SCHOOL COMMITTEE MEETING
Budget Subcommittee Meeting

Sudbury School Committee Meeting **LOCATION**
Budget Subcommittee Meeting **Remote**
Friday, September 25, 2026 **Live Link: https://us02web.zoom.us/j/82020398905**

AGENDA

9:00 a.m. - Open Session **Approximate Timing**

1. Call to Order
2. Public Comment — 10 Mins
3. Consent Calendar — (Discussion/Action) — 5 Mins
   a. Approval of Minutes (7/31/2026, 9/4/2026)
4. Continuing Business and Policy Matters
   a. Annual Policy Requirements: Outstanding Reviews and Approvals — (Discussion/Action) — 15 Mins
      i. Policy JJF: Student Activity Accounts
      ii. Policy GCBA: Professional Staff Salaries Schedule: Professional Staff Salaries
         1. Policy Review; Next Steps
5. Business and Policy Matters
   a. Policy DIE: FY25 Audit: Receipt of Memo from Acting Director of Business and Human Resources regarding status and anticipated completion of the School Department FY25 Audit and timeline for Budget Subcommittee review of audit findings and recommendations. — (Discussion/Action) — 5 Mins
   b. Potential Policies to be reviewed by Budget Subcommittee — (Discussion/Action) — 10 Mins
   c. FY28 Transportation Contracts and Procurement Planning — (Discussion/Action) — 10 Mins
      i. Transportation/Yellow Bus IFB/RFP
   d. FY28 Budget Development — (Discussion) — 25 Mins
      i. Review FY27 Actual Budget Reductions
      ii. Review Historical use of Circuit Breaker
      iii. Budget Comparisons with Peer Districts
      iv. Reports for next Budget Subcommittee meeting
   e. FY28 Food Service RFP Planning and Initial Review — (Discussion/Action) — 20 Mins
      i. Potential vote on FY28 Food Service RFP review timeline
      ii. Begin review of current contract and prior procurement documents, DESE requirements and and deadlines, recent district RFPs and awards, and available Information regarding the current SPS food service program.
   f. Special Education Stabilization Fund — (Discussion) — 10 Mins
6. Future Agenda Items — (Discussion) — 5 Mins
   a. Review Budget Timeline for School Committee Action Required by Policy, MGL, Contract Expirations, RFPs, and Other Time-Sensitive Approvals
   b. Review Rolling Agenda
7. Adjournment

This listing of matters is those reasonably anticipated by the Budget Subcommittee, which may be discussed at the meeting. Not all items listed may in fact be discussed, and other items not listed may also be brought up for discussion to the extent permitted by law.

The next School Committee Meeting is scheduled for September 28, 2026

Sudbury Public Schools
Budget Subcommittee Meeting

Date: September 25, 2026

Agenda Item: 3. Consent Calendar
a. Approval of Minutes (7/31/2026, 9/4/2026)

Recommendation:

Move to approve items as presented on the Consent Calendar.

Background Information:

Due to time limitations, the July minutes in the September 4 packet were not reviewed or voted upon. They are therefore included.

Attachments:

1- 07312026_DRAFT Budget Subcommittee Minutes

2-09042026_DRAFT Budget Subcommittee Meeting Minutes

Action: XX **Report:** **Discussion:** XX

Sudbury Public Schools
Budget Subcommittee Meeting Minutes

Date: July 31, 2026
Location: Training Room; 40 Fairbank Road; Sudbury, MA 01776

Budget Subcommittee Members Present: Karyn Jones, Elizabeth Sues
Administration Present: Annette Doyle, Interim Superintendent; Buckner Creel, Acting Director of Business and Human Resources
Town Administrators: Andy Sheehan, Town Manager; Victor Garofalo, Assistant Town Manager/Finance Director

Member Sues called the meeting to order at 8:00 a.m. Jones and Sues confirmed they were both present.

1. Public Comment

No public comment was offered.

2. Business and Policy Matters

A. Budget Subcommittee Reorganization

The Subcommittee discussed its organizational structure and noted that the Select Board's subcommittees do not designate chairs. Members agreed that the Budget Subcommittee would similarly operate without a designated Chair and would alternate responsibility for preparing meeting agendas and other administrative meeting tasks. No action was taken to elect a Chair.

B. Budget Timeline

The Subcommittee reviewed the proposed FY28 budget timeline and discussed concerns that recent budget cycles have not provided sufficient time for the School Committee to receive information, consider alternatives, hear community feedback, and deliberate before taking final action.

Jones referenced challenges during both the FY26 and FY27 budget processes. During FY26, the elementary principals presented the need for additional administrative support late in the process, leaving the Committee limited time to consider the request or identify potential offsets within the District budget. Given the timing, the Committee ultimately requested an additional $110,000 allocation from the Town to fund the position. Jones noted that earlier consideration would have allowed the Committee to more fully evaluate funding alternatives within its own budget rather than making a late request for additional Town resources.

During FY27 planning, the Committee was presented late in the process with an unexpected projected level-service deficit of approximately $1.6 million, followed by significant proposed reductions and program changes, including the proposed elimination of the SMILE and Explore programs.
The Subcommittee discussed opportunities to begin FY28 budget development earlier. Creel indicated that a level-service budget could be provided in October, while Doyle indicated that providing budget information before mid-November would be difficult.

The Subcommittee also discussed the additional planning that could be necessary if an operating override were contemplated, including development of alternative budget scenarios. Sheehan and Garofalo reviewed the Town's budget timeline and discussed the possibility of a January submission. Sues expressed that extending the regular budget process into January should occur only when necessary rather than becoming standard practice. Jones noted her understanding that School Committee policy contemplates adoption of the budget by the end of December.

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Jones and Sues requested follow-up this year on significant FY27 budget decisions to understand what was ultimately implemented and the resulting financial and programmatic impacts. The Subcommittee discussed the value of having this information available as part of FY28 budget development.

The Subcommittee did not vote on a revised timeline. The administration will discuss opportunities to begin portions of the budget process earlier. Subcommittee members will also review budget timelines used by other districts and continue discussing a schedule that allows sufficient time for information, community feedback, consideration of alternatives, and deliberation so that the Committee is not faced with significant budget decisions under compressed deadlines.

C. Overview of RFPs

The Subcommittee reviewed anticipated Requests for Proposals (RFPs) for the 2026–2027 school year, including transportation, food service, and the Superintendent Search Firm.

Transportation RFP: Creel provided an update on the District's upcoming transportation procurements, explaining that there are two components: METCO transportation for Boston-resident students and regular in-district transportation. Creel and Susan Gilson, Lincoln-Sudbury Regional High School Director of Finance and Operations, have met to discuss the upcoming procurements and coordination between SPS and Lincoln-Sudbury.

METCO Transportation: Creel reviewed the anticipated approach for METCO transportation, which is currently provided by First Student. The current plan is for SPS to enter into a separate agreement with METCO, Inc. for the procurement of transportation for SPS students participating in METCO. Creel noted that SPS and Lincoln-Sudbury have used this approach previously and that a separate three-year METCO contract would provide flexibility if different vendors ultimately provide METCO and in-district transportation, as currently occurs in Lincoln.

The District will also review METCO routes and make adjustments based on current enrollment and school assignments, including changes resulting from one school no longer serving as a METCO drop-off location.

Sues asked whether the METCO transportation RFP would include the parent/family bus that provides Boston families transportation to SPS activities and events. Doyle recommended continuing to view the service as a pilot and gathering utilization data before making a longer-term decision, noting that family transportation is separate from transporting students to and from school. Creel noted that because the service is still being evaluated, he would be hesitant to include it in the METCO, Inc. RFP at this time.

In-District Transportation: Creel discussed the upcoming RFP for regular in-district transportation, which SPS coordinates with Lincoln-Sudbury. The current First Student contract is expiring. Creel also discussed the District's longer-term goal of transitioning to electric school buses and its participation in the Massachusetts Clean Energy Center (MassCEC) School Bus Advisory Services Program, which will help identify infrastructure needs, funding opportunities, procurement considerations, and implementation options. Creel noted that the District is not yet positioned to procure an electric fleet because necessary infrastructure, including electrical capacity and transformers, is not in place.

The Subcommittee discussed how to proceed with the upcoming transportation RFP while preserving flexibility as electrification planning progresses. Creel discussed an initial three-year contract with two optional one-year extensions. Sues asked about a two-year contract; Creel noted that a shorter term could result in fewer competitive responses, and Sheehan noted that it could also result in higher pricing. Jones asked whether the RFP could preserve flexibility to electrify individual routes if infrastructure, funding, or grant opportunities become available during the contract period. Jones and Sues supported preserving flexibility, by mutual agreement, to add or subtract routes as opportunities arise. Creel noted that the District could complete the initial three-year term and then reassess whether to exercise the optional one-year extensions based on its progress toward electrification.

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After-School and Other Transportation Needs: Jones asked whether the RFP would account for Middle School Principal Jeff Mela's request, raised in the AIM reports, for an after-school bus for students participating in clubs and athletics.

Creel noted that after-school activity transportation is not legally required and discussed the need for additional information regarding demand and utilization. Doyle agreed that additional research and data would help inform the Budget Subcommittee's consideration of whether and how this transportation should be addressed.

Sues also noted outstanding questions regarding whether transportation routes could incorporate the Fairbank Community Center and/or locations used by after-school care providers. Jones and Sues requested that additional information on these transportation needs come back to the Budget Subcommittee before the scope of the RFP is finalized.

Superintendent Search RFP: Creel provided a brief update on the Superintendent Search RFP. He has begun drafting the RFP, with Doyle and Dr. Carol Cavanaugh, Interim Assistant Superintendent, reviewing the document. Creel will provide the draft to Jones and Sues for individual feedback before it is presented to the full School Committee. In response to a question from Jones, Creel noted that the School Committee would typically serve as the evaluation committee for selecting a superintendent search firm.

Food Service RFP: Creel provided a brief update on the Food Service RFP, noting that his immediate priority has been the Superintendent Search RFP. Creel will contact the appropriate regional representative to confirm the timeline and requirements for the food service procurement.
Sues expressed a preference for beginning the process sooner rather than later to allow sufficient time for a competitive RFP and consideration of multiple vendors and food service options. The Food Service RFP will return to the Budget Subcommittee as additional information regarding the timeline becomes available.

D. & E. Budget Transfers and Year-End Financial Reports

Creel explained that approximately $70,000 in over-budget lines needed to be addressed and that approximately $48,000 in available funding represented the largest amount used to offset those balances. The remaining transfers were primarily year-end accounting adjustments to reconcile over- and under-budget lines. Following the transfers, the FY26 budget was essentially fully expended, with a minimal balance remaining.

Sheehan left the meeting at 9:05 a.m. due to another meeting he had to attend.

Creel reviewed the FY26 year-end financial reports, including budget-to-actual results and encumbrances. He noted that some salary balances reflected summer payroll obligations for employees paid over 21 payroll periods and therefore were not available funds.

The Subcommittee reviewed Circuit Breaker funding and historical balances. Creel explained that the District generally spends the prior year's Circuit Breaker reimbursement and may carry forward the reimbursement received during the current fiscal year. The District also uses allowable prepayments of special education expenses as part of the year-end closeout process to ensure eligible Circuit Breaker funds are used within the required timeframe.

The Subcommittee discussed the higher Circuit Breaker balances and prepayments beginning around FY20. Creel noted that the pandemic period was unusual because school closures and lower expenditures contributed to larger available balances and prepayments. Sues noted that FY20 appeared to be an outlier in the historical data.

Jones asked whether the declining balances are expected to continue and whether this could affect the District's ability to use prepayments in future years. Creel explained that Student Services has been conducting a more detailed review of individual IEP-related expenditures and eligible costs when

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preparing Circuit Breaker submissions. As a result of that work, the District anticipates a higher Circuit Breaker submission and potentially increased reimbursement for FY28. Creel recognized Student Services for its work reviewing eligible expenses.
Sues also asked about the threshold used to identify significant budget-to-actual variances, and the Subcommittee discussed how variances are evaluated based on the size and nature of the account.

F. Review of Budget Subcommittee Reporting

The Subcommittee reviewed the financial reporting it would like to receive on an ongoing basis. Creel asked about the purpose of reporting Chapter 70 and Medicaid revenues, noting that Chapter 70 is received by the Town and the District's General Fund spending authority is based on the amount appropriated at Town Meeting rather than fluctuations in individual revenue sources.

The Subcommittee discussed how tracking these revenues could inform future budget discussions. Sues noted that the reporting package had previously been developed and approved with Sawyer but that the Subcommittee welcomed Creel's recommendations and financial reporting best practices.

Creel also discussed whether certain information, such as METCO funding, could be reported quarterly rather than monthly. The Subcommittee asked Creel to review the reporting package and recommend any changes, including the appropriate reporting frequency for each item.

3. Adjournment

Sues made a motion to adjourn the Budget Subcommittee meeting at 9:34 a.m. Jones seconded the motion. **Vote:** 2–0. Jones – Aye; Sues – Aye. **Motion passes.**

Minutes respectfully submitted by Karyn Jones.

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Sudbury School Committee
Budget Subcommittee Meeting Minutes

Meeting Date: September 4, 2026
Meeting Location: Remote

School Committee Members Present
- Karyn Jones, remotely
- Betsy Sues, remotely

Budget Subcommittee member Betsy Sues called the meeting to order at 10:34 a.m. Sues confirmed that she was participating remotely, and Budget Subcommittee member Karyn Jones also confirmed that she was participating remotely. Members noted that the meeting had a hard stop at 12:00 p.m.

1. Business and Policy Matters

A. Sudbury School Committee FY28 Budget Guidelines

The Budget Subcommittee reviewed the draft FY28 Budget Guidelines. The draft was developed using the prior year's guidelines as a starting point and was updated to include background regarding the FY27 budget, proposed FY28 budget initiatives, and recommendations from the administration.

The Subcommittee discussed the importance of including a brief FY27 recap to provide context for FY28 budget development, including the investments and reductions made during the prior budget process and the use of alternative funding strategies to balance the FY27 budget. Members agreed that understanding the decisions made in FY27 provides an important starting point as the Committee considers priorities and funding needs for FY28.

The Subcommittee discussed the proposed budget initiatives and the process for further refining them. The initiatives included in the draft were summarized from priorities previously discussed by the School Committee. Members noted that additional discussion will occur at the full School Committee level and that the initiatives may be revised based on School Committee discussion and input from administrators and principals.

The Subcommittee also discussed the importance of approving the guidelines early enough in the budget process to provide the administration with adequate time to develop the FY28 budget.

Motion: To recommend that the School Committee approve the FY28 Budget Guidelines as presented.
Vote: 2–0. Jones – Aye; Sues – Aye. **Motion passes.**

B. Review FY28 Community Budget Letter and Timeline

The Subcommittee reviewed the administration's revised FY28 Budget Development Timeline and the draft community budget letter.

Members discussed revisions made following the Subcommittee's previous feedback at its July meeting, including providing the School Committee with an earlier initial budget presentation and scheduling opportunities for principals and other administrators to participate in the budget review process before the Budget Hearing.

The Subcommittee supported continuing to work toward the earlier budget timeline while retaining flexibility should an extension become necessary. Members also discussed the importance of the Budget Subcommittee receiving preliminary level-service budget information in October for the Budget Subcommittee and School Committee representatives to participate meaningfully in Budget Working Group discussions.

The Subcommittee continued its practice of presenting the community budget letter as a one-page document, with the budget meeting schedule and opportunities for public participation included directly in

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the letter. Members noted that keeping the information concise and in one place makes it easier for community members to access the budget timeline and understand when and how they can participate in the process.

Motion: To recommend that the School Committee approve the FY28 Budget Process Timeline and Community Budget Letter as presented. **Vote:** 2–0. Jones – Aye; Sues – Aye. **Motion passes.**

C. Debrief from Budget Working Group; Next Steps

The Subcommittee discussed the recent Budget Working Group meeting and information needed as FY28 planning continues. Members discussed the limited opportunities for significant reductions within the SPS budget given that a substantial portion of district expenditures is staffing-related, as well as the importance of maintaining appropriate class sizes, student services, curriculum, and programming while identifying efficiencies and potential revenue opportunities.

Interim Superintendent Annette Doyle joined the meeting at 11:00 a.m. Acting Director of Business and Human Resources Buckner Creel joined the meeting at 11:06 a.m.

The Subcommittee discussed the importance of understanding the FY27 budget as the starting point for FY28, including which proposed reductions were ultimately implemented and where revolving funds, Circuit Breaker, prepayments, or other strategies were used to balance the budget or introduced additional financial risk. Members specifically discussed the need to understand actual savings from technology and staffing reductions and how those assumptions may have changed based on student needs.

Special education funding was also discussed, including out-of-district placements, Circuit Breaker reimbursements, prepayments, and operating budget expenditures. The administration reported that additional out-of-district placements over the summer have added pressure to FY27 and are expected to affect FY28. Creel reported that FY26 Circuit Breaker reimbursement was approximately $1.32 million and that FY27 reimbursement information is expected later in September and could be higher.

Creel emphasized that Circuit Breaker is an annual reimbursement program rather than a one-time funding source. Subcommittee members clarified that their concern was not whether Circuit Breaker itself is recurring, but how Circuit Breaker funds and prepayments have been used in recent budgets and how much financial cushion remains to address unexpected special education costs. Members requested greater clarity regarding the district's current position before determining the level of risk that can reasonably be carried into FY28.

Members also discussed the need for a stronger multiyear financial forecast that incorporates known and reasonably anticipated expenses beyond contractual salary increases, including curriculum, technology replacement, audits, maintenance and capital needs, and other planned district initiatives.

Members identified several areas where additional information would assist future budget discussions, including:

- reconciliation of FY27 proposed reductions with reductions actually implemented;
- review of technology reductions and other FY27 savings assumptions;
- special education expenditures, Circuit Breaker reimbursements, prepayments, out-of-district placements, and the use of other funding sources;
- current and projected class sizes, caseloads, enrollment and staffing compared with peer districts;
- updated enrollment projections as they become available;
- a clearer level-service budget estimate for FY28; and
- development of a more comprehensive multiyear forecast that incorporates known or reasonably anticipated expenses, including maintenance and capital costs, curriculum review and implementation, technology replacement, audits and other recurring or planned district initiatives.

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The administration noted that the FY28 budget projection previously developed by the district was approximately a 4.52% increase, compared with approximately 4.49% reflected in the adopted budget book. These figures are planning estimates, and a more accurate level-service calculation will require review of staffing, contractual obligations, enrollment, special education costs, and other FY28 expenses.

