



LINCOLNWOOD SCHOOL DISTRICT 74 FOODSERVICE ASSESSMENT PROPOSAL

Prepared for: Courtney Whited, Business Manager/CSBO
Dr. David Russo, Superintendent

Submit date: February 3, 2023

Proposed
Assessment date: February 27, 2023

Submitted by:

Beyond Green Sustainable Food Partners

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ASSESSMENT OVERVIEW

Beyond Green Sustainable Food Partners (Beyond Green Partners) collaborates with institutions to train existing cooks to make food from scratch with locally sourced ingredients using money and time that already exist in the system. We utilize waste reduction strategies and implement efficient kitchen systems to purchase higher quality food with no additional overall program costs. To rebuild palates for healthy food we focus on making fabulous food and integrating food system education into the program. To lead institutions through systems change we listen to the stakeholders and train on leadership development.

Assessments offer individual schools and school districts a new lens from which to see current operations. The process gives you a different vantage point to identify innovative solutions for old problems. Sometimes it takes a different voice to make ideas click into place and see the way forward.

During an assessment, we review operational processes, procedures, and systems. Additionally, we ask questions to uncover the thoughts and dreams of your stakeholder groups. With several decades of kitchen experience spent studying efficiencies and whole system operations, we can quickly identify the gaps in your current system and uncover inefficiencies where costs can be reduced and quality improved.

A paradigm shift in school food is upon us. Research has shown that high-level learning requires proper nutrition. Given that schools serve meals to students each day, there is significant opportunity to positively affect students' well-being for lifelong success. We want to support your efforts by shining a light on your cafeteria program for new ways of educational leadership to emerge. For Lincolnwood School District 74 we propose a one-day consultation consisting of an assessment and a strategy and planning session as follows:

Assessment

Beyond Green Partners visits the kitchens and cafeterias to observe the preparation, service, and clean-up process and investigate opportunities for increasing meal consumption among students. We also assess the facilities including equipment and storage space. In addition to observation time, we meet with stakeholders and staff to formulate a complete picture that includes multiple perspectives, as well as engage your students in the process.

Strategy and Planning

Beyond Green Partners meets with leadership and select stakeholders as determined by the District for a Strategy and Planning Meeting. We guide you through high-level planning to lay out a strategy for moving towards scratch-cooking local and fresh foods that kids will eat and staff can make based on our observations from the assessment. We share our initial findings and suggestions for next steps with or without the involvement of Beyond Green Partners. If desired, Beyond Green Partners offers recommendations on who to include in this planning session.

GOALS, DELIVERABLES, AND SUCCESS CRITERIA

Beyond Green Partners conducts assessment activities in advance of our visit and during our visit to evaluate opportunities for improving the sustainability and quality of your foodservice operation. The necessary pre-visit data and visit activities are outlined in the *Assessment Plan* section below. The following chart outlines the outcomes of our promises:

Goal	Deliverable(s)	Success Criteria
1. Assess current operations on paper (in advance and on-site)	Assessment Report including the qualitative and quantitative data received from Lincolnwood School District 74, and experienced opinions on current operations including what options you have to improve the food at no additional costs	Client satisfaction in understanding the current reality of foodservice operations through the eyes of a third party
2. Assess current operations in person (on-site)	Assessment Report including the qualitative and quantitative data received from Lincolnwood School District 74, and experienced opinions on current operations including what options you have to improve the food at no additional costs	Client satisfaction in understanding the current reality of foodservice operations through the eyes of a third party
3. Create high-level strategy plan	Written plan capturing Strategy and Planning Meeting discussion	High-level plan for moving forward agreed upon by the leadership team

ASSESSMENT PLAN

Beyond Green Partners assesses current operations within a kitchen and all connected systems, from purchasing to waste management to customer satisfaction. We identify areas in the current operation where sustainability and quality processes can be improved, and costs can be reduced. In addition to reviewing metrics such as purchasing and waste, Beyond Green Partners analyzes current skills and procedures within the kitchen and service areas.

