



**MINOOKA COMMUNITY HIGH SCHOOL DISTRICT #111
COMMITTEE MEETING & SPECIAL MEETING
WEDNESDAY, AUGUST 12, 2020, 5:30 PM**

The Committee Meeting & Special Meeting will be held at the Central Campus
Performing Arts Center
301 South Wabena Avenue
Minooka, Illinois 60447.

THIS MEETING HAS BEEN CANCELLED.

Attendance - As required by Governor Pritzker's Executive Order 2020-18, public meetings must be limited to no more than 50 people. Therefore, members of the public are welcome to attend this meeting in person or by remote means at 815/521-3991 PIN 5111. For planning purposes, MCHS #111 would appreciate advance notice of in-person attendance. Please contact the district office at 815/521-4311 or cward@mchs.net by 3:00 p.m. on August 12, to RSVP, or for additional information regarding attendance or public comments.

Public Comments - Members of the public that wish to make a public comment can do so in person or by email or via phone call:

- Via Email: Send to Colleen Ward (cward@mchs.net) with public comment by 3:00 PM on August 12, 2020. Public comments submitted via email will be read during the public comment portion of the meeting.
- Via Phone Call: Contact Colleen Ward (cward@mchs.net) or 815/521-4311 by 3:00 p.m. on August 12, 2020, to request to be placed on the Public Comment List with name, address, and phone number. Members of the public on the list will be called during the public comments section of the meeting, in order of receipt of request for the sign up list.

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Public Comments**
4. **Discussion**
 - A. Return to Learn Plan
 - B. Policy (Hrechko, Barnes, Brozovich)
 1. Risk Management Plan
 2. Public Comment Policy
 - C. B & G (Ruettiger, Heap, Hrechko) - Summer Work Update
 - D. Finance (Crye, Heap, Brozovich)
 1. Financial Reports
 - a. Payment of Bills/Total
 - b. Employee Payroll
 - c. Imprest Fund Report/Total
 - d. Activity Fund Report
 - e. Treasurer's Report (Cash/YTD - Exp/Rev)
 2. Quest COVID-19 Adjusted Meal Service MOU
 3. Tentative Budget
 4. Wellness Center

E. Personnel (Brozovich, Arlis, Hrechko)

1. Executive Session

2. Return to Open Session

5. Action Items Following Executive Session

A. Consideration and Possible Approval of the MCHS 2020/2021 Return to Learn Plan

B. Consideration and Possible Approval to Adopt the Tentative Budget for FY21

C. Consideration and Possible Approval of Employment of a Certified Staff Member for the
2020/2021 School Year

6. Announcements and Communications

7. Adjourn

Budget Summary Worksheet

Client: Minooka Community High School
 Operating Days 173.50
 Year: 2020/2021

Revenue	FIRST SEMESTER	SECOND SEMESTER
Food		
Cash Sales	\$0.00	\$261,765.70
Debit Sales	\$0.00	\$392,648.54
Catering Sales	\$0.00	\$16,200.00
Free and Reduced and faculty	\$47,437.50	\$0.00
Satellite Meals	\$0.00	\$0.00
Profit Split Satellite	\$0.00	\$0.00
Reimbursable Food	\$0.00	\$0.00
Reimbursable Milk	\$500.00	\$3,665.00
Reimbursable Non - Food	\$0.00	\$0.00
Reimbursable Payroll	\$0.00	\$0.00
Reimbursable Non Employee Labor	\$0.00	\$0.00
Reimbursable Fringe	\$0.00	\$0.00
Vending	\$0.00	\$0.00
Admin Fee Income	\$0.00	\$0.00
Management Fee	\$0.00	\$0.00
Total Sales	\$47,937.50	\$674,279.24

Food Purchases		
Bakery	\$1,438.13	\$13,760.47
Beverage	\$2,876.25	\$27,520.94
Beer, Wine & Spirits	\$0.00	\$0.00
Fresh Produce	\$4,314.38	\$41,281.41
Frozen	\$2,876.25	\$27,520.94
Grocery	\$11,505.00	\$110,083.75
Meat/Fish/Poultry	\$2,876.25	\$27,520.94
Milk	\$575.25	\$5,504.19
Dairy	\$575.25	\$5,504.19
Snacks	\$1,725.75	\$16,512.56
Commodity Usage	\$0.00	\$0.00
IU Transfer Food	\$0.00	\$0.00
Rebates	\$0.00	\$0.00
Total Food Purchase	\$28,762.50	\$275,209.37
True Food Cost	\$28,762.50	\$275,209.37