The Subcommittee also discussed the SEA collective bargaining agreements and the potential implications of an operating override. Members noted that the agreements include regular negotiated FY28 salary increases as well as a separate conditional 2% market adjustment triggered by a qualifying Proposition 2½ override in FY26 or FY27.

Members discussed the context in which this provision was negotiated, including concerns regarding trust expressed by the SEA based on its experience with prior contract negotiations. At the time of the most recent negotiations, the School Committee understood from budget projections and discussions with the administration and Town that an operating override would likely be necessary for FY28. FY27 was ultimately balanced without an override through reductions, the use of other available funds, and the assumption of additional financial risk, and the expectation of a potential FY28 override was part of the context in which the conditional contract language was agreed to.

Members expressed concern about the implications for trust with the SEA if an override is now determined not to be necessary, while also agreeing that the School Committee should not pursue an override simply to trigger the contractual increase. Members emphasized the need for a clearer understanding of the FY28 level-service budget, the sustainability of the measures used to balance FY27, and the district's multiyear outlook before reaching conclusions regarding an override. Members also noted that a qualifying override would both provide additional recurring revenue and trigger the additional 2% contractual market adjustment.

During the discussion of special education costs, Creel noted that approximately 21% of SPS students receive special education services and raised the need to consider the other approximately 79% of students when discussing budget priorities. Subcommittee members responded that their discussion had not been focused solely on special education and reiterated that many of the priorities raised, including class size, curriculum, technology, World Language programming, staffing, maintenance and capital, and other instructional needs, affect students throughout the district. Members clarified that the focus on special education funding was intended to better understand and manage its financial risks so that the district can adequately support programs and services for all students.

The Subcommittee discussed the possibility that an operating override may ultimately not be necessary depending on the Town's budget guidance and the district's actual level-service needs. Members agreed that an override should not be pursued unless the completed budget analysis demonstrates that one is necessary, while emphasizing that avoiding an override should not compromise what the community values, educational services, or introduce unreasonable financial risk.

D. Special Education Stabilization Fund

The Subcommittee discussed whether to further research the potential establishment of a Special Education Stabilization Fund. Members referred to background materials included in the meeting packet regarding stabilization funds used in other communities and prior SPS budget experience.

Members discussed how, in FY24, additional unanticipated student needs arose shortly after voters had approved an SPS operating override as part of the FY24 budget in the spring of 2023. After the fiscal year began on July 1, SPS returned to Special Town Meeting in October seeking additional funding to address needs that had arisen after the budget was adopted. Members also referenced the decision during development of the FY24 budget to use $300,000 in Circuit Breaker funds to reduce the amount of the operating override and concerns raised at the time regarding the financial risk associated with that decision.

Members discussed this history as an example of how quickly student needs and associated costs can change after a budget is adopted, even following an operating override. The Subcommittee noted that similar uncertainty exists in FY27. Members also pointed out how Creel had reported to them that unexpected out-of-district placements have occurred since the FY27 budget was developed and are creating additional financial pressure, which may or may not result in a need for a reserve fund transfer.

The Subcommittee discussed whether a stabilization fund could provide an additional safeguard for significant and unexpected special education costs that arise after the annual budget is adopted. Members discussed how such a fund would differ from Circuit Breaker reimbursements and the district's use of year-end special education prepayments, including whether a stabilization fund could allow resources to accumulate over multiple fiscal years and provide an additional reserve when significant unexpected costs occur.

Members discussed questions regarding how a stabilization fund would be established and funded, the circumstances and process for accessing the funds, and how it would interact with the operating budget, Circuit Breaker reimbursements, and prepayments. The Subcommittee discussed the importance of understanding how other communities structure and use these funds before determining whether a similar approach would be appropriate for SPS.

Members agreed that additional research is needed before making any recommendation. Areas identified for further review included how other districts establish, fund, and access special education stabilization funds; criteria for use of the funds; the relationship to Circuit Breaker, prepayments, and the operating budget; and whether such a fund would address the specific financial risks experienced by SPS.

E. Review information previously requested to inform development of the upcoming Transportation RFP

The Subcommittee reviewed previously requested information related to development of the upcoming transportation RFP. The administration reported that the procurement timeline is still being developed and that the RFP is not imminent, allowing additional time to review potential transportation needs.

The Subcommittee discussed results from the parent transportation survey. Of 74 respondents, approximately 10 indicated that they would be interested in having a different afternoon drop-off location from their morning pick-up location.

Members and administrators discussed whether transportation to after-school providers could be accommodated. Considerations included student safety, consistency of bus assignments, operational complexity, capacity, equity among families requesting alternative transportation arrangements, and the limited number of families who may ultimately require the service. The administration noted that at least one after-school provider has arranged separate transportation.
The Subcommittee also discussed the possibility of restoring a late/activity bus at the middle school. Members agreed that additional information regarding potential student and family utilization would be helpful before determining whether this should be included as a budget initiative or transportation requirement.

The administration will continue to gather information regarding the transportation RFP, potential PM transportation arrangements and demand for a middle school activity bus.

F. Annual Policy Requirements: Outstanding Reviews and Approvals

I. Policy JFBC: METCO
The Subcommittee reviewed the FY27 METCO budget and accompanying memorandum. Members thanked the administration for preparing the materials and had no additional questions regarding the proposed budget.

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The administration noted that the METCO grant has remained relatively level while certain program expenses, including transportation and staffing costs, have increased. The district has been able to manage the program within available grant funding to date, but future budgets may require consideration of whether some METCO-related expenses should be supported through the operating budget if grant funding does not keep pace with program costs.

The Subcommittee also discussed Policy JFBC and noted that the policy currently references distribution of METCO students among all SPS schools. The administration reported that current practice has changed at the elementary level. Beginning this year, METCO students are no longer assigned to Loring Elementary School, in part to reduce transportation time and strengthen student cohorts at the remaining elementary schools. Members agreed that Policy JFBC should be reviewed to ensure that it reflects current district practice.

Motion: To recommend the FY27 METCO budget to the full School Committee for approval.
Vote: 2–0. Jones – Aye; Sues – Aye. **Motion passes.**

III. Policy GCBA: Professional Staff Salaries
The Subcommittee briefly discussed Policy GCBA and the School Committee's role in reviewing salaries for administrators working under individual contracts. Members with the administration discussed whether the policy could be implemented through a process in which the administration presents an overall salary pool or range of potential increases for applicable administrators, allowing the Superintendent discretion within parameters approved by the School Committee. The administration will review the policy and determine an appropriate process for complying with its requirements.

3. Adjournment
Motion: To adjourn the Budget Subcommittee meeting at 12:08 p.m.
Vote: 2–0. Jones – Aye; Sues – Aye. **Motion passes.**

Meeting adjourned at 12:08 p.m.

Minutes respectively submitted by Karyn Jones.

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Sudbury Public Schools
Budget Subcommittee Meeting

Date: September 25, 2026

Agenda Item: 4. Continuing Business and Policy Matters
A. Annual Policy Requirements: Outstanding Reviews and Approvals
I. Policy JJF: Student Activity Accounts
Ii. Policy GCBA: Professional Staff Salaries Schedule: Professional Staff Salaries

Recommendation:

Move that the Budget Subcommittee approve the GCBA memorandum and proposed review and implementation timeline for presentation to the Sudbury School Committee, and recommend that the Committee refer the draft Policy GCBA to legal counsel for review and guidance regarding a potential change to its administrator compensation-setting model.

Move that the Budget Subcommittee recommend that the School Committee establish the FY27 maximum balances for each Student Activity Checking Account as presented, in accordance with Policy JJF.

Background Information:

Policy GCBA

Policy GCBA requires salaries for principals and administrators on individual contracts to be reviewed annually prior to July 1. The Budget Subcommittee discussed the outstanding FY27 review at its September 4 meeting.

Members clarified that the intent is not for the School Committee to review or determine each administrator's individual salary. The Subcommittee discussed possible approaches for meeting the policy requirement, including having the administration present an overall salary adjustment amount, pool, or other framework for School Committee consideration, while allowing the Superintendent appropriate discretion regarding individual salary adjustments.

Based on the discussion, the administration will develop a proposed approach for addressing the outstanding FY27 salary review and bring it back for further consideration. No recommendation was made and no vote was taken by the Budget Subcommittee on September 4.

Policy JJF

Policy JJF requires the School Committee, prior to the start of each school year, to vote on the maximum balance permitted in each school's Student Activity Checking Account. This requirement was identified approximately one month prior to the start of the school year so that the required action could occur within the policy timeline. It was not subsequently placed on a School Committee agenda and

remains outstanding.

Attachments:

1 - MEMO_Research and Potential Memo to SC
1- SPS Current Policy GCBA - PROFESSIONAL STAFF SALARY SCHEDULES
2-HinghamSchoolCommittee_Meeting_Packet_6.30.25.pdf
3-Grafton School Committee Minutes_09252025.pdf
4-Weston School Committee_06282024Agenda.pdf
5-Weston School Committee_06152026Agenda.pdf
6-FY26 Admin Salary Bands (for SC meeting).xlsx - FY26 Comparison Data.pdf
7-Weston Public Schools
Policy-GCBA-PROFESSIONAL-STAFF-SALARY-SCHEDULES.pdf
8-Weston SChool Committee Meeting Minutes 06152026.pdf
9 - File: JJF - STUDENT ACTIVITY ACCOUNTS

Action: XX **Report:** **Discussion:** XX

To: Sudbury School Committee Budget Subcommittee
From: Karyn Jones
Date: September 25, 2026
Re: Policies GCBA: Research to Help Start the Conversation

Purpose and Background

At the September 4, 2026 Budget Subcommittee meeting, the Subcommittee briefly discussed Policy GCBA, *Professional Staff Salary Schedules*, and the School Committee's role in reviewing salaries for principals and administrators working under individual contracts. During that discussion, a question was raised about whether the policy could be implemented through a process in which the School Committee approves an overall salary pool or range of potential increases and the Superintendent is then provided discretion to determine individual increases within those parameters. The administration indicated that it would review the policy and determine an appropriate process for complying with its requirements.

Following that meeting, I did additional research to help provide context for this discussion. That research included reviewing Sudbury's current Policies GCBA and GCBB, the MASC model policies on which they are based, relevant Massachusetts law, and policies and practices in a number of Massachusetts school districts, including peer and comparison districts.

Sudbury's Current Policies

Sudbury adopted its current GCBA and GCBB on October 2, 2023.

GCBA, Professional Staff Salary Schedules

For principals and administrators working under individual contracts, GCBA provides:

> "Salaries will be reviewed annually prior to July 1. The School Committee, with the advice of the Superintendent, will establish levels of compensation for each position based on the circumstances, dynamics, and requirements of each position. It is the responsibility of the Superintendent to present evidence to the School Committee to support recommendations for salary increases."

GCBB, Employment of Principals

GCBB establishes additional requirements specifically for principals. It provides that principals are employed under individual contracts and that:

> "Said contracts shall be submitted to the School Committee for their approval of all terms concerning compensation/benefits, prior to the presentation of a contract of employment to the Principal."

The policy further provides that compensation or benefit levels may be exceeded only with School Committee approval and that subsequent contracts may be issued by the Superintendent at compensation and benefit levels determined by the School Committee.

Read together, the current policies establish an affirmative School Committee role in compensation for principals and administrators working under individual contracts, while assigning the Superintendent responsibility for making recommendations and providing supporting information.

Massachusetts Law

Massachusetts law assigns different appointment and compensation responsibilities depending upon the administrative position. The School Committee's October 2024 legal training provides a helpful summary of these distinctions. Counsel identified the Superintendent, School Business Administrator, Administrator of Special Education, and Assistant or Associate Superintendents as positions for which the School Committee has appointment authority.

Position	Who Appoints?	School Committee Action	When
Superintendent M.G.L. c. 71, §§41, 59: SC employs the Superintendent and fixes compensation. §41 addresses the employment contract.	School Committee	Appointment, contract and compensation	Appointment; renewal/amendment; compensation change; evaluates Performance
Director of Business & HR / School Business Administrator M.G.L. c. 71, §41: Provides for SC employment of a School Business Administrator under an individual contract, including salary, benefits and other conditions of employment.	School Committee	Appointment, contract terms and compensation	Appointment; renewal/amendment; compensation change
Director of Student Services / Administrator of Special Education M.G.L. c. 71B, §3A: SC "shall appoint a person to be its administrator of special education." Counsel states the Committee determines wages and other terms and conditions of employment for Committee-appointed administrators.	School Committee	Appointment, contract terms and compensation	Appointment; renewal/amendment; compensation change
Assistant/Associate Superintendent M.G.L. c. 71, §59: SC may establish and appoint these positions upon Superintendent recommendation; SC fixes compensation and approves or disapproves hiring.	School Committee, upon Superintendent recommendation	Appointment and compensation	Appointment; renewal/amendment; compensation change
Principal M.G.L. c. 71, §§41, 59B — Superintendent appoints principals at compensation levels determined in accordance with SC policies. Principals are employed under individual contracts.	Superintendent	SC approves compensation/benefit terms under GCBA/GCBB; SC does not appoint	Initial contract; annual compensation review; compensation/benefit change or applicable contract amendment

Other Superintendent-Appointed Administrators M.G.L. c. 71, §59B: Superintendent appoints administrators and other personnel at compensation levels determined in accordance with SC policies.	Superintendent	Compensation as required by SC policy	As required by GCBA or other applicable policy

Principals and certain other administrators are different. They are appointed by the Superintendent, and the Superintendent determines compensation and benefits **"consistent with Committee policies."**

In Sudbury, GCBA and GCBB establish a specific School Committee role in that compensation process. For principals, M.G.L. c. 71, §59B gives the Superintendent appointment authority, while compensation is determined in accordance with School Committee policy. M.G.L. c. 71, §41 separately requires principals to have individual contracts. Sudbury's GCBA requires annual salary review and provides that the School Committee establishes compensation for each covered position, while GCBB requires School Committee approval of principal compensation and benefit terms before the contract is presented to the principal.

For Sudbury's Director of Business and Human Resources and Director of Student Services, the Committee's role is more direct: these are Committee-appointed positions, and Counsel's training states that the Committee determines their wages and other terms and conditions of employment. Appointment and compensation authority should not, however, be confused with day-to-day management; Counsel's training separately places the direction and management of district employees within the administrative structure.

This distinction is important to the September 4 discussion because a compensation-band model would potentially apply to more than principals. Weston, for example, uses bands for principals as well as senior central-office positions, including its Director of Student Services, Director of HR and Director of Finance.

The question for Sudbury is therefore whether a similar compensation framework could be used across administrators working under individual contracts while preserving the different appointment and compensation responsibilities established by law and Sudbury policy. If the Budget Subcommittee wishes to pursue a band or range model, Counsel should advise which decisions could be delegated within School Committee-approved parameters and which appointments, compensation changes, or contract amendments would continue to require an individual School Committee vote.

<u>Implementation of Sudbury's Current Policies</u>

The research following the September 4 meeting also raised a separate issue from the longer-term policy question.

Based on the Committee records and information reviewed to date, the annual compensation-setting process described in GCBA and GCBB does not appear to have been fully implemented since the policies were adopted in October 2023.

GCBA requires salaries to be reviewed annually before July 1, with the Superintendent providing supporting information and the School Committee establishing compensation levels. MASC's guidance states that required Committee actions should still be completed even when the deadline contained in a policy has passed. The Committee has an obligation to the community to uphold its policies.

The recent appointment of the new Noyes principal provides another example of where additional clarity around the process may be helpful. The School Committee did not discuss or vote on the compensation and benefit terms of the principal's contract under GCBB or establish the compensation level under GCBA.

This is separate from the Superintendent's authority to appoint the principal under §59B. The purpose of raising this example is not to revisit the appointment or the individual contract, but to clarify how the Committee's existing policies should be implemented going forward. Establishing a consistent process for annual compensation reviews, future appointments, and contract decisions would help ensure that the administration and Committee have a shared understanding of their respective responsibilities.

MASC Model Policies

The Sudbury School Committee adopted Sudbury's GCBA and GCBB MASC-based language policies. This remains School Committee policies unless and until amended.

Research Following the September 4 Discussion

Following the meeting, I reviewed policies, budgets, contracts, agendas and meeting records from a number of Massachusetts school districts to understand how other School Committees approach administrator compensation.

I looked particularly at peer and comparison districts but also included several other districts where the public record provided a useful example of a different structure.

The examples are useful because *they do not all do the same thing.*

District	General Model	What the Research Shows
Sudbury	Current MASC-based policy/direct SC role	GCBA states that SC establishes compensation for each covered position; GCBB requires SC approval of principal compensation/benefit terms

Weston	SC-approved compensation bands	SC establishes position-specific bands; Superintendent determines individual salaries within them; deviations require SC approval
Wakefield	SC-approved salary ranges	SC approves annual ranges for nonrepresented administrators, including building principals, and authorizes Superintendent to negotiate and execute individual agreements within them
Wayland	Position-specific SC role	SC, with Superintendent advice, establishes compensation for each principal position
Dover-Sherborn	Position-specific SC role	Annual review with SC establishment of principal compensation and Superintendent advice
Grafton	Individual contract model	Individual principal contracts and certain administrator compensation changes are presented to SC for action
Hingham	Individual contract model	SC records identify negotiations involving administrator contracts and principal contracts
Wellesley	Collective bargaining for many administrators	Unit B includes categories such as assistant principals, department heads and directors
Bedford	Administrator collective bargaining	Covered administrators have a Unit B agreement and salary structure
Watertown	Administrator collective bargaining	Public records identify principal/AP compensation by steps under the administrator agreement
Holliston	Mixed model	Budget materials distinguish between bargaining-unit administrators and “Individual Administrators”
Natick	Administrative compensation framework	Policy establishes a compensation framework for non-bargaining administrators with substantial Superintendent implementation authority
Medway	Administrator salary ranges	Public records show SC consideration of administrator salary ranges; precise delegation has not been established from the records reviewed
Medfield	Recent GCBA/GCBB review	SC recently reviewed these policies as part of a broader Section G update; additional evidence would be needed to characterize annual implementation

Weston: School Committee-Approved Compensation Bands

Weston provides the clearest example of the type of structure discussed at the September 4 meeting.

Weston's GCBA requires the School Committee, in collaboration with the Superintendent, to adopt a compensation plan containing an explicit salary range for each nonunion administrator-level position. The Superintendent establishes the initial salary for a new administrator within the approved band based upon qualifications and other factors established under the policy.

For existing administrators, the Superintendent determines compensation within the approved bands and progression framework. Deviations from that structure must be presented to the School Committee for approval. The policy also prohibits compensation outside an approved contract, agreement or School Committee vote.

