

**SUPER CO-OP**

**MINUTES BOARD OF DIRECTORS MEETING**

**OCTOBER 4 2023; 1:00 PM**

Any member of the public who requires a disability-related modification or accommodation in order to participate in this meeting should submit a detailed written request to the Child Nutrition Services Director of the San Mateo-Foster City School District at the District office at least 48 hours prior to the meeting.

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**Sites Videoconferencing**

South Pasadena Unified School District 1100 El Centro St. South Pasadena, CA 91030	San Mateo-Foster City School District 1170 Chess Drive Foster City CA 94404
Whittier Union High School District 9401 S. Painter Ave. Whittier, CA 90605	Redlands Unified School District 250 Church Street Redlands, CA 92374
Pomona Unified School District 1460 East Holt Avenue Suite 160 Pomona, CA 91767	Manhattan Beach Unified School District 325 S. Peck Ave. Manhattan Beach, CA 90266
San Juan Unified School District 3738 Walnut Ave. Carmichael, CA 95608	Santa Cruz City Schools 133 Mission St., Ste. 100 Santa Cruz, CA 95060
Central Unified School District 5652 W. Gettysburg Fresno, CA 93722	Santa Clarita Valley School Food Services Agency 25210 Anza Drive Santa Clarita, CA 91355

**CALL MEETING TO ORDER 1:00 P.M.**

Meeting called to order 1:05 p.m.

**FLAG SALUTE**

Daryl Hickey led the flag salute

**ROLL CALL**

**Board Members**

Daryl Hickey -present

Lena Agee - present

Sneh Nair - present

Amy Hedrick-Farr - present  
Alissa Angle - present  
Susan Weiss - present  
Jenifer Smith - present  
Elizabeth Brown Smith - present  
Alyssa Cummings – absent

#### **Staff**

Fran Debost, Lead Agency Representative to the Super Co-Op Board of Directors

### **1. AGENDA**

#### **Approve the agenda for the meeting**

**Motion made by:** Jenifer Smith – South Pasadena Unified School District

**Second made by:** Daryl Hickey – Pomona Unified School District

**Vote:** All approved

**Motion passed**

### **2. GOVERNING COUNCIL MEETING 05-17-2023 MINUTES**

#### **Approve the minutes of the 05-17-2023 meeting**

**Motion made by:** Sneh Nair – San Juan Unified School District

**Second made by:** Jenifer Smith – South Pasadena Unified School District

**Vote:** All approved

**Motion passed**

### **3. PUBLIC COMMENTS ON ITEM(S) ON THE AGENDA**

Opportunity for the public to address item(s) listed on the agenda

No public comments

### **4. LEAD AGENCY REPORTS**

Opportunity for representative of the lead district to give reports or updates on activities related to Super Co-Op business.

Fran Debost:

- Welcomed Susan Weiss as the Santa Clarita Valley Food Services Agency interim Director and Alyssa Cummings as the Redlands Unified School District new Director. Fran has been working with Stephanie Ewing and Cambria Falcon on getting e-signatures on the Super Co-Op website for our annual agreements and new membership applications. This new process will be ready next week for the school year 2024-2025.
- The bids for the RFP for Super Co-Op administration and distribution of USDA Foods Direct Delivery are due on November 27. Daryl Hickey, Betty Crocker and Fran Debost will review the bids and bring the proposed award for approval to an extraordinary Board Meeting in December or the September Board meeting will be postponed to December to avoid having an additional meeting.

### **5. MEMBER AGENCY REPORTS**

Opportunity for representatives of the member districts to give reports or updates on activities related to Super Co-Op business.

Lena Agee asked if we could combine an in-person December Board meeting with the food show. Fran Debost said she will investigate this possibility.

Sneh Nair said she likes the e-signatures/automation of the renewal and application document.

Jenifer Smith brought up the brown box orange juice quality issue. Stephanie Ewing stated that storage fees will be waived.

Liz Brown Smith asked why member dues are still outstanding and stated that it is disappointing.

## **6. INFORMATION/DISCUSSION ITEMS**

### **6.1 Update Super Co-Op administrator**

Update on Super Co-Op 2023-24 entitlement by Stephanie Ewing

Stephanie Ewing reviewed the budget and where we stand with entitlement.

### **6.2 Revised Budget 2023-24**

Presentation of the budget for the school year 2023-24.

Fran Debost presented the revised 2023-24 budget.

## **7. Action Items**

### **(A) Approval of new Lead District for school year 2024-24**

The San Mateo-Foster City School District will be stepping down from the Super Co-Op Lead District role effective July 1st, 2024. Lodi Unified School District expressed interest in taking on the lead of the Super Co-Op. Betty Crocker, the Lodi USD director of Nutrition Services, has been a former member of the Board and is familiar with the overall management of the Super Co-Op. She also has a consequent support team that will be able to take on the time-consuming administrative tasks.

**Recommendation: Administration recommends that the Board approve the nomination of Lodi Unified School District as the lead of the Super Co-op starting July 1st, 2024.**

**Motion made by:** Daryl Hickey – Pomona Unified School District

**Second made by:** Liz Brown Smith – Whittier Union High School District

**Vote:** All approved

**Motion passed**

### **(B) Approval for the new Lead District to act on behalf of the Super Co-Op in advance of July 1st 2024**

In order to ensure a smooth transition and having all the 2024-25 legal documents reside under the lead district, it is recommended that all business activities starting on July 1st, 2024 be conducted by the future Lead District, in cooperation with the current lead district. Some examples are the publication and award of the USDA Foods Direct Distribution RFP and of the Super Co-Op administration RFP or the approval of districts' annual renewals and new districts' applications.

**Recommendation: Administration recommends to authorize Lodi Unified School District to act on behalf of the Super Co-Op in advance of July 1st, 2024 for any business activity starting on July 1st 2024.**

**Motion made by:** Amy Hendrick-Farr – Santa Cruz City Schools District

**Second made by:** Daryl Hickey – Pomona Unified School District

**Vote:** All approved

**Motion passed**

## **8. Future events**

- Next Board meeting November 15, 2023
- Super Co-Op food show and annual meeting
  - o December 5, 2023 in Modesto, California
  - o December 7, 2023 in Pomona, California
- ACDA annual conference: April 21-24, 2024 in St Louis, Missouri

## **9. ADJOURNMENT**

Meeting adjourned at 1:55 p.m.