

AGENDA

**Revere Local School District
Revere Board Meetings
August Work Session
Tuesday, August 1, 2017, 5:30 pm - 8:30 pm
Administration Building**

I. CALL TO ORDER

II. ROLL CALL

1. Dana Appel
2. Claudia Hower
3. Tom Kelley
4. Diana Sabitsch
5. George Seifert

III. TREASURER'S AGENDA

a. Additional Counsel

The Treasurer recommends that the Board of Education approve the law firm of Fisher and Phillips, LLC for use as needed during the 2017/2018 school.

b. Agreement to Purchase Authorization - Attachment T-1

It is recommended, per the attached resolution, that the Treasurer and Board President be authorized to enter into an agreement to purchase real estate property on behalf of the Board of Education and sign all related documents as detailed in said resolution. Attachment T-1

IV. SUPERINTENDENT'S AGENDA

V. Classified Personnel

a. Classified Personnel - Educational Aides

It is recommended that the Board of Education approve the following as Education Aides beginning with the 2017/2018 school year:

Bethany Pratt / Step 6 / \$21,288.96

Jessica Richards / Step 2 / \$20,188.80

Shirley Walters / Step 9 / \$25,228.80

Each Aide was formerly employed for Revere service through the Cuyahoga Country ESC.

b. Classified Personnel - New Hire

It is recommended that the Board of Education approve Elizabeth Martin as the Secretary for Special Education/Registrar beginning with the 2017-2018 school year. Compensation for the 2017-2018 school year will be \$22,000.00

c. Classified Personnel - Salary Correction for Assistant Treasurer

It is recommended that the Board of Education approve a change to Jacqui Pursley's compensation for the 2017/2018 contract year to reflect \$72,387.51. This is based upon a corrected calculation.

VI. Other Business

a. Other Business - Board Policies

It is recommended that the Board of Education approve and adopt, as a second reading, the Board of Education Policies available at the Board office and online following adoption.

b. Other Business - Food Service Agreement 2017-2018 School Year - Attachment 1

It is recommended that the Board of Education approve the agreement for service with Pisanick Partners, LLC, as detailed in Attachment 1.

VII. REVIEW of the Agenda for the August 15, 2017 Regular Meeting

VIII. EXECUTIVE SESSION

Property: To consider the purchase or sale of property.

Personnel: To consider the employment, dismissal, or discipline of public employees.

IX. ADJOURNMENT

NEW DOCUMENT

Attachment T-1 will be made available as soon as possible.

NEW DOCUMENT



STATEMENT OF WORK Revere Local Schools

This Statement of Work ("SOW") is dated as of 7/26/2017 and entered into pursuant to the terms of the Professional Services Agreement between Pisanick Partners, LLC. ("PPLLC") and Revere Local Schools ("Client") dated 8/15/2016 ("Agreement"). The Professional Services Agreement is posted at: <http://www.pisanickpartners.com/#!psa/acnex>. The term of this SOW begins upon execution and ends upon written notice.

1. Company Overview

Pisanick Partners, LLC are specialists with decades of experience in Child Nutrition. As a winners of the Healthier US Schools Challenge, we have refined our approach through creation of cycle menus, training and development of staff, and implementing strategies that take on the task of not only attaining nutritional excellence, but also financial success in the K-12 environment. Pisanick Partners, LLC has experience that not only supports a school district in meeting all state and federal mandates for implementing the National School Lunch and Breakfast Programs, but also the menu creation with an eye for detail and meticulous organization. The objective is to quickly and accurately evaluate, analyze and organize a district's nutritional program to insure compliance and product placement that meets goals and escalates sales.

2. Approach

Pisanick Partners, LLC has partnered with Ohio Schools Council as the Preferred Dietetic and Food Service Consulting Firm to provide the following list of items under the section "PPLLC Deliverables" to member school districts