Weston also implements this process through affirmative School Committee action. In June 2026, the Superintendent presented compensation information from 16 comparison districts and proposed revised administrator compensation bands. The Superintendent explained that once the School Committee established the bands, she had authority to determine individual salaries within them based on factors including experience, district finances and days worked. The Committee then voted unanimously to approve the revised bands.

Weston's comparison group included Bedford, Belmont, Brookline, Concord/Concord-Carlisle, Dover-Sherborn, Duxbury, Holliston, Lexington, Medfield, Nantucket, Newton, Sharon, Watertown, Wayland, Wellesley and Westwood.

Weston is therefore useful not because Sudbury necessarily should adopt the same model, but because its policy clearly defines what authority the School Committee retains and what authority it delegates to the Superintendent.

Wakefield: School Committee-Approved Salary Ranges

Wakefield provides another example of a range/delegation structure and demonstrates that the general concept is not unique to Weston.

In June 2025, the Wakefield School Committee considered FY26 salary ranges for nonrepresented administrative staff, expressly including district administrators, coordinators, IT staff and building principals.

The proposed School Committee action approved those ranges and authorized the Superintendent to negotiate and execute individual employment agreements within the approved ranges.

Wakefield therefore establishes a similar basic division of responsibility: the School Committee establishes the compensation parameters and the Superintendent negotiates individual agreements within them.

Wayland and Dover-Sherborn: More Direct School Committee Role

Other comparison districts retain structures closer to Sudbury's current policy.

Wayland's GCBA provides for annual review of principal salaries and states that the School Committee, with advice from the Superintendent, establishes compensation for each principal position. The Superintendent is responsible for presenting supporting information for recommendations.

Dover-Sherborn similarly provides for annual review and School Committee establishment of principal compensation with advice from the Superintendent.

These examples are important because they demonstrate that Sudbury's existing written structure is also used elsewhere.

Grafton: Individual Contracts and Compensation Before the Committee

Grafton provides an example of more direct School Committee involvement.

Recent records show the Superintendent presenting individual principal contracts to the School Committee. The records also show the Committee considering a specific administrator contract addendum that provided an additional $20,000 in compensation for additional Human Resources responsibilities.

The records therefore provide an example of individual contractual compensation matters being affirmatively presented to the School Committee rather than delegated through a general salary pool or band.

Hingham: Individual Contract Model

Hingham provides another example of individual administrator and principal contracts.
School Committee records expressly identify executive-session negotiations involving “administrator contracts” and “principal contracts.” Other Hingham records also identify School Committee consideration of an individual contract for a nonunion administrator.

The available public records do not establish that every individual salary adjustment receives a separate School Committee vote. They do, however, demonstrate direct School Committee involvement in individual administrator and principal contracts.
Hingham and Grafton therefore provide useful counterpoints to Weston and Wakefield. They illustrate that some districts retain more direct Committee involvement rather than establishing ranges and delegating individual negotiations.

Collective Bargaining Models

Several peer districts use a substantially different structure because some or all administrator compensation is established through collective bargaining agreements.

Wellesley has a Unit B bargaining agreement covering categories of administrators including assistant principals, department heads and directors. Bedford likewise has an administrator Unit B bargaining structure. Watertown's public appointment records identify principal and assistant-principal salaries according to steps under its administrator agreement.

Holliston appears to use a mixed structure. Its budget distinguishes between administrator bargaining-unit compensation and “Individual Administrators,” suggesting that different positions may be governed through different compensation mechanisms.

These districts are important comparisons because an absence of individual School Committee salary votes does not necessarily mean the Superintendent has unilateral salary-setting authority. Compensation may instead already be governed by a collectively bargained salary schedule.

What the District Comparison Shows

The district research suggests a range of approaches rather than one prevailing model. At one end, Grafton and Hingham provide examples of individual-contract structures involving direct School Committee participation.

Wayland and Dover-Sherborn retain policies under which the School Committee has an affirmative role in establishing compensation for principal positions, generally closer to Sudbury's current written policy.

Weston and Wakefield establish compensation parameters and provide the Superintendent greater discretion within those parameters. Weston does so through position-specific compensation bands, while Wakefield approves salary ranges and authorizes the Superintendent to negotiate individual agreements within them.

A separate group of districts, including Wellesley, Bedford and Watertown, establish compensation for some or all administrators through collective bargaining. Holliston appears to use a combination of bargaining-unit and individual administrator arrangements.

Conceptually, the examples demonstrate a spectrum:

> Individual contracts/direct Committee involvement → Committee establishment of position-specific compensation → Committee-approved bands or ranges with delegated Superintendent discretion → collectively bargained salary schedules.

What is notable across the stronger examples is that there is an identifiable compensation mechanism and a defined division of authority. Where individual contracts are used, there is a contract process. Where discretion is delegated, the parameters of that delegation are

established. Where compensation is collectively bargained, an approved agreement and salary schedule govern compensation.

Policy Question for Sudbury

The September 4 discussion therefore presents a legitimate policy choice.

Sudbury could retain its current GCBA and GCBB structure and establish a reliable annual process under which the Superintendent presents recommendations and supporting information and the School Committee takes the compensation actions required by the policies.

Alternatively, Sudbury could consider a model under which the School Committee establishes compensation bands, salary ranges or other defined parameters and expressly delegates individual salary decisions within those parameters to the Superintendent.

The research also suggests that there may be variations between those two approaches. The Budget Subcommittee does not necessarily need to select another district's policy in its entirety.

The question is what balance of administrative discretion, School Committee oversight, transparency and fiscal accountability makes the most sense for Sudbury.

If the Committee ultimately wants to use a band or range model, however, it would be preferable for the policy to say so explicitly. GCBA currently states that the Committee establishes compensation “for each position,” while GCBB assigns the Committee specific responsibility for principal compensation and benefit terms.

Rather than administering one process while the written policies describe another, GCBA and GCBB should accurately reflect the governance model the Committee chooses.

Draft Policy for Discussion

Following this research, I prepared a draft based generally on Weston's GCBA to illustrate what one possible compensation-band policy could look like in Sudbury.

Weston was useful for drafting purposes because its policy clearly addresses many of the questions raised on September 4: who establishes compensation ranges, what discretion the Superintendent has within them, what factors may be considered, when compensation decisions return to the School Committee, and how the process relates to budget development.

If the Budget Subcommittee believes a policy change should be considered, I would recommend that School Committee counsel review GCBA, GCBB and any proposed amendments and provide guidance before a recommendation for specific policy language proceeds. If not, then the administration has to procced in following the policy as written and adopted in 2023 as we are currently out of compliance with our policies.

Timeline for Review and Potential MEMO to School Committee

DRAFT MEMO TO SCHOOL COMMITTEE

To: Sudbury School Committee Members

From: Karyn Jones and Betsy Sues, Budget Subcommittee

Date: September 25, 2026

Re: Proposed GCBA Policy Review and Implementation Timeline

Purpose

The Budget Subcommittee's September 4 review identified an opportunity to clarify the School Committee's approach to establishing compensation for principals and administrators on individual contracts.

The proposed draft Policy GCBA would change the Committee's current compensation-setting model by establishing a framework for salary bands, with individual compensation decisions administered within the approved framework.

Because this represents a change from the Committee's existing policy, the draft should first be reviewed by legal counsel. If the Committee decides to proceed, additional work will be necessary to establish appropriate salary bands, define the process for administering compensation within those bands, and determine how the revised policy will be implemented.

The proposed timeline below is intended to allow the Committee to complete this work in a deliberate manner and establish the new framework before the next annual compensation review.

Proposed Review Process

The Budget Subcommittee would recommend that the full School Committee refer the draft GCBA policy to legal counsel for review.

Following receipt of counsel's guidance, the Committee would consider whether to proceed with the proposed model and identify any revisions needed before adopting the policy.

If the Committee elects to proceed, the administration would develop proposed compensation bands and supporting information for Committee consideration. This work should include identifying the positions covered by the policy, reviewing relevant compensation data, and considering the financial implications of the proposed bands.

The School Committee would retain responsibility for approving the compensation bands and any other elements requiring Committee action under the adopted policy.

The following timeline is proposed for consideration.

Proposed Timeline

Date	Meeting	Proposed Action
September 25, 2026	Budget Subcommittee	Review the proposed GCBA policy and recommend that the full School Committee refer the draft to legal counsel. Recommend a proposed review and implementation timeline.
October 19, 2026	School Committee	Consider the Budget Subcommittee's recommendation and vote on referring the draft policy to legal counsel for review.
November 2	School Committee	Policy Adoption Process, Step 1
November 16, 2026	School Committee	Policy Adoption Process, Step 2
November 30, 2026	School Committee	Policy Adoption Process, Step 3
January 29, 2027	Budget Subcommittee	Review the administration's proposed compensation bands, covered positions, relevant comparative data, and financial implications. Identify any additional information needed.
February 26, 2027	Budget Subcommittee	Continue reviewing proposed compensation bands and implementation procedures. Develop recommendations for full School Committee consideration.
March 2027	School Committee	Review the proposed compensation bands and implementation framework. Potential Vote.

DRAFT - Please note this is a cut and paste of Weston's policy, updated with Sudbury School Committee in replace of Weston.

Policy GCBA: PROFESSIONAL STAFF SALARY SCHEDULES

Teachers

The School Committee will adopt a salary schedule for regular teaching personnel as part of the contract negotiated with the teachers' bargaining unit. The schedule will be designed to recognize and reward training and experience and encourage additional study for professional advancement.

Administrators

Salaries will be set during the budget process each year. The Sudbury School Committee, in collaboration with the Superintendent, will adopt a salary classification and compensation plan ("compensation bands") that will establish an explicit salary range for each non-union administrator-level position; the range will be based on factors that may include, but are not limited to, the individuals' professional knowledge, skills, education, as well as the duties and responsibilities for the position. The Superintendent will establish a written procedure setting forth a transparent set of factors ("salary factors") for setting salaries in non-union administrator-level positions and progression through each positions' compensation band.

The Superintendent will set a new hire's initial salary within the established compensation band for the particular position based on the articulated salary factors and an individual's qualifications, subject to appropriation of sufficient sums as part of the budget process.

Each year, the Superintendent will propose each administrator's salary within the compensation bands and according to the progression pathway during the budget process. Any deviations from the established progressions shall be presented to the School Committee for approval. It is the responsibility of the Superintendent to present evidence to the Committee to support recommendations for these increases. In extraordinary situations, the Superintendent may propose to the School Committee salary changes outside of the budget process.

The School Committee may revise the compensation bands from time-to-time at the recommendation of the Superintendent. The School Committee and Superintendent will at least survey other school systems' roles and responsibilities to determine salaries for comparable positions to inform any compensation band updates.

No employee shall be paid by the District in excess of the amounts set forth in an approved contract, letter of agreement or otherwise approved by vote of the School Committee. Prohibited pay includes but is not limited to, "merit pay," bonuses, or other discretionary pay that has not been approved in advance by vote of the School Committee.

Individual Contracts

As the Town of Weston does not use a contract form, newly employed staff members will enter into letters of agreement with the Sudbury Public Schools which shall confirm their appointments and salaries and shall have the effect of a binding contract. Administrators may be offered an individual contract consistent with the provisions of M.G.L. c. 71 or other applicable General Laws of the Commonwealth.

LEGAL REFS.: M.G.L. 71:40; 71:43; M.G.L. c. 268A:20.
CONTRACT REF.: SEA Collective Bargaining Agreements, Sudbury School Nurses Association

File: GCBA - PROFESSIONAL STAFF SALARY SCHEDULES

Teachers

The School Committee will adopt a salary schedule for regular teaching personnel as part of the contract negotiated with the teachers' bargaining unit. The schedule will be designed to recognize and reward training and experience and encourage additional study for professional advancement.

Principals and Administrators on Individual Contracts

Salaries will be reviewed annually prior to July 1. The School Committee, with the advice of the Superintendent, will establish levels of compensation for each position based on the circumstances, dynamics, and requirements of each position. It is the responsibility of the Superintendent to present evidence to the School Committee to support recommendations for salary increases.

SOURCE: MASC - Updated 2022

LEGAL REFS.: M.G.L. 71:40; 71:43

CROSS REF.: GCBB, Employment of Principals

CONTRACT REF.: Teachers' Agreement

Approved by Sudbury School Committee: October 2, 2023

HINGHAM SCHOOL COMMITTEE

June 30, 2025 at 6:30 PM
Remote via Zoom
Dial-in number: 1-929-205-6099
Meeting ID: 886 6973 1809 Passcode: 123082
Website: https://zoom.us/join

MEETING AGENDA

1. Call to Order

2. Motion to enter into Executive Session and to reconvene in Open Session pursuant to M.G.L. c. 30A, s. 21(a)(3) for the purposes of:

   2.1 Discussing matters related To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel; administrator contracts, principal contracts

3. Return to Open Session

4. Approval of minutes
   - 4.1 Minutes of the School Committee meeting held on May 15, 2025
   - 4.2 Minutes of the School Committee meeting held on June 2, 2025
   - 4.3 Minutes of the School Committee meeting held on June 16, 2025
   - 4.4 Minutes of the School Committee meeting held on June 20, 2025

5. Questions and Comments
   The Hingham School Committee encourages community engagement and welcomes questions and comments as agenda items are discussed at the meeting. In addition, we have set aside up to fifteen minutes at the beginning of this meeting for comments or questions that fall under the purview of the School Committee and are not already on tonight's agenda. If any guests wish to speak, please raise your hand, state your name and address, and address your comments to the Chairperson. Comments will be limited to 3 minutes per speaker and must relate to topics within the scope of responsibility of the School Committee. As established by the Massachusetts General Laws, the responsibilities of the School Committee are to (1) select and to evaluate the Superintendent, (2) review and approve budgets for public education in the district, and (3) establish educational goals and policies for the schools in the district. Speakers are encouraged to present their remarks in a respectful manner and to consider the privacy interests of others. The public comment period is not a time for debate or response to comments by the School Committee. The School Committee is not adopting or endorsing any of the comments made during the public comment period. In addition to this public comment period, the School Committee practice provides time for questions and comments from the public on new business items on the agenda.

6. Superintendent's Report

7. Communications
   - 7.1 Communications Received by the Superintendent
   - 7.2 Student Communications

7.3 Other Communications

8.. Unfinished Business

8.1 Discuss Year End FY25 budget summary and act as appropriate.

9. New Business

9.1 To receive a presentation on EOY MTSS data for 2024-2025
9.2 To receive a presentation of evidence and artifacts related to the Superintendent's annual evaluation and act as appropriate
9.3 To review the facilities rental rates and act as appropriate
9.4 To approve grants and donations and act as appropriate
9.5 To approve surplus and act as appropriate

10. Subcommittee and Project Reports/Warrants Signed

11. Other items as may not reasonably be known 48 hours in advance of the meeting

12. Adjourn to Executive Session not to return to Open Session pursuant to M.G.L. c. 30A, s. 21(a)(3) for the purposes of:

12.1 To approve minutes of the Executive Session held on June 2, 2025
12.2 To approve minutes of the Executive Session held on June 16, 2025
12.3 To conduct strategy session with respect to collective bargaining or litigation, the public discussion of which would be detrimental to the Committee's bargaining position and the chair so declares

Next School Committee Meetings:
Monday, July 21, 2025 at 6:30 PM at Town Hall
Monday, August 18, 2025 at 6:30 PM at Town Hall

This meeting is being held remotely/or in person as an alternate means of public access pursuant to Chapter 2 of the Acts of 2025 and all other applicable laws temporarily amending certain provisions of the Open Meeting Law. You are hereby advised that this meeting and all communications during this meeting may be recorded by the Town of Hingham in accordance with the Open Meeting Law. If any participant wishes to record this meeting, please notify the chair at the start of the meeting in accordance with M.G.L. c. 30A, § 20(f) so that the chair may inform all other participants of said recording.

RECEIVED
By Town Clerk Grafton, MA /TB at 10:13 am, Oct 14, 2025

TOWN OF GRAFTON
GRAFTON PUBLIC SCHOOLS
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519
(508) 839-5421

MINUTES
SCHOOL COMMITTEE MEETING
September 9, 2025
Grafton Municipal Center – Conference Room F
7:00 p.m.

Members Present: Liora Bram, Chair
Laura Often, Vice Chair
Rebecca Soco, Clerk
Kristy Kielbasinski, Member
Stella Varellas-Dikas, Member

Also Present: James Cummings, Superintendent of Schools

1. **Call to Order**: Liora Bram, Chair, opened the meeting at 7 p.m. She welcomed everyone back to the first meeting of the new school year. She wished everyone a great school year.

   Mrs. Bram reminded everyone that after this academic year, Grafton Public Schools will need a significant increase in capital, likely in the form of an override to deliver level services and beyond. In the coming months there will be information on the budget.

2. **Public Comment**: There was no public comment.

3. **General Business**:

   A. Summer Programming Review: Melissa Johnson and Chris Kitchell presented an overview of the summer programming offered within the district. Ms. Johnson reported that this was a smooth extended school year, where students and staff gave positive feedback. The Extended School year ran from July 9th through August 7th. There was a lot of engaged learning as well as a connection with the Summer Enrichment program. Staff maximized the time on student learning, which started during team meetings throughout the school year where it was discussed if students qualified for ESY. With the Preschool programming, there were smaller class sizes this summer with a maximum of 7-8 students. This gave more time on learning with small group work.

Ms. Johnson reported that teams will continue to have the conversations of ESY needs throughout this school year for next summer.

This past summer, the majority of students qualified for half day programming. The reading program was switched, Ms. Johnson reported, to implement daily reading instruction for those students who qualified, to ensure the consistency they received throughout the school year.

Mr. Kicthel reported that the changes made to the ESY program went well and that the overall program is well run.

Ms. Johnson reported on a comparison of ESY '24 to ESY '25. For ESY '25 195 students qualified and 115 students attended with 30 additional students attending for Reading services. She reported that totaled 145 students attending summer programming. In addition, there were 89 staff members who were part of the programming. The reduction in students needing summer services from '24 to '25 allowed for less staff.

The presentation continued with pictures in action of students working hard. Ms. Johnson reported that planning for ESY '26 is underway. This ensures the location of the program best meets the needs of the students, gives time to look at programming to ensure student time on learning as well as giving TEAMS time to have active conversations about the ESY programming.

Following the presentation, Ms. Johnson asked if the committee had any feedback or questions.

Mrs. Varellas-Dikas reported feedback she received from families who attended summer programming was the timing of ESY and Summer Enrichment. There was a 30-45 minute gap between the end of ESY and the start of Summer Enrichment at the midday mark. The morning times matched up with a 15 minute window, which worked well. She questioned if the times midday could be matched a bit better in the future.

Ms. Johnson responded that there was a 45 minute gap with a small group of about 8-9 students who were leaving the ESY program and attending the afternoon enrichment program. They had a plan for that small group where they were able to do some work, some play and be together. She continued that this is something that the program will continue to provide as well as look at to maximize those opportunities. Additionally, they will work closely with Summer Enrichment on the best use of that time.

Mrs. Bram thanked both Mr. Kitchell and Ms. Johnson for their overview of the Extended School Year program. She asked if they felt that everyone who felt their child needed summer services received something their child needed.

Ms. Johnson responded that she did feel that way. Based on conversations with school based teams, families felt good about what was recommended for their students. Ms. Johnson also offered for any family to reach out to her and offer feedback that she can pass along to the appropriate team chairs. She continued that the changes made to the Reading program and Tutorial services were successful and the time spent on learning was much better this summer than it had been in the past.

Mr. Kitchell stated that he felt the changes to the reading service model were positive resulting in a successful outcome for the students.

Mrs. Bram then asked what the number one goal would be for next summer.

Ms. Johnson responded by making sure to look at the data of students who attended this year with the regression data when the student started back at school as well as looking at breakthrough data to measure gains, or not, from attending ESY.

Mrs. Often thanked Ms. Johnson for her thoroughness in communicating with parents throughout ESY to keep them up to date. She stated that Ms. Johnson was consistent in her communications.

Mrs. Bram stated that most of the feedback she received from families was positive. She then thanked Ms. Johnson and Mr. Kitchell for their presentation.

Dr. Cummings gave a brief overview of the Summer Enrichment Program which was run by co-directors, Ryan Mercier and Rachel Murray. There were approximately 450 students enrolled this summer with 64 unique classes, with some running multiple times throughout the summer. Many students enrolled in multiple classes resulting in 1,452 seats filled among 125 total camp sessions offered. This averaged to 3.15 classes per student.

Dr. Cummings continued that the average was 285 students per week with an average of 99 students staying for the morning and afternoon sessions. Students entering Kindergarten through 11th Grade participated, with the majority of students being K-6.

At the end of each session, parents were able to complete a parent satisfaction survey. The average parent rating was 4.73 out of 5.

The co-directors reported that strong family engagement worked well this past summer. In addition other positives of the program were many students enrolled in multiple classes, indicating high satisfaction and trust in the program model. There was a diverse catalog: breadth of offerings supported different interests and learning styles. One final positive was operational readiness where the lunch program uptake and steady session demand indicates the Enrichment services provided were greatly needed and appreciated by families.

Looking ahead to next summer, the co-directors are looking to expand top-performing themes and grade levels where demand outpaces seats. Invest in a comprehensive registration system to enable payments at time of registration. Continue clear communications on pickup permissions, medical info, and student support as well as continue to work closely with ESY

Dr. Cummings reported that Mrs. Murray and Mr. Mercier stated the 2025 Grafton Summer Enrichment Program would not be possible without the amazing commitment and support of our Teachers and Paraprofessionals. In total there were 28 Teachers and 19 Paraprofessionals. They also thanked Grafton High School for hosting the Enrichment Program as well as giving a big shout out to Shana Carlson and her crew for the countless hours they put in every day!

Mrs. Often commented that she received phone calls from people praising the Program. Everyone was happy and pleased she continued with positive feedback. Parents were happy with the SAT Prep Class, which she commented was great to see classes for older students. She was happy to hear of students who volunteered during the program as well. Mrs. Often requested that the feedback be passed along as there was an overwhelming number of people calling with praise.

Dr. Cummings added that he met this summer, during the Enrichment program time, with Superintendent Greg Meyers of Millbury Public Schools where they discussed a partnership for next summer which both districts would benefit from.

Mrs. Kielbasinski asked if the partnership would mean that Millbury teachers would be part of the Enrichment program.

Dr. Cummings responded that is correct. He continued that as of now there are a few teachers from other districts as well as students. It is not packaged as a Millbury/Grafton partnership for example. It may be that someone heard secondhand that there was space in the Grafton program.

Mrs. Kielbasinski asked if there would be a discount for Grafton students.

Dr. Cummings replied he has had two conversations with Superintendent Meyers and this is something he would have to circle back to. He stated that the conversations have been around the natural fit of partnering with a summer enrichment program.

Mrs. Kielbasinski then commented that both Mrs. Murray and Mr. Mericer did a phenomenal job. She stated she had kids in the programs as well as kids volunteering with the programs.

Mrs.Varellas-Dikas reported that the people she spoke with had a lot of praise for Mrs. Murray and Mr. Mercier. She did comment there were a few things to consider, for example if they could consider a flexible day that may incorporate after care to offer to working parents. She stated that she heard the Taylor Swift class was great as well as the cooking class.

B. Superintendent Goals: Dr. Cummings presented his goals for the 2025-2026 School Year. He stated that based on the feedback he received in his evaluation on visibility in schools and classrooms Goal #1 is completing 1000 classroom visits. Dr. Cummings stated this is an ambitious number however he is up for the challenge!

Goal #2 is with attendance. Dr. Cummings stated that nationally and statewide student and teacher attendance since Covid, have been at an unprecedented level. He continued that over the course of the 2025-2026 school year, the Grafton Schools will decrease chronic absenteeism (absences over 10% of total days) by 10% from the previous year's data. Dr. Cummings also stated that absenteeism is cyclical, when teachers are out, paras are pulled from their students to cover for subs. Although there is a strong sub pool, there are not enough bodies to go around. It becomes a cycle with stress which leads to more absenteeism.

Dr. Cummings presented Goal #3 on communication. He would like to improve communication by creating a stronger social media presence, clearly communicating budget needs to stakeholders, and increasing engagement with elementary parents. By the end of the next 10 months his goal is to improve communication by increasing social media followers by 25%, achieving 10% engagement on budget-related posts, attending PTG/PTO meetings, and organizing at least one event for elementary parents.

Dr.Cummings stated he was open to feedback from the committee.

Dr. Soco commented that she likes the goals presented. She did state that 1000 classroom visits is too many over 180 school days. She continued that with all he has on his plate, she feels he does not have the time. Although she wants him to be visible, be seen by the students and in the classrooms her feedback is 1000 is too many.

Mrs. Kielbasinski stated that she agrees with Dr. Soco's feedback. She feels Goal #1 is too lofty. She stated she would rather not see Dr. Cummings fail a goal instead reduce the number of visits. She then asked for clarification on Goal #2, where it states that absenteeism will be reduced by 10%, what that number is.

Dr. Cummings replied that he can build that into the goal.

Mrs. Kielbasinski then questioned what the increase of social media is in Goal #3.

Dr. Cummings responded that Tracey Calo, Grafton High School principal, wanted to reset social media. He continued that Ms. Calo was using social media to communicate everything. Ms. Calo has students helping with social media, where they meet weekly in a volunteer role. Dr. Cummings has spoken with Ms. Calo on that same premise to have students help, where they are knowledgeable with the different platforms of social media. He continued that he has met with two students who will be the leaders of the volunteer team to help with the district social media.

Mrs. Kielbasinski asked if new social media will be developed from this program.

Dr. Cummings replied 100%.

Mrs. Kielbasinski stated that if social media is being created, the percentages do not need to be part of Dr. Cummings goal.

Mrs. Bram stated that part of her job is to measure social media interactions. She continued that Dr. Cummings can take a look at what has been happening with existing channels.

Mrs. Often offered her perspective on how she views measuring goals, stating for example on the 1000 classroom visits that at year end she would look at effort vs. Dr. Cummings not achieving the specific number of visits. For social media, she continued, she views it more as engagement and increasing communication versus measuring success. Her feedback is to see an increase in better communication which can be measured by how many more people are aware, for example, in March instead of stating they were not aware the district needed an override. She realizes that is hard to measure. She stated again, that she will measure based on effort.

Mrs. Bram responded that although she hears Mrs. Often, that is just feeling, which each member could view differently. Her feedback is that she would like to see Dr. Cummings successful when the committee can objectively say he achieved "x". She continued that the numbers could change. She gave the example of building a following of "x" families.

Mrs. Kielbasinski offered an example that the goal could state: a social media platform will be built and the goal is to get 1,000 followers.

Mrs. Bram stated that sounded fair. As new channels are developed to measure them against the existing Facebook page is comparing apples to oranges. With the existing Facebook page, questions are posted and then answered, there is no continued interaction.

Mrs. Kielbasinski responded that the page was started during COVID and many younger families are not part of it.

Dr. Cummings responded to the feedback stating it could be some percentage of school families as the measurable data.

There was discussion on the 1000 classroom and school visits. Mrs. Bram concluded that it is one data point that could be measured on effort vs. measuring based

on the actual number of visits completed. With social media the committee was in agreement Goal #3 should state the development of new channels with social media. THe following year, percentages could be measured.

Mrs. Bram did clarify with Goal #2, the 10% decrease in absenteeism is for both students and staff to which Dr. Cummings confirmed.

Mrs. Varellas-Dikas asked if there is a plan for the social media platforms.

Dr. Cummings replied that in the initial meeting he had with the students, he told the story of schools being a people business with 80% of the budget being people. The stories told on social media should be more personalized towards the people vs. only upcoming events.

C. Contracts: Mrs. Bram stated there are Principal and Director contracts for the committee.

Dr. Cummings stated he presented three year Principal contracts to the committee for Julie Flynn, Steve Wiltshire, Melissa Wallace and Mandee Lape. Roseanne Kurposka's contract is a one year contract as she has announced she will be retiring at the end of this school year. Dr. Cummings reported that he is putting forth an addendum to Frank Rothwell's, Director of Operations, contract. The addendum is for $20,000 for the year, which is in addition to the $130,000 salary. This is a one year addendum to receive $150,000 in total compensation for which he filled in during Dr. Cummings two week absence and without an HR Director, Mr. Rothwell is adding to the HR team.

Dr. Cummings stated that in this fiscal year, there is a $113,000 line item for HR salary. From July through November, Joanne Stocklin is also working to help in HR with a total salary of $60,000 - $65,000, which will be taken out of the $113,000. Dr. Cummings stated that the $20,000 addendum takes about a third of the HR work off his plate. With Mr. Rothwell taking on HR duties, he reminded the committee this is on top of his already full plate.

Mrs. Bram suggested the committee make a motion for each contract and discuss if necessary.

Mrs. Kilebasinski reminded the committee that Mrs. Lape's contract was approved at the last meeting.

Dr. Soco made a motion that the committee approve the contract for Julie Flynn for a period of three years.

Mrs. Varellas-Dikas seconded the motion.

Mrs. Bram asked for any discussion.

Mrs. Kielbasinski inquired about the $2,000 in personal expenses, which is in each contract presented. She asked for an example of what that would be as there is an additional line item for tuition and dues.

Dr. Cummings stated that although the expenses are in the contract, they do not receive the money upfront. The expenses are generally for a conference fee.

Mrs. Kielbasinski clarified that the personal expenses are not budgeted with salary rather in the dues line item. She then inquired that the salary increases for the contracts

presented were not part of the FY26 budget presented. She asked where the money will come from as it was not budgeted.

Dr. Cummings replied that it would come from the School Choice line item.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Dr. Soco made a motion that the committee approve the contract for Roseanne Kurposka for a one year period.

Mrs. Varellas-Dikas seconded the motion.

With no discussion, Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Dr. Soco made a motion that the committee approve the contract for Melissa Wallace for a three year principal position

Mrs. Varellas-Dikas seconded the motion.

With no discussion, Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Dr. Soco made a motion that the committee approve the contract for Steve Wiltshire for a period of three years.

Mrs. Varellas-Dikas seconded the motion.

With no discussion, Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski, before moving on, asked Dr. Cummings if other HR salaries would be increased as well.

Dr. Cummings replied that Marita Steinmetz-Felton, HR Executive Assistant, is doing a fantastic job, her job remains in the scope of what she did last school year.

Dr. Soco made a motion that the committee approve the one year addendum for Frank Rothwell.

Mrs. Varellas-Dikas seconded the motion.

With no discussion, Mrs. Bram moved the committee to a vote. Motion carried 4:0:1.

D. SC Operating Principles: Mrs. Bram reported that this summer the committee participated in an MASC workshop to review and reset the commitments to the school, school staff, to one another and to the community. She continued that what came out of that was to build a set of operating principles on how the committee works together, work with the schools and with the community. The principles will be posted to the website and they will be clear and intentional about how the committee works together and how they work as a team.

Mrs. Bram continued that they would like to form a subcommittee to work on the operating principles. The committee would then vote on the established principles. She asked for a motion to form the committee.

Mrs. Often made a motion for the Grafton School Committee to form a subcommittee to create a School Committee Operating Principles.

Dr. Soco seconded the motion.

With no discussion, Mrs. Bram moved the committee to a vote. Motion carried 5:0

Mrs. Bram then opened the committee to discussion on which members would like to participate in the subcommittee. She stated that she felt strongly to participate and wondered who would like to join her.

Dr. Soco expressed interest, although had reservations with time commitment issues.

E. Student Advisory: Mrs. Bram stated that the Student Advisory Panel has been a challenge in the past, however the students who have participated have been extremely articulate and helpful. The challenge, she continued, has been having a regular schedule. She expressed an interest in discussing how to make the panel successful this school year.

Mrs. Bram noted that when GHS principal Tracy Calo presented to the committee in the spring, she spoke of an advisory board she was hoping to establish. Mrs. Bram proposed to the committee being part of that initiative to fill the committee's panel.

Dr. Soco inquired if there was a schedule of their meetings, so that the committee members could also attend the meetings.

Dr. Cummings shared that Ms. Calo has established an Advisory group, which is a large diverse group. He continued their focus is on school issues and they would be speaking to the committee in concert with speaking to the administration. Ms. Calo shared a list of students and schedules with Dr. Cummings. She was very open and positive with the idea Mrs. Bram proposed.

Mrs. Varellas-Dikas asked if the advisory group is open to only high school students or if the middle school could also participate.

Mrs. Kielbasinski stated that with Mass General Law, the committee needs to meet with the students at least once every other month. She inquired when there would be a schedule.

Dr. Cummings replied that he can create a schedule if the committee would like to meet every other month. He questioned how much time they would like to meet and with that information will be able to create a schedule.

Mrs. Bram clarified that the groups meet during the school day.

Dr. Soco commented that if the committee meets with the Advisory panel once every other month, and two members attend those meetings then reporting back is manageable.

Mrs. Bram commented that the committee going to the students is the best way to handle meetings due to student schedules with sports etc.

The committee discussed developing a rotating schedule for which members would join the meetings.

4. **Superintendent Report**:

A. **Personnel Update - Hiring**: Dr. Cummings presented a list of the 40 new hires for Grafton Schools. He stated this is a high number recalling last year to be 20-25

in total. He commented that the hiring process began back in May. Orientation was held for all of the teachers on day one, then paras, teachers and support staff on Day 2. Dr. Cummings thanked Joanne Stocklin and Jen Mannion for running the orientation. He commented that many administrators presented during sessions as well as the mentors meet with the teachers on Day 2.

Dr. Cummings broke down the new hires to be roughly 14 paras, 4 custodians, 18 teachers and counselors, 7 administrators/support staff. He stated that the district is happy to have everyone on board and all positions are filled.

B. **Start of the School Year:** Dr. Cummings reported that the school year is off to a great start. The additional workday added into the start of the year had wonderful feedback. That one day to get everything done is nearly impossible and the two made it more manageable.

Dr. Cummings stated there are a number of staff members receiving recognition for 10 years, 20 years and 30 years of service. He continued that there were two staff members receiving the 30 years of recognition, Kathy Eagan, GHS Guidance Counselor and Nancy Taures, Administrative Secretary at North Grafton Elementary School. Dr. Cummings stated both are fantastic staff members.

Open Houses begin tonight at North Street and Millbury Street. The school year is off and running.

Mrs. Kielbasinski asked Dr. Cummings to speak on the hiring as she received a lot of negative feedback on not hiring a French teacher this school year as well as eliminating the French program in the Middle School.

Dr. Cummings stated that the district posted at least three times. He continued that finding a foreign language teacher is very difficult and the district needed a teacher who was certified in both Spanish and French. From the three separate postings, there were zero candidates. In mid July the conclusion was reached that hiring a teacher was not going to happen. It was communicated and schedules were changed.

Mrs. Kielbasinski asked with no French in the Middle School, how long does Dr Cummings see the French Department staying at the High School?

Dr. Cummings replied that the High School can have a French program without a feeder program.

Dr. Cummings spoke to the retreat the District Learning Team attended this summer. He stated it was one of the biggest pluses this summer. They have not attended a retreat since COVID. It was a day and a half where the team was able to get a running start on Teaching and Learning and how they would reach all learners. There were sessions on attendance, not only with students, but supporting staff. Steve Wiltshire facilitated a session on leadership. Roseanne Kurposka presented on where the district stands with SEL. Jen Mannion presented on all of the curriculum initiatives. With that the team purposefully planned ways to slow down and make sure everybody is caught up. He stated that ties directly

into attendance and wellness. Other areas of discussion centered on plans for the district PD time to make it as meaningful as possible.

Mrs. Kielbasinski asked how many people attended.

Dr. Cummings responded that the entire District Learning Team attended with the exception of one member.

5. **Future Agenda/Schedule**: Mrs. Kielbasinski asked if this could be placed after Policies on the agenda, as there may be items that come up that need to be placed on future agendas.

7. **Approval of Minutes**: Dr. Soco moved the committee to approve the minutes of June 10, 2025 as presented.

Mrs. Kielbasinski seconded the motion.

With no discussion, Mrs. Bram moved the committee to a vote. Motion carried 5:0.

8. **Financial Report**:

A. **Warrants**: Dr. Soco moved the committee to approve Warrants 49, 50, 51, 52, 52R and 53.

Mrs. Kielbasinski seconded the motion.

With no discussion, Mrs. Bram moved the committee to a vote. Motion carried 5:0.

B. **End of Year Report**: Mrs. Bram asked the committee for questions on the materials they were presented for the End of Year Report.

Mrs. Keilbasinski inquired if there is any other way to present the financial reports by Cost Centers vs. as a line item report.

Dr. Cummings replied that his understanding after conversations with Mrs. Lungarini, Director of Finance, is to put the report in an accounting format that DESI uses however he does not feel that is the format Mrs. Kielbasinski is looking for. He continued that Mrs. Lungarini stated the format she is looking for is doable however it will take some time to put together.

Mrs. Kilebasinski continued that her question is that the report was presented in Cost Centers at the quarterly and she questioned why it wasn't at year end. She stated that the School Committee is not responsible for the line items and the report is not a snap shot view.

Mrs. Bram agreed that the line item report is not what the committee needs.

Discussion continued around the format of financial reports the committee is looking for which is more of a summary. Dr. Cummings will speak with Mrs. Lungarini and come back to the committee at the next meeting.

9. **Policy**: Mrs. Bram asked the Policy SubCommittee how they envision grouping the policies presented at the meeting.

Mrs. Kielbasinski replied that she would like to run it as she has written it in the

Summary Report. She is asked any questions, comments or concerns on any policy to say "hold" and at the end the committee will go back to those items.

Mrs. Kielbasinski began with **Section A – Foundations and Basic Commitments.**

Mrs. Often made a motion to delete Policy ADF-1 – Health/Wellness Guidelines.
Dr. Soco seconded the motion.
Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski read the "Note" to be deleted in Policy AA and ACE.
Mrs.Often made a motion to remove the "Notes" in POlicy AA – School District Legal Status and ACE – Nondiscrimination on the Basis of Disability.
Dr. Soco seconded the motion.
Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski stated that the contact information will be updated in AC-R, ACAB, ACGA, ACGB.
Mrs. Often made a motion to edit the contact information in Policies AC-R – Non-Discrimination Policy Including Harassment and Retaliation, ACAB – Sexual & Sex-Based Harassment and Retaliation, ACGA – Civil Rights Grievance Procedure, and ACGB – Title IX Sexual Discrimination Grievance Procedure.
Dr. Soco seconded the motion.
Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved the committee to approve GPS-Specific Policy AD – Mission Statement as reviewed.
Dr. Soco seconded the motion.
Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved the committee to approve the replacement of GPS-Specific Policy and Replace with MASC Policy ADF – Health/Wellness Policy as a First Reading.
Dr. Soco seconded the motion.
Mrs. Bram moved the committee to a vote. Motion carried 5:0.

The Policy SubCommittee moved on to Section B – Board Governance and Operations.

Mrs. Kielbasinski moved the committee to delete Policies BBE – School Committee Vacancies, BDFA-E – School Improvement Plan, BEDB-E – Agenda Format.
Dr. Soco seconded the motion.
Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved the committee to delete the "notes" in Policies BBA – School Committee Powers and Duties, BBBE – Unexpired Term Fulfillment, BDA – School Committee Organizational Meeting, BDE – Subcommittees of the School

Committee, BDF – Advisory Committees to the School Committee, BDG – School Attorney, BE – School Committee Meetings, BEC – Executive Sessions, BEDA – Notification of School Committee Meetings, BEDB – Agenda Format and BEDD – Rules of Order.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved the committee to approve MASC Policy BA – School Committee Operational Goals, BAA – Evaluation of School Committee Operational Procedures and BDFA – School Councils.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved the committee to approve the MASC Policies BB – School Committee Legal Status and BDB – School Committee Officers and delete the "notes".

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved the committee to delete GPS-Specific Policy and replace it with the MASC version, Policy BDD – School Committee–Superintendent Relationship, as a first read.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

The Policy SubCommittee moved on to Section C – General School Administration.

Mrs. Often moved the committee to delete Policies CBC-E – Superintendent Job Description, CE-1 – Administrative Councils, Cabinets, and Committees and CE-2 – School Councils Policy.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Often moved the committee to delete GPS-Specific Policy CA – Administration Goals, CBI – Evaluation of the Superintendent, CCB – Line and Staff Relations and replace it with the MASC version as a first read.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Often moved the committee to delete GPS-Specific Policy CH – Policy Implementation, CM – School District Annual Report and replace it with the MASC version as well as deleting the "notes". This is a first reading.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

The Policy SubCommittee moved on to Section D – Fiscal Management.

Mrs. Kielbasinski moved the committee to delete Policies DBE-L – Budget Hearings and Reviews (MGL), DFD/DFD-R – Admission Receipts, DH – Bonded Employees and Officers, DJGA – Sales Calls and Demonstrations and DK-R – Payment Procedures.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved the committee to delete the "note" in Policy DJE – Procurement Requirements.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved the committee to approve MASC Policies DEC – Federal Funds Supplement Not Supplant Policy, DIE – Audits and DJ – Purchasing in GPS Manual (no changes) (Requires 1 Read).

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved the committee to approve MASC Policies DD – Grants, Proposals, and Special Projects, DGA – Authorized Signatures, DJA – Purchasing Authority and DK – Payment Procedures currently in the GPS Manual and delete the "note".

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved the committee to delete GPS-Specific Policy DA – Fiscal Management and Replace with MASC version as a first reading.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved the committee to delete GPS-Specific Policies DBC – Annual Budget Preparation and Approval, DBG – Budget Adoption Process, DI – Fiscal Accounting and Reporting, replace with MASC Version and delete the note as a First Reading.

Dr. Soco seconded the motion.

Mrs. Bram stated that Policy DBC states it needs to be announced in local newspapers. She wondered if it just needs to be publicly announced.

After some discussion the committee decided to hold on Policy DBC.

Motion carried 5:0 to approve Policies DBG – Budget Adoption Process and DI – Fiscal Accounting and Reporting.

Mrs. Kielbasinski moved the committee to delete GPS-Specific Policy DBJ – Budget Transfers and replace it with the MASC version as a first reading.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved the committee to adopt new MASC Policies DB – Annual Budget, DBD – Budget Planning, DKC – Expense Reimbursements which are not in the GPS Manual. This is a first reading.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved the committee to approve as reviewed of Policy DM - Cash in School Buildings as a first read.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

The Policy SubCommittee moved on to Section E – Support Services.

Mrs. Often moved the committee to delete Policies EBCE – Emergency Closings, EBCE-E – School Cancellation Guidelines, EBCFA – Face Coverings, ECA – Building and Grounds Security, ECBB – Grounds Maintenance, ECE – Traffic and Parking Procedures, ECF – Energy Conservation, EDC – Authorized Use of School-Owned Materials, EDE – Waste Management and Recycling, EEAD – Bus Fees, EEAF – Special Use of Buses and EFDA – Lunch Charge Policy.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Often moved the committee to delete the "note" in Policy EEAEC (also JICC) – Student Conduct on School Buses.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Often moved the committee to approve MASC Policy, which is currently in the GPS Manual and not voted on prior, EBCD – Emergency Closings.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Often moved the committee to approve as reviewed Policy EEAA – Busing as a First Reading.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Often moved the committee to delete GPS-Specific Policy and replace it with MASC versions of Policies EBAB – Pest Management, ECAC – Vandalism and Fire Policy, EEA – Student Transportation as a First Read.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Often moved the committee to adopt the new MASC Policy EC – Buildings

and Grounds Management, EFBA – School Food and Nutrition – Meal Modifications as a First Reading.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

The Policy SubCommittee moved on to Section F – Facilities Development.

Mrs. Kielbasinski moved the committee to delete Policies FBB – Enrollment Projections, FCB – Retirement of Facilities and FJ-R – Guidelines for Renovations/Improvements to Schools or School Sites.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved the committee to approve MASC Policy, currently in the GPS Manual, FA – Facilities Development Goals.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved the committee to delete GPS-Specific Policy FF – Naming Buildings, Fields, or Rooms After Individuals, FFA – Memorials and replace it with the MASC version as a First Reading.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

The Policy SubCommittee moved on to Section G – Personnel.

Mrs. Often moved the committee to delete Policies GBGA – Staff Health/Health Examinations and GCG-2 – Substitute Teacher Employment Policy.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Often moved the committee to delete the "note" in Policy GDO – Evaluation of Support Staff.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Often moved the committee to approve MASC Policies GCBC – Professional Staff Supplementary Pay Plans, GCJ – Professional Teacher Status, GCK – Professional Staff Assignments and Transfers and GCQF – Suspension and Dismissal of Professional Staff Members in the GPS Manual.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Often moved to approve MASC Policies GBA – Equal Employment Opportunity, GBEBD – Online Fundraising and Solicitations (Crowdfunding), GBK – Staff Complaints and Grievances, GCA – Professional Staff Positions, GCF –

Professional Staff Hiring, GCRD – Tutoring for Pay and GDB – Support Staff Contracts and Compensation Plans in GPS Manual and delete "Note" or word "Note".

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Often moved the committee to delete GPS-Specific Policy GBEBC – Gifts to and Solicitations by Staff and replace it with the MASC version as a first reading.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Bram asked for a clarification giving the example of Policy GBEC that was in the book was the MASC version.

Mrs. Kielbasinski stated that Policy GBEC is Grafton specific. She further explained that during the audit, the subcommittee would delete versions to have the committee only review the one being voted on.

The Policy SubCommittee moved on to Section H – Negotiations.

Mrs. Often moved the committee to approve MASC Policies HA – Negotiations Goals, HB – Negotiations Legal Status and HF – School Committee Negotiating Agents in the GPS Manual.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

The Policy SubCommittee moved on to Section I – Instruction.

Mrs. Kielbasinski moved the committee to delete Policies IHBD – Compensatory Education, IHCA – Summer Schools, IJL-1 – Library Materials Selection and Adoption, IJLA – Library Resources and IMD – School Ceremonies and Observances.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved the committee to delete "Note" in Policies ID – School Day, IHB – Special Instructional Programs and Accommodations and IHBA – Student Services Program.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved the committee to approve MASC PoliciesIB – Academic Freedom, IGB – Support Services Programs, IHBEA – English Learner Education and IMGA – Service Animals in School in the GPS Manual.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved the committee to approve MASC Policies IHAM – Health Education and IHBAA – Observations of Special Education Programs in GPS Manual and delete "Note".

Dr. Soco seconded the motion.
Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved the committee to approve MASC Policies IHBG – Home Schooling and IHBH – Alternative School Programs in GPS Manual with the deletion of "Note" and adjustments as a First Reading.
Dr. Soco seconded the motion.
Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved the committee to delete GPS-Specific Policies IC/ICA – School Year/School Calendar, IJ-R – Reconsideration of Instructional Resources, IJL – Library Materials Selection and Adoption, IJNDB – Empowered Digital Use Policy and IMB – Controversial Issues and replace with MASC versions as First Readings.
Dr. Soco seconded the motion.
Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved the committee to adjust Policies IJ – Instructional Material and IKB – Homework Policy as a First Reading.
Mrs. Bram asked to hold Policy IKB.
Mrs. Kielbasinski revised to have a First Read on Policy IJ.
Dr. Soco seconded the motion.
Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski stated there is a new policy, IKFE – Competency Determination, which she was not sure if they would want to hold to allow Dr. Cummings to speak to.
Policy IKFE was held.

Mrs. Bram stated that with Policy IKB, the new version did not make it into the packet, which is why she held.

The Policy SubCommittee moved on to Section J – Students.
Mrs. Often moved the committee to delete Policies JBA – Harassment Policy, JICC – Student Conduct on School Buses, JICF – Gang Activity/Secret Societies, JICI – Possession of Weapons, JJD-1 – Student Activity Accounts and JJI – Student Athletic Regulations.
Dr. Soco seconded the motion.
Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Often moved the committee to delete "Note" in Policies JB – Equal Educational Opportunities, JC – Attendance Areas, JCA – Assignment of Students to Schools, JH – Student Absences and Excuses and JJF – Student Activity Accounts.
Dr. Soco seconded the motion.
Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Often moved the committee to update Contact Information in Policy JFABD – Unhoused Students: Enrollment Rights and Services.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Often moved to approve MASC Policies JBB – Educational Equity, JFABC – Admission of Transfer Students, JFBB – School Choice, JHD – Exclusions and Exemptions from School Attendance, JIB – Student Involvement in Decision-Making, JIE – Pregnant Students, JII – Student Complaints and Grievances, JJH – Student Late Night or Overnight Travel and JJH-R – Student Travel Regulations in GPS Manual.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Often moved to approve MASC Policies currently in the GPS Manual needing to delete the word "note"; Policies JIC – Student Discipline, JJA – Student Organizations and JLCA – Physical Examinations of Students.

Dr. Soco seconded the motion.

Mrs. Bram requested a hold on Policy JJA.

Motion carried 5:0 for Policies JIC and JLCA.

Mrs. Often moved to delete GPS-Specific Policy JICA – Student Dress Code and replace it with the MASC Version as a First Read.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Often presented Policies JF – School Admissions, JJ – Co-Curricular and Extracurricular Activities and JJIB – Interscholastic Athletics as a First Reading.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Often presented a new Policy JICJA – Cell Phone Policy as a First Read.

Mrs. Bram inquired where the Policy originated from.

Mrs. Kielbasinski stated that MASC does not have a Policy and this was developed by the SubCommittee after multiple discussions. Mrs. Kielbasinski stated that she went through about 80 MASC districts to read through their policies. From that, the Subcommittee has compared those, had discussions with each principal and developed this policy.

Dr. Soco seconded the motion.

Mrs. Bram moved the committee to a vote. Motion carried 5:0.

The Policy SubCommittee moved on to Section K – Community Relations.

Mrs. Kielbasinski moved to delete Policies KA – School/Community Relations Goals, KBA – School-Parent/Guardian Relations Goals KLG – Relations with Police Authorities, KLJ – Relations with Planning Authorities and KLK – Relations with Local Governmental Authorities.

Dr. Soco seconded the motion.
Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved to delete "Note" in Policy KDB – Public's Right to Know.
Dr. Soco seconded the motion.
Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved to approve MASC Policy KBBA – Non-Custodial Parents' Rights in GPS Manual.
Dr. Soco seconded the motion.
Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved to delete GPS-Specific Policies KBE – Relations with Parent/Booster Organizations, KHB – Advertising in Schools and KI – Visitors to the Schools and replace with MASC Version as a First Reading.
Dr. Soco seconded the motion.
Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski moved to approve a new policy, KBG – Parent Advisory as a First Read.
Dr. Soco seconded the motion.
Mrs. Bram moved the committee to a vote. Motion carried 5:0.

The Policy SubCommittee moved on to Section L – Education Agency Relations

Mrs. Often moved to delete Policy LA – Education Agency Relations Goals and LDA – Student Teaching and Internships.
Dr. Soco seconded the motion.
Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Often moved to approve MASC Policy LB – Relations with Other Schools and School Districts in the GPS Manual.
Dr. Soco seconded the motion.
Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Following the conclusion of the presented Policies, Mrs. Kielbasinski went back to Policy DBC - Annual Budget Preparation as it was held. This policy was held due to the statement of posting in a local newspaper.

Mrs. Often stated that with a Public Hearing there are rules on posting, for example, it needs to be hung in the Post Office.

Mrs. Kielbasinski looked up the Mass General Law and confirmed that it has to be posted in the newspaper.

Mrs. Kielbasinski made a motion to approve a First Read of Policy DBC.

Dr. Soco seconded the motion.
Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Policy IKB- Homework Policy was held due to committee members unable to see it in their packet. This Policy will be brought back at the next meeting, giving members time to review.

Policy IKFE – Competency Determination was held for Dr. Cummings to speak on Competencies. The SubCommittee stated they met with Tracey Calo. The committee decided to vote on the policy.
Mrs. Kielbasinski made a motion to approve Policy IKFE as a first read.
Dr. Soco seconded the motion.
Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Policy JJA – Student Organizations was held as Mrs. Bram wanted to make sure the cross reference of Policy JICF as it was removed.
It was confirmed that in the edits it was struck through.

Mrs. Kielbasinski moved to approve Policy JJA.
Dr. Soco seconded the motion.
Mrs. Bram moved the committee to a vote. Motion carried 5:0.

Mrs. Kielbasinski asked Dr. Cummings if he had received feedback from the principals on fundraising. This was a policy that was held.
Dr. Cummings did reach out to the principals. He will put the feedback together, send it for one last time to add in additional feedback before he shares with the committee.

Mrs. Kielbasinski stated that until the second readings are completed, the manual will stay in a hold.

10. **Member Reports**:

A. **MASC Board Meeting:** Mrs. Often attended the MASC Board meeting over the summer to discuss resolutions coming up. Grafton is the only one presenting a resolution. MASC praised Dr. Soco, who attended one of their meetings to talk about the drive to eliminate BMI testing. Mrs. Often wanted to give a shout out to Dr. Soco

11. **Correspondence**: There was no correspondence.

12. **Future Agenda Planning cont.:** Mrs. Often stated that she loved Mrs. Bram's call out for the budget at the top of the meeting. Mrs. Bram will continue with that every meeting.
Mrs. Often would like the plan for this year added to the agenda as well as the plan with fellow boards.
Mrs. Bram stated that the next meeting will have a Budget Development item.

Dr. Cummings spoke with the Town Administrator who relayed that Budget Development was on the Select Board's agenda this evening.

Dr. Cummings stated that he will bring his goals back, Mrs. Lungarini will attend for the budget discussion to focus on the quarterly and year end format. If the committee pleases, he would like to give an overview on where the district stands with the current Roofs.

Mrs. Varellas-Dikas spoke to the Yes Committee, where they will be visiting PTO meetings to spread the word.

Mrs. Kielbasinski stated that grants, warrant audits and expense reimbursements will need discussions under Policy. She also stated they just approved the operating goals of the School Committee, which need to be developed, and she would like to see that brought back.

Other items discussed to be added to the schedule are Year End Reports as well as Fees discussion.

13. **Executive Session**: Mrs. Often made a motion to meet in Executive Session in accordance with Open Meeting Law to discuss strategy with respect to collective bargaining or litigation on nonunion members as the chair so declares.

Dr. Soco seconded the motion.

Mrs. Bram asked for all in favor as by roll call vote; Laura Often-aye, Kristy Kilebasinksi- aye, Stella Varellas-Dikas - aye, Rebecca Soco - aye, Liora Bram - aye.

14. **Adjournment**: The committee adjourned to Executive Session at 8:49 p.m.

Respectfully submitted,

Rebekah Mahoney

WESTON SCHOOL COMMITTEE REMOTE MEETING AGENDA

Friday, 6/28/2024 at 9:00 AM

This meeting is streamed in real time: https://westonorg.zoom.us/j/94015330088

Telephone Dial-in: (312) 626 6799 or (646) 558 8656 - Webinar ID: 940 1533 0088

Questions? Comments? Contact: **SchoolCommittee@weston.org** - **www.westonschools.org**

Members of the public may attend this meeting remotely in real time by phone or by virtual means listed above. Persons wishing to provide public comment may do so in person for up to three minutes each by raising their hand prior to the start of public comment. Not all items on the agenda may in fact be discussed or may be discussed out-of-order in the discretion of the Chair. Other items not listed may be discussed to the extent permitted by law. All items marked as "info" are for information purposes and may not necessitate deliberation. Selected materials will be posted on www.westonschools.org under the School Committee section prior to the meeting and available through links on this agenda.

1. OPENING BUSINESS
   - Call to Order
   - Chair, Superintendent, Subcommittee Reports
   - Public Comment (3 minutes each, 15 minutes total)

2. OTHER BUSINESS
   - Consent Agenda (Vote)
     - Amendments/Updates to Superintendent Contract for FY'25
     - Meeting Minutes: June 3, 2024 and June 10, 2024
     - Accept Donation from the Nancy Upp Potter Revocable Trust for Amy Potter Center
     - Approve SY24-25 SAC Rep: Max Zou
     - Approve SY24-25 tuition, fees, & rates
     - Approve new co-op sport at WHS: Gymnastics
     - Approve Revised HS/MS Study RFP
     - Approve Job Description for Assistant Transportation Coordinator
     - Approve Administrative Salary Bands per policy GCBA
     - Approve Class of 2024 Class Gift: Champion Plaque
     - FY'24 Line Item Transfers
     - FY'25 Line Item Transfers
     - Regular Warrant
     - Accept Grants

3. ADJOURNMENT

Agenda updated on June 26, 2024 to include links for public to access meeting materials

WESTON SCHOOL COMMITTEE MEETING AGENDA

Monday, 6/15/2026 at 7:00 PM

Case House, Large Conference Room, 89 Wellesley St., Weston

This meeting can be viewed in real time: https://westonorg.zoom.us/j/85882401037

Telephone Dial-in: (312) 626 6799 or (646) 558 8656 - Webinar ID: 858 8240 1037

Questions? Comments? Contact: **SchoolCommittee@weston.org** - **www.westonschools.org**

Members of the public may attend this meeting in person or observe remotely in real time by phone or by virtual means listed above. Persons wishing to provide public comment may do so in person for up to three minutes each by signing the public comment sheet. Not all items on the agenda may in fact be discussed or may be discussed out-of-order in the discretion of the Chair. Other items not listed may be discussed to the extent permitted by law. All items marked as "info" are for information purposes and may not necessitate deliberation, "cont." discussions are those continued from a recent public meeting.

1. OPENING BUSINESS
   - Call to Order
   - Chair, Superintendent, and Subcommittee Reports
   - Public Comment (3 minutes each, 15 minutes total)

2. MAJOR BUSINESS
   - 2025-2026 WEEFC Report
   - Approval of WEEFC Grant: Principal Innovation and Enrichment Grant (pilot) (*discussion and vote anticipated*)
   - WHS Sectioning Review (*vote anticipated*)
   - Metrowest Survey Data and Wellness Report
   - STAR Data
   - Superintendent Goals 26-27 (*discussion and vote anticipated*)
   - Superintendent Evaluation (*discussion and vote anticipated to approve final summative evaluation and rating)*
   - Revisions to Administrator Compensation Bands (Policy GCBA -- Professional Staff Salary Schedules) *(discussion and vote anticipated))*
   - School Committee appointment to Recreation Master Plan Steering Committee

3. OTHER BUSINESS
   - Consent Agenda (Vote)
     - Meeting Minutes: June 1, 2026; June 16, 2025 (amendment)
     - WEEFC Grants: Maker Mission, QBall, Empower Initiative - Summer Program, Astronomy Night
     - Approve the 2026-2031 District Strategic Plan
     - Approve the 2026-2027 District Action Plan (DAP) and School Improvement Plans (SIPs)
     - Meeting Schedule for the 2026-2027 School Year
     - Appoint Shatasha Mayo as the 2026-2027 METCO Representative
     - Appoint Rishi Vaddi as the 2026-2027 Student Representative
     - Appoint Todd Whitten as the Assistant Superintendent of Teaching & Learning (Policy BBA -- School Committee Powers and Duties)
     - Regular Warrant
     - Accept Grants

4. EXECUTIVE SESSION without the intent to return to open session
    - For purpose 3: To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares: WAPA & WEA, and a pending unfair labor practice matter
    - For purpose 2: To discuss strategy in preparation for negotiations with nonunion personnel, specifically the Superintendent, regarding compensation
    - Executive Session Meeting Minutes

5. ADJOURNMENT

Next meeting anticipated business: August 3 & August 4, 2026 (pending approval)

- Summer Retreat

WEA Comp ?	---		Principals			Assistant Principals		Athletic Director	Superintendent	Asst Superintendent Teaching & Learning	Asst Superintendent Tech & Operations	Elementary Supervisor of CIA	Director HR	Director Student Services	Asst Director Student Services	Director Finance
	Town	FY26 Teacher Top Step	High School	Middle	Elementary	High School	Middle									
x	Bedford	$120,157	$160,000	$160,211	$172,903	$143,176	$139,629	$157,939	$221,162	$182,500			$133,807	$177,500		$171,990
	Belmont (2022-25)	$124,022	$170,150	$156,453	$143,165	$130,304	$129,375		$221,882	$177,366			$175,275			$185,037
	Brookline (2023-26)	$132,132	$190,000	$164,000	$164,000	$166,960	$141,512		$249,000	$205,000			$154,000	$235,000		$226,998
	Concord/ Concord-Carlisle (2024-27)	$143,290	$196,267	$197,093	$190,962	$169,744	$152,000		$280,000	$195,000			$158,000	$200,000		$212,180
x	Dover-Sherborn (2023-26)	$131,361	$175,536	$164,440	$152,145	$131,016	$135,000	$121,540	$227,250	$170,000				$164,401		$172,395
x	Duxbury (2024-26 MOA)	$116,447	$164,144	$157,871	$146,370	$144,279	$131,261	$128,174	$219,524	$181,329			$143,811	$158,100		$158,267
	Holliston (2024-27)	$125,314	$155,750	$146,000	$162,692	$126,009	$130,291	$123,836	$212,268	$158,812	$146,016			$170,000		
	Lexington (2023-26)	$134,679	$189,574	$170,916	$170,916	$160,699	$156,169		$311,023			$175,000	$193,900	$195,000		$195,000
x	Medfield (2023-26)	$121,895														
	Nantucket (2023-26)	$135,801	$180,000		$192,950	$154,750	$143,140	$135,000								$185,000
	Newton (2024-27)	$130,043	$210,000	$192,106	$172,802	$142,482			$308,862	$194,670			$185,000	$198,243		$220,789
x	Sharon (2023-26)	$121,641	$157,590	$157,027	$142,644	$120,290	$122,276	$117,300	$213,247	$165,385	$174,580			$161,600		
x	Watertown (2025-28)	$125,403														
x	Wayland (2023-26)	$140,698	$176,518	$169,538	$159,653	$141,132	$140,132		$260,000	$194,615				$173,648		$192,000
x	Wellesley (2023-26)	$135,626	$196,059	$190,622	$178,339	$159,168	$155,450	$166,376	$304,192	$206,000			$175,000	$193,000		$216,300
	Westwood (2025-28)	$134,970														
		Minimum	$155,750	$146,000	$142,644	$120,290	$122,276	$117,300	$212,268	$158,812	$146,016	$175,000	$133,807	$158,100	$0	$158,267
		1st Quartile (25%)	$164,144	$157,660	$152,145	$131,016	$131,019	$122,688	$220,753	$173,683	$153,157	$175,000	$151,453	$167,201	#NUM!	$178,698
		2nd Quartile (50%)	$176,518	$164,220	$164,000	$143,176	$139,881	$128,174	$238,125	$182,500	$160,298	$175,000	$166,500	$177,500	#NUM!	$192,000
		Average	$178,584	$168,856	$165,349	$145,385	$139,686	$135,738	$252,351	$184,607	$160,298	$175,000	$164,849	$184,227	#DIV/0!	$194,178
		3rd Quartile	$190,000	$175,843	$172,903	$159,168	$145,355	$146,470	$286,048	$194,835	$167,439	$175,000	$177,706	$196,622	#NUM!	$214,240
		Maximum	$210,000	$197,093	$192,950	$169,744	$156,169	$166,376	$311,023	$206,000	$174,580	$175,000	$193,900	$235,000	#NUM!	$226,998
		Minimum +3.0%	$160,423	$150,380	$146,923	$123,899	$125,944	$120,819	$218,636	$163,576	$150,396	$180,250	$137,821	$162,843	$0	$163,015
		1st Quartile (25%) +3.0%	$169,068	$162,390	$156,709	$134,946	$134,949	$126,369	$227,375	$178,893	$157,752	$180,250	$155,996	$172,217	#NUM!	$184,058
		2nd Quartile (50%) +3.0%	$181,814	$169,147	$168,920	$147,471	$144,077	$132,019	$245,269	$187,975	$165,107	$180,250	$171,495	$182,825	#NUM!	$197,760
		Average +3.0%	$183,941	$173,922	$170,310	$149,747	$143,877	$139,810	$259,921	$190,145	$165,107	$180,250	$169,795	$189,753	#DIV/0!	$200,003
		3rd Quartile +3.0%	$195,700	$181,118	$178,090	$163,943	$149,716	$150,864	$294,629	$200,680	$172,462	$180,250	$183,037	$202,520	#NUM!	$220,667
		Maximum +3.0%	$216,300	$203,006	$198,739	$174,836	$160,854	$171,367	$320,354	$212,180	$179,817	$180,250	$199,717	$242,050	#NUM!	$233,808
		Proposed FY27 Bands	$170,615-$195,590	$162,607-$176,052	$158,643-$178,064	$137,363-$162,805	$135,199-$160,854	$126,960-$159,000	$227,797-$288,400	$180,790-$200,595	$180,790-$200,595	$140,000-$160,000	$158,620-$180,533	$173,658-$201,685	$140,000-$160,000	$173,658-$201,685
		FY25 Bands	$167,075-$188,205	$154,760-$173,939	$149,998-$170,207	$135,000-$155,000	$135,000-$155,000	$121,975-$154,110	$215,474-$253,080	$165,965-$193,536	$165,965-$193,536	$120,000-$140,000	$129,663-$166,255	$158,915-$175,970	$124,538-$146,851	is role did not exist in FY25
					208 days	212 days	212 days									

PROFESSIONAL STAFF SALARY SCHEDULES

Teachers

The School Committee will adopt a salary schedule for regular teaching personnel as part of the contract negotiated with the teachers' bargaining unit. The schedule will be designed to recognize and reward training and experience and encourage additional study for professional advancement.

Administrators

Salaries will be set during the budget process each year. The School Committee, in collaboration with the Superintendent, will adopt a salary classification and compensation plan ("compensation bands") that will establish an explicit salary range for each non-union administrator-level position; the range will be based on factors that may include, but are not limited to, the individuals' professional knowledge, skills, education, as well as the duties and responsibilities for the position. The Superintendent will establish a written procedure setting forth a transparent set of factors ("salary factors") for setting salaries in non-union administrator-level positions and progression through each positions' compensation band.

The Superintendent will set a new hire's initial salary within the established compensation band for the particular position based on the articulated salary factors and an individual's qualifications, subject to appropriation of sufficient sums as part of the budget process.

Each year, the Superintendent will propose each administrator's salary within the compensation bands and according to the progression pathway during the budget process. Any deviations from the established progressions shall be presented to the School Committee for approval. It is the responsibility of the Superintendent to present evidence to the Committee to support recommendations for these increases. In extraordinary situations, the Superintendent may propose to the School Committee salary changes outside of the budget process.

The School Committee may revise the compensation bands from time-to-time at the recommendation of the Superintendent. The School Committee and Superintendent will at least survey other school systems' roles and responsibilities to determine salaries for comparable positions to inform any compensation band updates.

No employee shall be paid by the District in excess of the amounts set forth in an approved contract, letter of agreement or otherwise approved by vote of the School Committee. Prohibited pay includes but is not limited to, "merit pay," bonuses, or other discretionary pay that has not been approved in advance by vote of the School Committee.

Individual Contracts

As the Town of Weston does not use a contract form, newly employed staff members will enter into letters of agreement with the Weston Public Schools which shall confirm their appointments and salaries and shall have the effect of a binding contract. Administrators may be offered an individual contract consistent with the provisions of M.G.L. c. 71 or other applicable General Laws of the Commonwealth.

LEGAL REFS.: M.G.L. 71:40; 71:43; M.G.L. c. 268A:20.

CONTRACT REF.: WEA Agreement

Adopted: September 20, 2022
Revised: October 2, 2023

WESTON SCHOOL COMMITTEE VIRTUAL MEETING MINUTES
Monday, June 15, 2026 at 7:00 PM

This meeting was held in real time via Zoom. Recording may be found here:
https://cloud.castus.tv/vod/weston/video/6a3163492a286f0002dfdb00?page=HOME

Questions or comments? Contact: SchoolCommittee@weston.org - www.westonschools.org

DOCUMENTS USED

- Superintendent Report
- WEEFC Stats 2025-2026
- Principal Innovation & Enrichment Grant
- WHS SECTIONS 2026-2027 June 11, 2026
- MWAHS - 25-26-Zaleski Report
- Weston - 2025 MWAHS High School Report
- Weston - 2025 MWAHS Middle School Report
- STAR Spring, 2026
- Superintendent's Goals SY2026-2027
- FY26 Admin Salary Bands
- Memo _School Committee Meeting Dates SY'26-27
- Presentation_Strategic Plan 2026-2031 & DAP_SIPs 2026-2027
- Elementary (FS_CS_WS) Improvement Plan, 2026-2027
- WMS School Improvement Plan, 2026-2027
- WHS School Improvement Plan, 2026-27

ATTENDING PANELISTS

School Committee: Ms. Daina Selvig (Chair), Mr. Tiao Xie (Vice Chair), Mr. Kenneth Newberg (member), Ms. Jane Li (member), Mr. Steve Dietz (member, attending virtually), and Mr. Derrek Joyce (Secretary). Absent: Ms. Shatasha Mayo (METCO Representative)

Also attending: Dr. Karen Zaleski (Superintendent), Dr. Kimo Carter (Assistant Superintendent of Teaching and Learning), Dr. Neil Trahan (Assistant Superintendent of Technology and Operations), Mr. Dave Coelho (Director of Finance), Ms. Taylor McIntire (WEEFC Chair), Ms. Laura Wilson (WEEFC Communications), Ms. Sue Bairstow (Principal, Weston High School), Ms. Karen Botcheller (Guidance Department Head, 6-12), Mr. Mitch Finnegan (Director of Health and Wellness, K-12), Dr. Jamy Gaynor (Director of Health Services, K-12), Ms. Danielle Cooper (Health and Wellness Educator, Weston High School), Ms. Deb Moriarty (Supervisor of Elementary Curriculum, Instruction, and Assessment)

Approved: August 4, 2026

OPENING BUSINESS

Call to Order

With a quorum of the committee present, Ms. Selvig calls the meeting to order at 7:00 p.m. She advises that a roll call vote is required because Mr. Dietz is participating remotely.

Superintendent's Report

Dr. Zaleski reviews the Superintendent's report as presented in the meeting packet.

Subcommittee Reports

Mr. Newberg highlights a submitted letter to the editor of the Observer describing the rationale behind the building project, as he received feedback from the community that the "why" is unknown. He advises that the district is now exploring options through the MSBA's program. Mr. Newberg and Dr. Zaleski thank Mr. Joyce for his work in facilitating the building project work. Mr. Xie advises he had his first meeting with WHAC, during which they discussed tonight's presentation.

Public Comment

No attendees wished to speak.

MAJOR BUSINESS

2025-2026 WEEFC Report

Ms. McIntire and Ms. Wilson thank the School Committee for the opportunity to present, advising that they will discuss highlights while encouraging members to read the full report. They report $190,000 in grant awards distributed this year across 44 grants and thank members of the community for their support. They recognize Dr. Carter for his work with WEEFC over the past several years. They advise that $202,000 was raised overall, noting that WEEFC40 was the largest fundraising event bringing in $120,000, while the piano winter appeal saw $69,000 in donations. They note that formal recognition will occur this fall, the WEEFC STAR campaign raised $9,500 in December, and the art show framing fundraiser sold out, generating $3,000 in donations. They review statistics for each school and speak regarding the grant Ms. Emma Kwon put forward to update the elementary libraries to better reflect the demographics of the town, advising that this work earned her the WEEFC Innovation Award this year. They speak to ongoing communications work WEEFC is conducting to expand and streamline communications across volunteer groups, including translating documents into Mandarin for accessibility. They advise regarding the HalloWEEFC fall fundraiser and thank board members, the administration, and the School Committee.

Approval of WEEFC Grant: Principal Innovation and Enrichment Grant (pilot)

Ms. McIntire explains that the Principal Innovation and Enrichment Grant (pilot) was born out of teachers and principals reaching out during the summer and the desire to support enrichment at

a time when principals are planning for the new year. She advises that this is a pilot program where the approval process would involve just the executive board plus administrative support as needed. She advises that funds would be set to expire on October 31, so ideas would need to be approved before that date. She speaks to the stipulations grant ideas would need to meet in order to be awarded, and adds that the board has decided to remove professional development as a potential use.

Ms. Li requests confirmation that money would be forfeited if not used. Ms. McIntire and Ms. Wilson confirm, but elaborate that all grants operate this way. **Ms. Selvig moves to approve the grant pilot program in the amount of $25,000, or $5,000 per school, as presented**; Ms. Li seconds the motion. The motion passes unanimously via roll call vote with Mr. Xie voting aye, Mr. Newberg voting aye, Ms. Li voting aye, Mr. Dietz voting aye, and Ms. Selvig voting aye.

WHS Sectioning Review

Ms. Bairstow explains that the high school presents sectioning to the Committee each year for approval. She advises that the numbers represent current section assignments, but the next step is to balance enrollments to level section numbers. Ms. Bairstow points out classes that are low but historically run with low numbers, such as U.S. History or introductory foreign languages, and explains connected courses. Ms. Bairstow advises that the 2 FTE granted by the Committee were allocated as follows: 0.25 FTE in math to allow for higher math enrollment, 0.5 FTE in World Language for novice languages, 0.18 FTE in physical education, and 0.125 FTE for an additional accounting section, while losing 0.2 FTE in English due to staffing changes. She advises that future additions may include 0.25 FTE in psychology, 0.1 FTE in clay, 0.1 FTE in graphic design, and 0.1 FTE in art, totaling 1.5+ FTE. She advises that forecasting based on the Commissioner's call points toward adding more financial literacy and more AI.

Ms. Li asks how a 0.125 FTE works. Ms. Bairstow explains that a current business/history teacher can take on the additional section. Ms. Li questions why no students are enrolled in the Java course. Ms. Botcheller explains that Java is a subcourse of AP Computer Science that AP Computer Science students can elect into. Ms. Li requests confirmation that balancing section numbers will not result in students losing courses they want. Ms. Bairstow advises that it will not, emphasizing that the priority is ensuring students get the courses they want. Mr. Newberg compliments the sectioning, noting it is the cleanest he has seen, and suggests that Ms. Bairstow be prepared for late summer enrollments. Mr. Xie points out that the current numbers allow for the absorption of new students within current staffing levels. **Ms. Selvig moves to approve the sectioning as presented**; Mr. Xie seconds the motion. The motion passes unanimously via roll call vote with Mr. Xie voting aye, Mr. Newberg voting aye, Ms. Li voting aye, Mr. Dietz voting aye, and Ms. Selvig voting aye.

Metrowest Survey Data and Wellness Report

Mr. Finnegan explains that the presentation is mandated by policy, advising that the focus is on the MetroWest Adolescent Health Survey (MWAHS). Mr. Finnegan explains that they received the results approximately two weeks ago, advising that highlight reports are typically added to the website for public availability following the presentation. Dr. Gaynor and Mr. Finnegan review the Weston Middle School (WMS) findings as detailed in the packet presentation. Mr. Finnegan explains that WMS students still fall under the umbrella of students whose development was

impacted by the pandemic. Ms. Cooper and Mr. Finnegan review the Weston High School (WHS) findings as detailed in the packet.

Mr. Finnegan reviews the mental health and physical wellness data as presented. He clarifies that "students with disabilities" in the survey does not equate strictly to students on an Individualized Education Program (IEP), but rather students who self-identified as having a physical or mental disability. Mr. Finnegan advises that the "digital domino effect" caused by phone use is student-reported data. He explains that the difference in mental health figures between the middle school and high school stems from resources being dedicated a few years ago to address high depressive rates at the high school in 2021; he advises that resources now need to be dedicated to the middle school.

Mr. Xie thanks Mr. Finnegan for his service. Mr. Xie advises that in the WHAC meeting he recalls there being concerning data regarding students carrying weapons on school grounds. Mr. Finnegan explains that this specific data is still under review. Dr. Gaynor adds that another area of concern not presented tonight is an increase in gambling. Ms. Li asks for more information on the gap in sports team activity levels. Mr. Finnegan explains that because the survey is distributed in the fall, responses reflect a mix of out-of-season sports, various types of sports, and different roles on a team. Ms. Li points out that bullying reporting seems high and asks what should be done with that information. Dr. Gaynor advises she is interested in doing a deep dive into the data, noting that one key area of improvement for the survey itself is clearly defining bullying for students. Dr. Carter points out that a new bullying curriculum was introduced this year, so by the next survey, students will have had two years under the curriculum, and it will be interesting to see its impact on the data.

Mr. Newberg asks what resources would be effective to help middle school students. Dr. Gaynor advises implementing programming similar to what is offered at the High School and potentially beginning education at Field School. Mr. Finnegan emphasizes the importance of evidence-based programming. Ms. Cooper adds that WHAC has student representatives who often have great ideas and grassroots campaigns that can be effective. Dr. Carter speaks to the "pulse check" that was recommended in the anti-hate plan, which is now incorporated into the District Action Plan (DAP).

Mr. Finnegan shares parting thoughts, stating that Weston Public Schools needs targeted health education at the elementary level, advising that a full program could be implemented for 0.6 to 1.0 FTE. Mr. Finnegan shares an anecdote from when he first started 22 years ago, recounting a community member pulling him aside to share that for a ten-year stretch, she had attended a funeral every year for a WPS student who died before the age of 30 due to drugs or suicide. Mr. Finnegan shares that over the past 12 years, 10 students have died from mental health-related reasons, and he urges the Committee to consider whether the district is doing all it can to address the health and wellness of its students.

STAR Data

Dr. Carter displays STAR assessment data from this spring, as detailed in the packet, explaining that the true power of STAR data is at the individual level to help determine necessary student supports. Deb adds that the scores are consistent with last year’s data, noting as a positive that score dips typically seen following the introduction of a new curriculum did not occur this year.

She advises that the number of students needing Tier 3 reading interventions has decreased across grades K–8. Deb further advises that proficiency in math is higher than in literacy, though areas within the curriculum requiring additional focus were identified. Dr. Carter advises that MCAS scores are looking positive, as they often mirror STAR data. Mr. Newberg advises that he attempted a multiyear comparison and noted that this appears to be the best year the district has seen. Dr. Carter agrees, advising that the deliberate focus on High-Quality Instructional Materials (HQIM) and refined instructional practices has driven this incremental improvement.

Superintendent Goals 26-27

Ms. Selvig explains that four goals were originally included in the packet, but a late edit was submitted revising them down to two. Ms. Selvig reminds the community that Dr. Zaleski is ultimately responsible for the strategic plan, the District Action Plan (DAP), and the School Innovation Plans (SIPs), noting that these goals are drawn directly from those documents and represent her highest priorities. Dr. Zaleski reviews the technology and communications goals and their corresponding measures of progress as presented in the packet. Ms. Li asks if the communications goals will encompass the building level as well. Dr. Zaleski advises that while there will be some impact at the building level, the primary focus remains at the district level given the lack of dedicated communications support staff. Mr. Xie recommends reaching out to other local districts to assist in developing matrix guardrails. **Ms. Selvig moves to approve the Superintendent's 2026-2027 goals as presented**; Mr. Xie seconds the motion. The motion passes unanimously via roll call vote with Mr. Xie voting aye, Mr. Newberg voting aye, Ms. Li voting aye, Mr. Dietz voting aye, and Ms. Selvig voting aye.

Superintendent Evaluation

Ms. Selvig explains that the evaluation was presented in April, explaining that the recommended overall rating is "Proficient." **Ms. Selvig moves to approve the Superintendent's final summative evaluation as presented and assign an overall proficient rating**; Mr. Xie seconds the motion. The motion passes via roll call vote with Mr. Xie voting aye, Mr. Newberg voting aye, Ms. Li voting aye, and Ms. Selvig voting aye. Mr. Dietz abstains as he did not contribute to the evaluation.

Revisions to Administrator Compensation Bands (Policy GCBA -- Professional Staff Salary Schedules)

Dr. Zaleski explains that administrative salary data was collected from 16 comparable districts and compared to Weston's. She advises that not all positions had comparable positions in other districts. She advises that the proposal is to use the 1st and 3rd quartiles as the salary bands, noting that the following positions are exempt: Middle School Assistant Principal, Assistant Superintendent of Technology and Operations, Elementary Principals, Assistant Director of Student Services, and Director of Finance and Operations. Mr. Newberg asks Dr. Zaleski to explain the purpose of the bands. Dr. Zaleski explains that while teachers have steps and lanes dictating their salaries, administrators do not. She advises that once salary bands are established by the School Committee, the Superintendent has the authority to grant salaries within those bands as she deems fit based on experience, district finances, and the number of days worked. **Ms. Selvig moves to approve the proposed revisions to the administrator compensation bands as presented**; Mr. Xie seconds the motion. The motion passes

unanimously via roll call vote with Mr. Xie voting aye, Mr. Newberg voting aye, Ms. Li voting aye, Mr. Dietz voting aye, and Ms. Selvig voting aye.

School Committee appointment to Recreation Master Plan Steering Committee

Ms. Selvig advises that Mr. Dietz has offered to serve as the Recreation Master Plan Steering Committee (RMPSC) representative. **Ms. Selvig moves to appoint Mr. Dietz as the representative to the Recreation Master Plan Steering Committee**; Mr. Newberg seconds the motion. The motion passes unanimously via roll call vote with Mr. Xie voting aye, Mr. Newberg voting aye, Ms. Li voting aye, Mr. Dietz voting aye, and Ms. Selvig voting aye.

OTHER BUSINESS

Consent Agenda

Ms. Selvig reviews the consent agenda, removing the 5-year strategic plan for discussion. **Ms. Selvig moves to approve the consent agenda as amended**; Ms. Li seconds the motion. The motion passes unanimously via roll call vote with Mr. Xie voting aye, Mr. Newberg voting aye, Ms. Li voting aye, Mr. Dietz voting aye, and Ms. Selvig voting aye.

- **Meeting Minutes:** Move to approve the June 1, 2026 meeting minutes and the amendment to the June 15, 2025 meeting minutes as presented in the meeting packet.
- **WEEFC Grants:** Move to approve theMaker Mission, QBall, Empower Initiative - Summer Program, and Astronomy Night grants as presented in the meeting packet.
- **District Action Plan (DAP) and School Improvement Plans (SIPs):** Move to approve the 2026-2027 District Action Plan (DAP) and School Improvement Plans (SIPs) as presented in the meeting packet.
- **Meeting Schedule**: Move to approve the School Committee meeting dates for the 2026-2027 school year as presented in the meeting packet.
- **Appointments**: Move to appoint Shatasha Mayo as the 2026-2027 METCO Representative to the School Committee, Rishi Vaddi as the 2026-2027 Student Representative to the School Committee, and Todd Whitten as the Assistant Superintendent of Teaching & Learning in accordance with Policy BBA -- School Committee Powers and Duties.
- **Regular Warrant:** Move to affirm payment of the warrants previously signed under previously authorized single signature authority.

Ms. Selvig advises that the strategic planning process included a cross-section of the community over the past year and reminds the Committee that the strategic plan will serve as the "North Star" of the district. She asks the Committee to conceptualize the strategic plan as comprising the Mission, Vision, and Core Values (MVCV), Profile of a Learner (PoL), focus areas, and goals. She advises that she feels comfortable voting on that framework, as the deeper operational work falls to the administration with feedback from the Committee, and she expresses her belief that the next steps should include implementation measures and milestones. Mr. Newberg advises that he views the strategies more as tactics rather than a unified vision, suggesting that a one- to two-page document be created to tie the three pieces (the strategic plan, DAP, and SIPs) together. Mr. Xie agrees, advising that some strategic plan

items are abstract while others are quite detailed, and concurs that a one-page summary may help connect the dots. Ms. Selvig asks whether the issue is simply the lack of a cover sheet or a material concern with the plan as presented. Ms. Selvig reviews the Mission, Vision, and Core Values and asks if there are any concerns; there are none. She reviews the Profile of a Learner; there are no concerns. She reviews the three focus areas; there are no concerns. Ms. Li advises that she does not understand why the debate is occurring, as she is prepared to vote in favor of the plan. Mr. Newberg advises that he does not see an overarching strategy that would signal to the town what is most important to the schools, emphasizing that not everything can be a top priority. Ms. Selvig and Ms. Li question whether the mission statement accomplishes that purpose. The Committee debates whether the focus areas adequately define what is important and establish the district's identity. Ms. Selvig advises that, as a public school system, the district is naturally broader than private schools, which often market themselves around specific niches like arts, athletics, or academics. Mr. Dietz advises that other public schools do focus on specific areas, and he stresses the importance of including measurable outcomes. Ms. Selvig advises that she hears two main threads: Mr. Dietz wants clearer outcome and implementation measures, while Mr. Newberg feels the MVCV and PoL remain disparate pieces that fail to create a singular district identity. The Committee discusses the respective roles of the Strategic Planning Committee versus the School Committee on this matter.

Dr. Zaleski explains that a more polished, graphic-designed version of the plan is forthcoming—including a cover letter—which may address these concerns. Dr. Carter notes that the intersection of both concerns could be addressed by adding metrics to the statements describing each focus area, which could help shape a unified vision. The Committee discusses whether it is appropriate for the Strategic Planning Committee to perform that work.

Mr. Xie makes the point that if a goal were removed from the document, a community member would not be able to tell that it originated specifically from Weston. Ms. Li reviews Wellesley's plan and points out its similarities to what is being proposed. Mr. Newberg suggests tabling the matter given the late hour, noting it is not immediately pressing. Ms. Selvig and Dr. Zaleski push back, explaining that the administration needs the roadmap finalized in order to conduct their work over the summer. Ms. Li asks if the Committee feels comfortable voting on Ms. Selvig's original proposal. Mr. Newberg advises that he would not feel comfortable doing so given the importance of the plan. The Committee further debates the matter, reiterating previous points. Mr. Newberg advises that if a vote is called tonight and he votes against it, his vote would reflect concerns over timing rather than content. Mr. Xie asks if the Committee would be open to holding an additional meeting if helpful. Ms. Li and Ms. Selvig agree if necessary, though both state they do not feel it is required. Ms. Selvig requests clarification on what specific guidance the Committee would give to Dr. Zaleski to bring back for a follow-up meeting. Mr. Xie suggests adding Weston-specific needs to the academic focus area. Ms. Li disagrees, emphasizing that Committee members are not educators by training and stating she does not support disregarding the goals recommended by the Strategic Planning Committee. Mr. Xie returns to a point he raised at the previous strategic planning meeting, noting that the Profile of a Learner does not explicitly include hard skills.

Mr. Newberg again suggests tabling the conversation given the hour. Ms. Selvig agrees, advising that while the Committee does not strictly need consensus, good decisions are rarely made after three-plus hours of deliberation. The Committee discusses returning next week for

further discussion. Ms. Selvig suggests that Committee members return with specific proposals structured as formal motions so the Committee understands exactly what members wish to see included.

EXECUTIVE SESSION

Ms. Selvig moves to adjourn into executive session at 10:26 p.m. with the intent to return to open session for the purpose of discussing strategy with respect to collective bargaining as doing so in open session would have detrimental effects, to discuss strategy in preparation for negotiations with nonunion personnel, specifically the Superintendent, regarding compensation, and to approve executive session meeting minutes; Mr. Xie seconds the motion. Via roll call vote, the motion passes unanimously with Mr. Xie voting aye, Mr. Newberg voting aye, Ms. Li voting aye, Mr. Dietz voting aye, and Ms. Selvig voting aye.

RETURN TO OPEN SESSION

The Committee returned to open session at 10:40 p.m. **Ms. Selvig moves to approve a 3% salary increase for Dr. Karen Zaleski for FY27, effective July 1, 2026, based on the Superintendent's Proficient performance rating and the Committee's annual salary review under the Superintendent's employment contract and moves to authorize the Chair to execute any documentation necessary to implement the approved FY27 salary**; Mr. Xie seconds the motion. The motion passes unanimously via roll call vote with Mr. Xie voting aye, Mr. Newberg voting aye, Ms. Li voting aye, Mr. Dietz voting aye, and Ms. Selvig voting aye.

ADJOURNMENT

Mr. Newberg moves to adjourn at 10:45 p.m.; Ms. Li seconds the motion. The motion passes unanimously via roll call vote with Mr. Xie voting aye, Mr. Newberg voting aye, Ms. Li voting aye, Mr. Dietz voting aye, and Ms. Selvig voting aye.

File: JJF - STUDENT ACTIVITY ACCOUNTS

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.

2. Authorizes the Town or District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.

3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal and (Superintendent or Treasurer). Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.

4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.

5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed $25,000.00, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm every three years.

Inactive Student Activities

When a student activity ceases to be active for a period of three years or more the Principal or other authorized administrator shall require the following actions:

1. Obtain written notice from the faculty advisor or student officer that the activity will cease to be a viable account. If unable to obtain such notification the Principal shall request action to close the account from the School Committee.

2. Identify in writing all assets of the student activity. The disposition of any assets shall be determined by the School Committee and may not benefit specific individuals.

3. Annually notify all students of the required actions if an activity ceases to exist.

Student Activity Deficits

Individual student activity accounts are not permitted to be in a deficit position. Whenever a deficit exists that is not the result of timing, the Superintendent shall recommend remedial action to the School Committee in a timely manner.

SOURCE: MASC - Updated 2021

LEGAL REFS: MGL 71:47

CROSS REFS: JJA – Student Organizations
DIE, Audits

Sudbury Public Schools
Budget Subcommittee Meeting

Date: September 25, 2026

Agenda Item: 5. Consent Calendar
a. Policy DIE: FY25 Audit: Receipt of Memo from Acting Director of Business and Human Resources regarding status and anticipated completion of the School Department FY25 Audit and timeline for Budget Subcommittee review of audit findings and recommendations.

Recommendation:

Background Information:

Policy DIE provides that an audit of the School Department's accounts should be conducted annually and that the School Committee should consider recommendations made by the auditor related to the recording and safeguarding of School Department assets.

As part of reviewing compliance with the Committee's financial policies and establishing a regular annual review process, the Budget Subcommittee requested an update on the status of the School Department's audits.

The Town's FY2025 audit has been completed; however, the separate School Department FY2025 audit remains in progress. According to Assistant Town Manager/Finance Director, the auditors are working with the District to obtain outstanding information needed to complete the audit. FY2026 audit work is expected to begin in October.

The Budget Subcommittee will review the status of the outstanding FY2025 School Department audit and discuss timeline of when the FY25 audit is expected to be completed and when it will be ready for Budget Subcommittee discussion in accordance with Policy DIE.

Attachments:

1- File: DIE - AUDITS

Action: **Report:** **Discussion:** XX

File: DIE - AUDITS

An audit of the school department's accounts should be conducted annually. In addition, the Committee may request a private audit of the school system's accounts at its discretion.

The Committee will consider recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the school department's assets.

Sudbury Public Schools
Budget Subcommittee Meeting

Date: September 25, 2026

Agenda Item: 5. Business and Policy Matters
B. Potential Policies to be reviewed by Budget Subcommittee

Recommendation:

Move that the Budget Subcommittee approve the accompanying memorandum regarding the review of Section D, Fiscal Management Policies and recommend that the Sudbury School Committee authorize the Budget Subcommittee to undertake this review, including consideration of additional policies, in consultation with the administration, and return with recommendations by February 2027, with the goal of adopting any approved revisions or new policies by April 2027.

Background Information:

Attachments:

DRAFT Memo to SC

Action: XX **Report:** **Discussion:** XX

DRAFT **To:** Sudbury School Committee
From: Karyn Jones and Betsy Sues, Budget Subcommittee
Date: September 25, 2026
Re: Request for Budget Subcommittee Review of Section D, Fiscal Management Policies

Background

At a recent School Committee meeting, Buck Creel, the Acting Director of Finance and Human Resources, identified the need to update Policy DKC, Expense Reimbursements. A subsequent review of Section D of the School Committee Policy Manual identified several additional policies that may warrant review to ensure they reflect current Massachusetts law, Town terminology, district practices, and the Committee's fiscal oversight responsibilities.

For example, Policy DBC, Budget Deadlines and Schedules continues to reference the "Selectmen," although the Town has since adopted the name "Select Board."