Our assessment also gauges stakeholder buy-in and interest in advancing to an implementation phase with Beyond Green Partners. Collaboration is key to the success of a project and the long-term sustainability of a high-quality foodservice program, so we seek out partners with strong leadership and accountability to work together toward a shared vision.

1. Goal: Assess current operations on paper

The quantitative data requested below helps paints a more complete picture of the current operations. The information shows where the path starts to determine a plan that will ultimately lead to you achieving your goals.

Task	Timeline		
Assigned to (LSD74) or (BGP)	2 weeks prior to On-Site Visit	During On-Site Visit	1 week after On-Site Visit
<p>(LSD74) Lincolnwood School District submits written program information for one full month (within the last six months with no break) to include as much as is available from the following list:</p> <ul style="list-style-type: none"> • Invoices of all foodservice purchases for the designated month, i.e. copies of the actual receipts and invoices • Menu (ensuring that the menu month corresponds to submitted invoices) • P&L (or document approximating P&L) • Food and labor costs, including benefits, for the designated month • Utilities for the cafeteria and kitchen that are paid for under the foodservice budget (if not broken out in the P&L) • Budget for current or previous year • Surveys - relevant to the cafeteria or wellness - that have been conducted along with the results • Goals for foodservice program • Strategic plan for foodservice program • Wellness plan or operating principles (or any larger plan or vision for the foodservice program) • Job descriptions and organizational charts for kitchen staff as well as cafeteria custodians/janitors 			
<p>(BGP) Beyond Green Partners reviews data</p>			
<p>(BGP) Beyond Green Partners writes and delivers an Assessment Report that includes analysis of submitted data</p>			

2. Goal: Assess current operations in person

Task	Timeline		
Assigned to (LSD74) or (BGP)	2 weeks prior to On-Site Visit	During On-Site Visit	1 week after On-Site Visit
<p>(LSD74) Lincolnwood School District to schedule meetings with key stakeholders for the day of the on-site assessment (meetings can be with individuals and/or groups). Suggested stakeholders include:</p> <ul style="list-style-type: none"> • Students (.5 hour) • Kitchen staff (1 hour) • Operations/Custodial staff (.5 hour) • Union and HR (.5 hour) • School administrators (1 hour) • Parents (.5 hour) • Teachers (.5 hour) • Board members (.5 hour) • Community members (.5 hour) • Leadership and select stakeholders for Strategy & Planning Meeting (1 hour) 			
<p>(BGP) Beyond Green Partners leads scheduled stakeholder meetings asking participants to discuss current operations and dreams for future operations</p>			
<p>(BGP) Beyond Green Partners observes meal preparation, service, and clean-up</p>			
<p>(BGP) Beyond Green Partners reviews equipment for a scratch-cooked menu</p>			
<p>(BGP) Beyond Green Partners reviews operating processes with Foodservice Director at a high level (1 hour):</p> <ul style="list-style-type: none"> • Purchasing/Ordering • Receiving • Storage • Inventory • Waste Management 			
<p>(BGP) Beyond Green Partners writes and delivers an Assessment Report that includes information gained during stakeholder discussions</p>			

3. Goal: Create high-level strategy

Task	Timeline		
Assigned to (LSD74) or (BGP)	2 weeks prior to On-Site Visit	During On-Site Visit	1 week after On-Site Visit
(LSD74) Lincolnwood School District selects a leadership team and stakeholders to participate in the Strategy and Planning Meeting , schedules the meeting			
(BGP) Beyond Green Partners leads the Strategy and Planning Meeting discussion to establish an agreed-upon strategy			
(BGP) Beyond Green Partners provides a written document outlining the strategy established			

COST STRUCTURE

Need/Investment	Cost
Professional Fee	\$7,000
Total	\$7,000

Professional fee includes:

- One day of on-site analysis and meetings with Chef Greg Christian
- Data Review
- Assessment Report
- Guide for Strategy Planning

Service Agreement

This Service Agreement ("Agreement") is effective as of the April 6, 2023, by and between **Lincolnwood School District 74**, 6950 N. East Prairie Road, Lincolnwood, IL 60712 ("Client") and Beyond Green Partners, Inc., with a place of business at 1640 W Hubbard St, Suite G, Chicago, Illinois 60622 ("Consultant"). Client and Consultant are collectively referred to as "the parties."

Recitals

- A. Client is a one-campus school district in Lincolnwood, Illinois.
- B. Consultant is an Illinois based company committed to creating positive outcomes for people, planet, and profit through change in institutional kitchens by working with clients to design, implement, and monitor sustainable strategies.
- C. Client wishes to procure the services of Consultant to conduct an on-site assessment and planning meeting, and provide a report outlining the observations and recommendations.

Agreement

The parties agree as follows:

Section 1. Schedule. Exact dates to be determined for on-site visits.

Section 2. Compensation. Client shall compensate Consultant the fees as outlined in the Cost Structure. Fees will be invoiced upon receipt of signed contract due within 30 days of invoice date.

This fee considers only what is detailed in this proposal. If the scope of services detailed in that section materially changes, Consultant will advise Client and an additional or modified scope of work will be identified and billed on an hourly basis at the following rates:

Senior Consultant	\$225/hr
Data Manager	\$105/hr
Chef Trainer	\$105/hr

Section 3. Scope of Services. Consultant shall provide consulting services as outlined in this proposal.

Section 4. Proprietary Information.

1. Consultant documents and materials provided to Client that Consultant communicates to Client in writing as constituting proprietary information shall remain the intellectual property of Consultant and will not be disseminated by Client without the prior written approval and consent of Consultant.
2. Consultant shall not disseminate the intellectual property of Client without the prior written approval and consent of Client.

Section 5. Publicity. Consultant must first seek and obtain the approval of Client prior to the public dissemination of any information related to Client or the Agreement between Client and Consultant. The

failure of Consultant to obtain approval prior to public dissemination of any information related to Client shall be remedied in the following manner: 1) At the request of Client, Consultant shall make best efforts to recover and destroy any publication materials distributed and prevent further publication of the information distributed without approval, 2) At the request of Client, terminate this contract. Client's request of the remedies available under this section shall not waive any right or remedy available to Client by law.

Section 6. Amendments. Any amendments to this Agreement must be in writing, signed by each party.

Section 7. General Agreement Terms

1. Consultant shall not be held accountable for impossibility in executing this scope of services determined by lack of collaboration of Client's foodservice provider or food service provider's noncompliance with its contract with Client.
2. No provision of this Agreement shall be assigned or subcontracted without prior written consent of the other party.
3. This Agreement constitutes the entire understanding between the parties concerning the subject matter hereof and supersedes all prior discussions, agreements and representations, whether oral or written and whether or not executed by Client and Consultant.
4. If any term or other provision of this Agreement is determined to be invalid, illegal or incapable of being enforced by any rule or law, or public policy, all other conditions and provisions of this Agreement shall nevertheless remain in full force and effect so long as the economic or legal substance of the transactions contemplated hereby is not affected in any manner materially adverse to either party. Upon a determination that any term or other provision is invalid, illegal or incapable of being enforced, the parties hereto shall negotiate in good faith to modify this Agreement so as to effect the original intent of the parties as closely as possible in an acceptable manner to the end that transactions contemplated hereby are fulfilled to the extent possible.
5. The headings and section titles in the Contract shall not be deemed part thereof or be taken into consideration in the interpretation or construction thereof.
6. Any notices required to be sent hereunder shall be sent to the respective parties at the following addresses:

If to Beyond Green:
Beyond Green Partners
1640 W Hubbard St, Suite G
Chicago, IL 60622