3. PPLLC Deliverables:

1. The purpose of this scope of work is to define the roles and responsibilities for an onsite PPLLC member to assist with the Revere Local Schools Food Service Department for up to 30 hours per week onsite and offsite. PPLLC team will perform the following functions:
 - **Assist local SFA/CRRS Manager with ODE/State reporting responsibilities**
 1. Annual Responsibilities: Permanent Agreement, Sponsor/Site Application
 2. Monthly Responsibilities, CN7 & CN6; Edit Check; enter information into CRRS
 - **Assume Management of ODE/State reporting responsibilities**
 1. Annual Responsibilities: Permanent Agreement, Sponsor/Site Application
 2. Monthly Responsibilities, CN7 & CN6; Edit Check; enter information into CRRS
 - **Assume Management of Free and Reduced Administration**
 1. Annual Notification to Parents (via newspaper press release)
 2. Manage Electronic or Paper Application for Eligibility (application creation)
 3. Assist onsite Administrator with Verification Annually, Fee Waiver Management, Letters for Approval/Denial
 - **Client further understands that the PPLLC will have full authority over the process as would a full-time district-employed Food Service Director and will act on behalf of the district. Client agrees to indemnify, defend (by counsel reasonably acceptable to PPLLC) and hold harmless PPLLC and its officers, directors, agents and employees from and against any claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the negligence or misconduct of PPLLC member in connection with performance of the work described in this agreement.**

• **Assist Head Cooks/Kitchen Managers with following:**

1. Oversight and troubleshooting of ordering responsibilities as the orders will be placed at the school level. A working computer/internet connection will be needed at each school.
2. Determination of inventory value in each kitchen for reporting purposes
3. Bank corrections if needed
4. Purchase Orders/Invoice Management/Bill Pay
5. Tracking/submitting rebates
6. K-12, Processor Link (Commodity Tracking)
7. Catering coordination: assigning staff; securing space; problem solving; scheduling & billing
8. Kitchen Leadership: Substitute/New Employee Orientation, Staffing Daily, etc.

• **Daily Staff Oversight**

1. First line contact for Head Cooks/Kitchen Manager for daily operational issues

• **PPLLC works in conjunction with the following Teams:**

1. **Custodial/Maintenance Team will perform the following:**

- a. Preventative Maintenance
- b. Equipment Failure Action Plan
- c. Equipment Replace/Repair
- d. Calamity Day Management (orders/etc)

2. **Technology Team will perform the following:**

- a. Update POS systems yearly
 - i. Integrate auto import for enroll/withdraw for students from database
 - ii. Beginning of Year/End of Year data integrity (graduate students up, retain records for audits, fund balance carryover)
- b. Information compiled and written for food service webpage
 - i. Menu Information
 - ii. Lunch Payment Portal Management
 - iii. Free and Reduced Application (Annual current with income guidelines)
 1. Direct Certification Match

3. **Building Principal/Central Office will perform the following:**

- a. Calling off & tracking for food service employees for payroll
- b. Hiring/Processing, Regular Employees and Substitutes
- c. Daily Calling of subs if needed (see support software)
- d. Employee evaluations
- e. Employee discipline issues
- f. Union negotiations

4. **Client Deliverables**

The deliverables from Client to PPLLC ("Client Deliverables") for the term of this Assignment Order will be:

• **Supporting Contracts**



1. PPLLC Consulting – Current Annual Contract – MISSION, VISION, STRATEGY
 - a. Role: Department Oversight, Menu Development and Analysis, Staff Development/Training, Wellness Team Leadership, Student Survey/Nutrition Education, Health Services Coordination with School RN Team for Special Dietary Needs, Marketing/Community Outreach, KPI/Profit and Loss Compilation, Board Reports, SNAC Committee (Student Nutrition Action Committee), Special Projects (Farm to School, Health Fair, Student Theme Days/Sampling)
2. SFSPac (HACCP/Chemical)
 - a. HACCP Monitoring (SOP)
 - b. Chemical Management (MSDS/SOP)

• **Software Solutions**

1. AESOP/Sub Calling Program
2. GFS Commercial Education Specialist
 - a. Inventory Manager
 - b. GFS NextGen Online Ordering
3. Health E Meal Planner Pro/myschoolmenus.com (separate quote will be provided for licensing of HMPPPro from A Higher Level)
4. VPN and/or RDP access to software systems (i.e. POS, Free/Reduced Software system, etc)

• **Administrative support based on recommendations from PPLLC**

PPLLC shall bear no responsibility for failing to provide PPLLC Deliverables on a timely basis if such failure is due to Client's failure or delay in providing Client Deliverables.

5. **Payment**

PPLLC's fees will be calculated on a **Monthly** invoice basis broken down into equal payments.

1. The cost for the PPLLC Service Model is \$62,200.00 annually.

PPLLC shall invoice Client for all PPLLC service fees and expenses in accordance with the Professional Services Agreement.

The parties hereto agree to the foregoing as evidenced by their signatures below.

Agreed to by:

Pisanick Partners, LLC

Name: David Pisanick



Title: CEO

Date:

Signature:

Revere Local Schools

Name: Matt Montgomery

Title: Superintendent

Date:

Signature: