each year
- Afterschool Snack Program reimbursement claim summary for October of each year
- CACFP Supper Program reimbursement claim summary for October of each year

3. Total enrollment by eligibility and school
 - a. SY 2018-19
 - b. SY 2019-20
 - c. SY 2020-21

4. Sample of the POS end-of-day report
5. Sample of the monthly POS report

Financial Data:

1. Comparative budget summary report detailing budgeted and actual revenue and expenses by object code, including the beginning and ending fund balances.
 - a. SY 2017-18

- b. SY 2018-19
 - c. SY 2019-20
 - d. SY 2020-21
 - e. SY 2021-22 year to date
2. Cafeteria Fund Budget and Actual Expenses in transaction detail format.
 - a. SY 2018-19
 - b. SY 2019-20
 3. P&L for catering for SY 2018-19.
 4. Provide a copy of the most recent food service department financial audit.
 5. Current year Position Control Data from the district's payroll/personnel software for all employees working in the food service program, including staff who may be assigned to other departments (i.e., transportation or operations) whose salaries may be prorated between departments.
 - a. This data should include name, position title, location, assigned daily hours and start/stop time, hourly rate, paid contract days by type (student contact days, Professional Development days, holidays, vacation, before and after school year days, etc.),
 - b. Provide the employer-paid statutory benefit rates percentages for deductions such as Retirement, FICA, Medicare, Workers' Compensation, Unemployment, etc.
 - c. Please indicate which employees are submitting retirement contributions.
 - d. Please provide the annual employer-paid health benefit cost for each Food Service Funds paid employee (by individual employee).
 6. Meal pricing by site and type for SY 2018-29 and SY 2019-20
 7. A list of the a la Carte items and pricing by site
 8. Copies of all Food Service Contracts for special programs; for example - Head Start, Preschool, etc.
 9. MPLH calculation worksheets, if applicable

Procurement

1. Velocity reports (descending dollar or item sales reports) from all food vendors by item for SY 2018-19 July 1-June 30 and SY 2021-22 year to date.
 - a. Please provide the velocity report for milk by site. All others can be summarized for the whole district.
 - b. Velocity reports should, at minimum, include item description, vendor item code, manufacturer item code, case description, farm and/or manufacturer name, farm and/or manufacturer production location(s) at the city and state level, number of cases purchased, average price per case, total sales (cost) of item, average weight (in lbs.) per case, total weight (in lbs.) of item.
2. Accounts payable summary report by month for all vendors for 2018-19 and 2021-22 year to date.
3. USDA Commodities:
 - a. Total Commodity Allocation for SY 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22.
 - b. Value of Commodities Received report for SY 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22.

- c. If commodities are passed through to processors, a copy of the processing survey for SY 2018-19 and summary of product usage from K-12 and Processor Link that include, at minimum, the processor, distributor, product, number of cases purchased, and donated food value/usage \$.
- d. DOD detailed shipping report by site from the FFAVORS website for SY 2018-19 and 2021-22 year to date
- e. For SY 2018-19, and 2021-22 year to date USDA Brown Box Spending Detail
- 4. Food Service Warehouse and total inventory valuation by month SY 2018-19 and 2021-22 year to date
- 5. A sample of the physical count worksheet and inventory value record used for monthly inventory. If you are using a software program to track your inventory, please export a digital copy of the most recent inventory value report.
 - a. Note: *If you lease offsite storage for inventory - please provide a sample of the inventory movement and value report that the offsite facility provides to you.
- 6. Ordering schedules and timelines for all vendors (including warehouse), if applicable.
- 7. Specs for any equipment being ordered.

Food Safety:

- 1. Food service department generated materials specific to Standard Operating Procedures; food safety reinforcement, retraining et cetera. Some districts only refer to SOPs that are in their HACCP manual. - if that is the case please indicate.
- 2. Sample of one Temp logs
- 3. Sample of Food Transport Logs, if applicable

Human Resources

- 1. Food Service Department job descriptions - all positions including director, all administrative team members; warehouse; drivers; wellness positions; accountant - all site job descriptions.
- 2. Food Service Organizational Chart
- 3. Salary schedule
- 4. Summary of benefits
 - a. Include sick/personal/holiday time
- 5. Food Service Department Employee Handbook
- 6. Food Service Department Training Materials: Please provide any power points, handouts, guidance, newsletters or memos specifically designed to train food service personnel on procedures, policies, skills and programs
- 7. Collective Bargaining Agreements, if applicable.
- 8. Copy of the most recent union agreement.
- 9. Breakdown of the contracted days by employee type.
- 10. Copy of evaluation forms

Menus and Other

- 1. Copy of most recent Administrative Review

2. School schedules – Provide school hours (when does admin. office open) and breakfast and lunch schedules, at minimum provide when breakfast starts and stops at each site and when lunch starts and stops. If detailed lunch schedules (by grade) are available, please provide.
3. Samples of Forms or Paperwork used in food service for operations; time sheets, deposit forms, purchase orders, self-inspections, sanitation inspections; regional manager site inspections, production records, temp logs, inventory forms, order forms, receiving logs or any other docs developed by food service for staff management.
4. Menu Cycles - breakfast and lunch for all levels
 - a. SY 2018-19
 - b. SY 2021-22
5. Printed or posted menus - Please provide the current month for all menus/grade levels
6. Menus for allergies
7. District Wellness Policy
8. Meal Charge policy, for states without universal meals
9. List of current grants
10. Provide what type of breakfast program is operated at each location – i.e., cafeteria; Grab and Go to classroom; Breakfast in the Classroom (BIC).
11. If applicable – Identify which sites are production sites and which sites are their satellites.
12. Plans for any upcoming bond projects, new schools, or remodels.

Education, Marketing and Outreach

1. Examples of materials generated by department or district for parent and community education regarding school meals; programs, events.
2. Board or other public event Presentations

Key District Personnel Contacts

1. Please provide the names and emails for the following roles (or similar) in your district:
 - a. Food Service Director's Supervisor
 - b. Superintendent
 - c. Director of Business/Finance (CFO)
 - d. Director of Human Resources
 - e. Director of IT
 - f. Director of Operations/Maintenance/Buildings