If to Client:
Lincolnwood School District 74
6950 N. East Prairie Road
Lincolnwood, IL 60712

Section 8. Confidential Information. “Confidential Information” means all information concerning the business and affairs of Consultant, including, but not limited to, any and all proprietary information, trade secrets, product specifications, data, know how, formulae, processes, designs, business or financial plans or strategies, sketches, photographs, samples, inventories, past, current and planned research and development, current and planned distribution methods and processes, computer software and database technologies and code, systems, structures and architectures, policies and procedures; concepts; tools; techniques; contracts; business records; trade secrets; marketing information and plans; demographic information; financial and accounting data and projections; pricing data; sales; costs; employees; vendors; suppliers; expansion plans; lawsuits and/or claims; management philosophy; and customer lists; in each case whether furnished or learned before or after the date hereof, whether oral, written or electronic, and regardless of the manner or form in which it is furnished and learned. Confidential Information does not include information that (i) was available to the public prior to the time of its disclosure to Client; (ii) becomes available to the public through no act or omission of Client (iii) was in Client’s possession and obtained by Client on a nonconfidential basis prior to its disclosure by Consultant or an agent or representative thereof; or (iv) is independently developed by Client without reference to or use of the information of Consultant.


Client agrees to (i) hold Confidential Information of Consultant in confidence and refrain from disclosing Confidential Information of Consultant, or transmitting any documents or copies containing Confidential Information of Consultant, to any person or entity except as required to complete the services under the terms of this Agreement; (ii) use the Confidential Information of Consultant solely for the purpose of assisting Client in establishing a sustainability program and consulting on matters associated therewith; and (iii) refrain from disclosing any Confidential Information of Consultant; except that Client may disclose Confidential Information of Consultant to the Client’s affiliates and its directors, officers, employees, agents and representatives (including, without limitation, financial advisors, outside attorneys, accountants and consultants) (collectively the “Representatives”) who both (i) need to know such Confidential Information in order to assist Client in effectuating the services outlined herein and (ii) are clearly informed by Client of the confidential nature of such information and are directed by Client to treat such information with the utmost confidentiality; provided, however, that Client shall be legally responsible for any of its Representatives’ use or disclosure of Confidential Information of Consultant that would have violated any restriction or covenant of this Agreement if such use or disclosure had occurred by Client itself. Client shall take reasonable measures to protect the secrecy of and avoid disclosure or use of Confidential Information of Consultant in order to prevent it from falling into the public domain or the possession of persons other than those persons authorized hereunder to have any such Confidential Information, which measures shall include the highest degree of care that Client utilizes to protect its own confidential information, but in no event less than reasonable care.

Client agrees to notify Consultant promptly in writing of any misuse or misappropriation of Confidential Information of Consultant which may come to Client’s attention.

It is understood that the Confidential Information disclosed by Be Consultant are special, unique and of extraordinary character. It is specifically understood and agreed that any disclosure of the Confidential Information without the prior approval of Consultant is likely to result in irreparable injury to Consultant and that the remedy at law alone will be an inadequate remedy for such breach, and that, in the event of Client’s breach or threatened breach of any of its confidentiality obligations under this Agreement, Consultant has the right to (i) demand the immediate return of all of its Confidential Information, (ii) recover its actual damages incurred by reason of such actual or threatened breach, including but not limited to its attorneys’ fees and costs of suit, (iii) without the necessity of proving actual damages,

obtain temporary and/or permanent injunctive relief to prevent such (or further) breach or to otherwise specifically enforce the terms of this Agreement, in which case, in either event, no bond shall be required, and (iv) pursue any other remedy available at law or in equity.

This Agreement is signed and adopted this April 6, 2023 (date).

Lincolnwood School District 74 Signature: Name: Kevin Daly Title: Board President Date: April 6, 2023	Beyond Green Partners Signature:  Name: Greg Christian Title: Founder/CEO Date: March 6, 2023
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