Non-Food		
Paper	\$1,102.56	\$15,508.42
IU Transfer Non Food	\$0.00	\$0.00
Smallwares	\$47.94	\$674.28
Supplies	\$47.94	\$674.28
Cleaning Supplies	\$750.00	\$750.00
Misc Catering Expense	\$0.00	\$0.00
Uniforms	\$0.00	\$0.00
Linen / Towel Expense	\$71.91	\$1,011.42
Total Non-Food	\$2,020.34	\$18,618.40

Labor		
Management Labor	\$26,426.40	\$29,194.88
Hourly Staff Labor	\$23,364.00	\$143,907.60
PTO Pay	\$0.00	\$2,516.80
Sick Pay Accrual	\$800.00	\$800.00
Holiday Pay	\$7,314.17	\$2,074.82

Bonus	\$1,837.50	\$7,857.31
Total Labor	\$59,742.07	\$186,351.42
Fringe/Tax	\$22,701.99	\$70,813.54
Non-Employee Compensation	\$0.00	\$0.00
Total Labor	\$82,444.06	\$257,164.96

Expenses

Unit Admin Fee / Phone Charge	\$1,050.00	\$1,050.00
Unit Advertising	\$0.00	\$0.00
Unit Amortization	\$0.00	\$0.00
Unit Automotive	\$0.00	\$0.00
Unit Background Checks	\$0.00	\$0.00
Unit Bank Fees	\$0.00	\$0.00
Unit Computer Expense	\$250.00	\$250.00
Unit Employee Ads	\$0.00	\$0.00
Unit Equipment Purch/Rental	\$0.00	\$0.00
Unit Equipment Repairs	\$0.00	\$0.00
Unit Insurance	\$0.00	\$0.00
Unit Licenses/Permits	\$0.00	\$0.00
Unit Meals & Meetings	\$0.00	\$0.00
Unit Office Supplies	\$0.00	\$0.00
Unit Postage & Freight	\$0.00	\$0.00
Unit Training & Certification	\$0.00	\$0.00
Unit Travel	\$0.00	\$0.00
Unit Utilites	\$0.00	\$0.00
Total Direct Expenses	\$1,300.00	\$1,300.00

Mgmt Fee	\$19,000.00	\$19,000.00
Client Due Credit	\$0.00	\$0.00
Total Expenses	\$133,526.90	\$571,292.73

Profit/(Loss) w/Purchases	(\$85,589.40)	\$102,986.51
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Total Expenses	\$133,526.90	\$571,292.73
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Profit/(Loss) w/Inventory	(\$85,589.40)	\$102,986.51
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Assumptions:

Operating days are the same as there will be faculty in the schools everyday

Calculated combined sales for faculty lounges at \$200 per day, slightly lower average from last year, thinking t

Calculated 150 free and reduced meals a day at \$2.50 per meal, might be higher once we get started

Set Food costs higher since the \$2.50 for free and reduced meals is at cost and I am sure that we will want to }

Kept labor with Burt, Cori and Mary Lou at full time

Kept our fee at \$3800 per month

Removed the guarantee of \$75K

that they might bring their own lunches

give them a nicer meal as we did during EMS.

COVID-19 PANDEMIC ADJUSTED FOOD SERVICES
FOOD SERVICE MANAGEMENT MOU

This Memorandum of Understanding ("MOU") is entered into as of this _____ day of _____ ("Effective Date") by and between Minooka Community HS District 111, with its principal office located at 301 S Wabena Ave, Minooka, IL 60447, and Quest Food Management Services, Inc. ("Quest"), an Illinois Corporation with its principal office located at 2500 S. Highland Ave., Ste 250., Lombard, IL 60148.

WITNESSETH:

WHEREAS, Client and Quest have an existing agreement wherein Quest manages and operates Client's food service facilities ("Agreement");

WHEREAS, the circumstances of the COVID-19 Pandemic have impacted Client's and Quest's abilities to perform and execute the responsibilities as set forth in the Agreement,

WHEREAS, Client desires to continue to engage Quest to manage and operate Client's food service facilities, and Quest desires to continue to manage and operate Client's food service facilities; and

WHEREAS, Client and Quest desire to enter into this MOU to temporarily amend the terms of the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, Client and Quest agree as follows:

1. Term of MOU; Termination

A. Term. The initial term of this MOU shall commence on July 1, 2020 ("Commencement Date") and shall conclude upon June 30, 2021, or upon which time that average daily sales return to 85% of prior year average daily sales for at least two consecutive weeks, AND the dates/times/locations of service return to pre-COVID methods.

B. Early Termination. Quest or Client may terminate this MOU at any time with thirty (30) days' notice to the non-terminating party.

2. Scope of Relationship

A. General. This MOU will operate according to the terms and conditions of Client and Quest's existing food service agreement, signed November 18, 2014 with the following exceptions:

- 1) Quest shall invoice client a total administrative fee of \$20,000 and a total management fee of \$18,000 to reflect the work required to supervise and support the food service program for the 20-21 school year, and to offset the loss of sales attributed to the change in service style described in the RFP and contract between the two parties.
- 2) No financial guarantee to Client shall be in place for 20-21.
- 3) Should Client close the location for up to 30 business days, Client shall pay for Quest's labor for those 30 days. Client shall be obligated to pay for management labor for up

for the entire 20-21 year.

- 4) Should Client close the location for any period of time, Client shall reimburse Quest for its expenses to close down the operation and resume the program, including food costs directly associated with the program, labor costs directly associated with the program, plus tax/fringe, any required delivery expenses and supplies.
- 5) Should Client participate in the National School Lunch Program, Summer Food Service Program, Seamless Summer Option or other federal feeding programs, Quest will ensure the menus designed will meet any applicable program guidelines set forth by the USDA.
- 6) The parties understand and agree that the Covid-19 Pandemic is a unique circumstance, and that as the environment changes, the required food service management and operations may change. In the event either party requires a change in the operation and management of the food services, the requesting party shall notify the non-requesting party in writing with at least two (2) business days prior to the implementation of the requested change. Quest reserves the right to change its fee set forth in Section 2(A)(2) of this MOU based on Client's requested Change Orders, and the fee shall be agreed to in the Change Order.

3. Miscellaneous

A. Conflict; Entire Agreement. In the event there is a conflict between this MOU, the Agreement, and any other document, the terms and provisions of this MOU shall control and supersede any conflicting terms and/or provisions. This Agreement supersedes all prior agreements, if any, between the parties hereto and constitutes the entire agreement between Buyer and Seller.

B. Counterparts; Electronic Delivery. This Agreement and any signed agreement or instrument entered into in connection with this Agreement, and any amendments hereto or thereto, may be executed in one or more counterparts, all of which shall constitute one and the same instrument. Any such counterpart, to the extent delivered by means of a facsimile machine or by .pdf, .tif, .gif, .peg or similar attachment to electronic mail (any such delivery, an "Electronic Delivery") shall be treated in all manner and respects as an original executed counterpart and shall be considered to have the same binding legal effect as if it were the original signed version thereof delivered in person. At the request of any party hereto, each other party hereto or thereto shall re-execute the original form of this Agreement and deliver such form to all other parties. No party hereto shall raise the use of Electronic Delivery to deliver a signature or the fact that any signature or agreement or instrument was transmitted or communicated through the use of Electronic Delivery as a defense to the formation of a contract and each such party forever waives any such defense, except to the extent such defense relates to lack of authenticity.

C. Governing Law. The laws of the State of Illinois shall govern the validity, interpretation, construction and performance of this Agreement. Any cause of action which may arise as a result of this Agreement shall be filed in any court of competent jurisdiction within the County of Will, the State of Illinois, or in the Northern District of Illinois.

[SIGNATURE PAGE TO FOLLOW]

**SIGNATURE PAGE
TO THE
COVID-19 PANDEMIC ADJUSTED FOOD SERVICES
FOOD SERVICE MANAGEMENT MOU**

IN WITNESS WHEREOF, the parties have executed this MOU as of the Effective Date first above written.

CLIENT

BY: _____

DATE _____

Title: _____

QUEST FOOD MANAGEMENT SERVICES, INC.

BY: _____

President