A preliminary review identified the following examples:

Policy	Potential area for review
DBC, Budget Deadlines and Schedules	Update Town terminology and confirm current budget submission requirements.
DBJ, Budget Transfer Authority	Review the Committee's approval authority and quarterly financial reporting requirements.
DI, Fiscal Accounting and Reporting	Clarify the frequency and scope of financial information provided to the Committee.
DIE, Audits	Review the annual audit process and procedures for reporting findings and recommendations to the Committee.
DJA, Purchasing Authority	Review contract duration provisions and clarify Committee approval requirements for contracts, renewals, and amendments.
DJE, Procurement Requirements	Confirm current procurement thresholds and alignment with Town purchasing procedures.
DK, Payment Procedures	Review warrant approval procedures and Committee responsibilities.

These examples are intended to identify potential areas for review rather than establish that individual policies are out of compliance. Several Section D policies were updated in May 2024, while others may require only minor terminology or procedural revisions.

In addition to reviewing existing policies, the Budget Subcommittee would examine whether additional fiscal management policies are warranted. A preliminary comparison with MASC's model policies and policies adopted by other Massachusetts school districts identified several additional policies for consideration, including:

- DEC, Federal Funds Supplement Not Supplant Policy (MASC model policy)
- DIBA, Revolving Funds
- JJF/DFH, Student Activity Accounts
- DM, Cash and Personal Property in School Buildings and Grounds
- DN, School Materials Disposal Procedure

These examples are drawn from MASC model materials and peer district policy manuals.

The Subcommittee would review these examples alongside Sudbury's existing policies and administrative procedures to determine whether new policies, revisions to existing policies, or additional cross-references would be appropriate.

The review would also consider whether existing policies adequately address financial reserves, special education funding, and multi-year contractual commitments.

Any proposed additions or revisions would be returned to the full School Committee for consideration through its established policy review and adoption process.

Requested Action
The School Committee is asked to authorize the Budget Subcommittee to review Section D, Fiscal Management Policies, including consideration of additional policies, and return with recommendations by February 2027, with the goal of adopting any approved revisions or new policies by April 2027.

Proposed Motion
Move that the Sudbury School Committee authorize the Budget Subcommittee to review Section D, Fiscal Management Policies, including consideration of additional policies, in consultation with the administration, and return to the School Committee with recommendations for potential policy revisions and additions by February 2027, with the goal of adopting any approved revisions or new policies by April 2027.

Sudbury Public Schools
Budget Subcommittee Meeting

Date: September 25, 2026

Agenda Item: 5. Business and Policy Matters
C. FY28 Transportation Contracts and Procurement Planning
I. Transportation/Yellow Bus IFB/RFP

Recommendation:

Move that the Budget Subcommittee recommend that the Sudbury School Committee approve the FY28 Transportation/Yellow Bus IFB/RFP for issuance by the administration.

Background Information:

The District's current yellow bus transportation contract with First Student expires on June 30, 2027. The administration is preparing for a new procurement to secure transportation services beginning July 1, 2027.

At the September 23, 2026 FY28 Budget Working Group meeting, Buck discussed the proposed transportation procurement timeline, including the goal of completing the bid process and awarding the contract before Thanksgiving. This timeline is particularly important given Lincoln-Sudbury's earlier FY28 budget development schedule and the need to have transportation pricing available for its preliminary budget.

The Sudbury School Committee typically meets twice in October, with its next scheduled meeting on October 19, 2026. As the School Committee is only meeting once in October this year, the Budget Subcommittee and administration will need to consider whether the existing meeting schedule provides sufficient time for the required procurement review and approvals or whether an additional School Committee meeting may be necessary to meet the proposed timeline.

The Budget Subcommittee will review the proposed FY28 Transportation/Yellow Bus IFB/RFP, including the scope of services, procurement timeline, and anticipated budget implications, and consider recommending its approval to the full School Committee.

Attachments:

FY27 Regular Bus IFB to SC 28 Sep 26 (1) (1)

Action: XX **Report:** **Discussion:** XX

Sudbury Public Schools

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Buckner Creel
Acting Director of Business and HR

To: School Committee
From: Buckner Creel
Acting Director of Business and Human Resources

Date: September 22, 2026

Re: **FY27 Bus Services Invitation for Bid**

For the Committee's review and approval action, I am providing the following details for the FY28-FY32 Transportation bus services Invitation for Bids (IFB).

Historically, the Sudbury Public Schools (SPS) and the Lincoln-Sudbury Regional High School District (LSRHS) have jointly solicited bids for regular transportation bus services jointly, with the SPS school business administrator serving as the procurement official. M.G.L. c. 71, § 7A requires that these services are acquired through "competitive sealed bids pursuant to chapter thirty B," so the Districts will conduct a IFB process.

The current year is the last option year of the three years plus two option years contract entered into in January 2022. Towards the end of FY26, the District decided to ask the LSHRS to conduct the procurement for the regular bus services for FY28-FY32; accordingly, the LSHRS Director of Finance and Operations will serve as the procurement official.

The resultant contract service for school bus transportation is a shared contract with SPS and LSRHS as the owners of the contract to provide both Districts with school bus transportation services. The School Committee in both SPS and LSRHS will need to take formal action to execute any contract with a vendor. Costs of student transportation have traditionally been one of the budget drivers, so it is to the advantage of both districts to solicit bids early to be able to include the new costs in the budget preparation process. This driver results in the following schedule:

Sep 23 – IFB ready for SPS SC final review
Oct 28 - Final SPS SC Discussion and approval
Oct 1 – IFB ready for LSRHS SC final review; Post as it will appear for LSRHS SC agenda...
Oct 6 - Final LSRHS SC Discussion so that it can be posted in Central Register immediately
Oct 7 - Post in Central Register, COMMBUYS, and in Paper
Oct 15 - Appear in Central Register

Nov 6 - Bid Opening
Nov 15 - Awarding of Bid pending approval of both LSRHS and SPS School Committees
Nov 16 – SPS SC review and approval

The IFB document follows the pattern of earlier bus services procurements. In addition to the information provided below, potential bidders will have access to both Districts' bus routes with current stops and timing to help inform their bids.

If the Committee approves, please VOTE to approve the release by the L-S Director of Operations and Finance of the Invitation for Bids (IFB) for bus transportation services as presented, to support the schedule shown above.

Buckner Creel

Buckner Creel
Acting Business Director

	BUS TRANSPORTATION BID	

Sudbury Public Schools
and
Lincoln-Sudbury Regional School District

Sudbury Public Schools District
40 Fairbank Road
Sudbury, MA 01776
(978) 443-1058
www.sudbury.k12.ma.us

Lincoln-Sudbury Regional School

390 Lincoln Road
Sudbury, MA 01776
(978) 443-9961
www.lsrhs.net

TABLE OF CONTENTS

SECTION A		
INVITATION FOR BIDS		3
SPECIFICATIONS		
	Requirements	4
	General	4
	Contract Award	6
	Surety Performance Bond	7
	Performance	8
	Equipment	9
	Operations	12
	Substitute Drivers	15
	Wage Scale	15
	Insurance	15
	Price Basis	16
	Contract Terms	17
	Definitions	17
	Payments	17
	Assumption of Loss and Liability	18
	Termination of Contract	18
	Laws and Public Policy	19
	Description of Routes	19
	Time Schedules and Additional Information	19
	Athletic Trips, Activities and Field Trips	20
SECTION B		
FORMS	Submission of Bid Checklist	21
	Bid Submission Cover Sheet	22
	Bid Sheet-Regular Day Transportation	23-28
	Bid Sheet-Athletic, Student Activity, and Field Trip	29-30
	Add Alternate Form - Electric Bus Replacement	31
	Business Experience and Ability To Perform	32
	Description of Equipment To Be Used	
	Certificates of Non-Collusion and Tax Compliance	
APPENDIX A	Sample Transportation Contract	
APPENDIX B	2026-2027 School Calendar	
APPENDIX C	Prevailing Wage Rates	
APPENDIX D	Roster of Proposed Drivers	

Sudbury Public Schools
40 Fairbank Road
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Dr. Susan Gilson-LSRSD
Director of Finance and Operations
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October 15, 2026

INVITATION FOR BIDS - SCHOOL TRANSPORTATION

The Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee of Sudbury, Massachusetts, will receive sealed bids for furnishing school bus transportation for public school students for Sudbury Public Schools and Lincoln-Sudbury Regional School District, located in the Town of Sudbury, for a three (3) year period from July 1, 2027 to June 30, 2030. The School Committees reserve the right to extend the contract for up to two (2) additional one-year terms at the prices included in the bid sheet.

Contract documents, including specifications dated October 15, 2026 covering the required transportation routes, are obtained on the Lincoln-Sudbury District Website. All interested vendors need to download bidding documents and complete a Transportation Bid Package Acknowledgement so that we can notify you with updated addendums if needed. Routes for Lincoln- Sudbury Regional High School include: Lincoln and Sudbury Routes. Routes for the Sudbury Public Schools are found here.

Each bid should be submitted on the bid form furnished in the specifications and addressed in an envelope clearly labeled **"School Bus Transportation Bid"** to the Lincoln-Sudbury Regional School District Business Office, 390 Lincoln Road, Sudbury, Massachusetts 01776, and **must be received no later than 11:00 a.m., November 6, 2026**. All bids will be publicly opened in the Superintendent's Conference Room and read aloud. Bids will be taken under advisement and held for School Committee consideration.

Each bidder must deposit security with his bid in the amount of Fifteen Thousand Dollars ($15,000.00), either in the form of bid bond, certified check, or cashier's check, issued by a responsible bank or trust company, payable to the Town of Sudbury. All bids submitted will be binding for sixty (60) days subsequent to the bid opening.

The Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee, reserves the absolute right to reject any or all transportation bids in whole or in part and to waive any informalities in bids received if it be in the public interest to do so. The Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee herein declares its express purpose to award the contract to the lowest qualified, responsive, and responsible bidder that is able to furnish evidence satisfactory to the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee, that it has sufficient ability, experience and capital to execute and complete the work in accordance with the contract. Minimum evaluation criteria are specified in the bid documents.

SPECIFICATIONS - SCHOOL TRANSPORTATION

Following are the proposal and contract for furnishing school bus transportation for Sudbury Public Schools and Lincoln-Sudbury Regional School District.

REQUIREMENTS AND CONTRACT

I. REQUIREMENTS

The contract for furnishing scheduled transportation for all designated school children for Sudbury Public Schools and Lincoln-Sudbury Regional School District, shall include the furnishing of all services necessary and required, consisting of the following in general: transportation equipment, maintenance of equipment, operation, supervision, inspection, registration, licensing, insurance, and conformance to all applicable laws, rules, and regulations of the Commonwealth of Massachusetts, Department of Motor Vehicles, Town of Sudbury, and the Sudbury Public School Committee and Lincoln-Sudbury School Committee.

The successful bidder will be required to enter into a written contract for a period of three (3) years, upon bid acceptance by the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee, for a usual one hundred eighty (180) days per school year, unless changed by the State Board of Education and/or the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee, commencing July 1, 2027 through June 30, 2030. The School Committees reserve the right to extend the contract for up to two additional one-year terms at the prices included in the bid sheet.

Payment is based on actual days transported. For calculations of this bid, please use one hundred eighty (180) days per school year.

II. GENERAL

Bid Submission Requirements- Bids are to be submitted in a sealed envelope plainly marked **"School Bus Transportation Bid".** More than one proposal from an individual, a firm or partnership, a corporation, or an association under the same or different names will not be considered. Reasonable grounds for believing that any bidder is interested in more than one proposal for the work contemplated will cause the rejection of all proposals in which such bidder is interested. Any or all proposals will be rejected if there is a reason for believing that collusion exists among the bidders and all participants in such collusion will not be considered in future proposals for the same work.

Prospective bidders must submit with their bid a letters of reference list recording all contracts held within the past ten (10) years, name and address of the contact person, and dates the contracts were held.

No bid submittal shall be accepted from any contractor, company, company principal or subsidiary holding company who in the past ten (10) years, has defaulted on a contract, had a contract terminated for cause or has had a contract under suspension.

No bid submittal shall be accepted from any contractor, company, company principal or subsidiary holding company that in the past five (5) years have filed for reorganization under Chapter 11 of the U. S. Bankruptcy Code.

No bid submittal shall be accepted from any contractor, company, company principal or

subsidiary holding company that has withdrawn a bid for any unacceptable reason.

No bid submittal shall be accepted from any contractor, company, company principal or subsidiary holding company that does not have acceptable experience in school bus transportation as evidenced by a minimum of five (5) years of successful operation.

The bidder may be required to submit copies of all accident reports for the previous three (3) years prepared and certified by and submitted directly to the Director of Finance and Operations by the insurance carrier prior to the award of the bid.

Bid Security Deposit - A bid deposit shall be included with this bid in the form of bid bond, certified check, or cashier's check, issued by a responsible bank or trust company, in the amount of Fifteen Thousand Dollars ($15,000.00), made payable to the Lincoln-Sudbury Regional School District.This amount shall function as a bid security until such time as the contract is awarded by the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee to the successful bidder. All bid security deposits will be returned to the unsuccessful bidders when the contract is awarded to the successful bidder.

If any bidder fails to perform, or is unable to perform, its agreement to execute a contract and furnish a performance bond, its bid deposit shall be forfeited to the Town of Sudbury as liquidated damages.

Estimated Needs - All routes, runs, and other quantities contained in said form and elsewhere in this bid package are estimates and should not be interpreted by the bidder as the actual quantities. The Unit Price quoted by each bidder shall apply without change to any variation in said quantity actually experienced or applicable. The Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee shall have the right to increase and decrease said quantities.

Bid Withdrawal - No bidder may withdraw its bid prior to the execution and delivery of the contract unless no award has been made at the expiration of sixty (60) days after the opening of the bids.

Bid Rejection - The Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee may reject any bid that is not according to the prescribed form, incomplete, not properly signed, or otherwise contrary to instruction.

Forms Required - A statement of non-collusion must be signed and included with each bid.

Questions & Concerns - The bidder shall immediately report to the Director of Finance and Operations any ambiguity or inconsistency, which the bidder may discover upon examination of the bid document.

The bidder shall submit any questions regarding intent or meaning in writing. The Director of Finance and Operations shall arrange addenda’s that shall become a part of the contract and specifications; all questions so received, and shall send a copy of addenda’s to all bidders. Unless the bidder shall have taken such action, and approval obtained, the bidder agrees with the

specifications as written and described. The Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee will not be held accountable for any oral instructions.

Addenda - Addenda will be issued electronically to all known bid recipients. Prospective bidders will be required to complete a Transportation Bid Package Acknowledgement that will allow us to contact prospective vendors. No addenda will be issued within the immediate three (3) business day period prior to the date of receipt set for such bids, except an addendum which withdraws or otherwise postpones the date of the bid opening. The official notice of withdrawal or postponement shall be the reading of record at the time and date set for receipt of such bids.

The Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee does not assume any responsibility for errors, omissions, or misinterpretations, which may have resulted in whole or in part from the use of incomplete, bid documents to include addenda.

It is understood, agreed upon and made a part hereof, and shall be a part of the contract, that the contract entered into between the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee and the successful bidder(s) shall not be assigned nor assignable by way of sub-contract or otherwise, unless or until the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee shall have first assented thereto in writing.

The Director of Finance and Operations reserves the right to ask any additional questions regarding bids in order to analyze the overall results.

III. CONTRACT AWARD

The Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee, reserves the right to reject any and all transportation bids in whole or in part and to waive any informalities in bids if, in the sole judgment of the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee, such action serves the public interest. The Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee herein declares its express purpose not to award to any bidder unable to furnish evidence, satisfactory to the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee, that it is a responsible bidder and has sufficient ability, experience, satisfactory performance record, and capital to execute and complete the work in accordance with the contract. **Award of the contract will be made to the bidder submitting the lowest total price (Regular Transportation plus Late bus and Athletic Trips) for a three (3) year contract , if such bidder has been deemed to be a responsive and reasonable bidder.**

A price for an electric bus alternate is requested below; this alternate price is not included in the calculation for determining the lowest bidder.

It is the purpose of the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee not to award a contract to any bidder who does not furnish satisfactory evidence of the following minimum evaluation criteria:

- Have the ability and experience in school bus transportation
- Have sufficient capital
- Are able to submit three (3) years audited financial statements by a certified public accounting firm. (Financial statements will not be for public view.)

- Have available buses meeting the requirements listed herein
- Provide evidence that all drivers, including substitute drivers, have annual Criminal Offender Record Information (CORI) checks with satisfactory results.
- Each bidder must submit a properly completed Statement of Collusion and Tax Compliance Certificate and submit it as part of the bid package.
- Each bidder must submit either the Certificate of Insurance for the required insurance amounts or a statement from its insurance company that it qualified for and will be issued insurance sufficient to meet the requirement of this bid.
- No bidder shall have been in a Chapter 11 bankruptcy proceeding within the past five years.
- Each bidder must submit all required bid forms in Section B.

The minimum evaluation criteria are the standards that will be used to evaluate whether the bid is "responsive" and to identify "responsible" bidders.

The Awarding Authority's notice of acceptance of proposal based on the best price per the lowest total price by a qualified and responsible bidder shall be given or mailed by the Director of Business and Finance within thirty (30) business days after the opening of bids. Said notice to the successful bidder(s) shall constitute acceptance of the proposal or any item thereof, conditioned on the submission by the successful bidder to the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee of evidence of ability to perform satisfactorily, receipt of the successful bidder's performance bond and execution of the contract both by the bidder and the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee.

The bidder(s) to whom the award(s) are made must enter into a written three (3) year contract. The requirements set forth in the specifications are considered binding and a part of the contract with the successful bidder. Should any Contractor to whom an award is made fail to enter into a contract within thirty (30) days after receipt of notice of the award, its bid deposit shall be forfeited to the Lincoln-Sudbury Regional School District as liquidated damages.

IV. SURETY PERFORMANCE BOND

A surety performance bond or other instrument satisfactory to the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee in an amount equal to one hundred percent (100%) of the contract sum for each year of any contract entered into shall be required of the successful bidder by the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee, the premiums for which are to be paid by the bidder(s). The liability of the Contractor in case of default of this contract(s) is not limited by this paragraph. The surety performance bond shall be renewed annually during the term of the contract. Performance bonds must be from a Massachusetts registered insurance company. The performance bonds must be provided to the office of the Director of Business and Finance prior to the signing of any contract.

The surety is to be a bonding company satisfactory to the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee, which has a rating of B+ or better, and having a place of business in Massachusetts. Bonds shall be in the usual form and satisfactory to counsel

for the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee.

Each bond or letter of credit shall be renewed by July 1 annually for the appropriate amount each year. The Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee must have in its possession the bond renewal prior to the expiration of the preceding bond.

V. PERFORMANCE

On days when school closes other than on the regular schedule, the Contractor shall transport the pupils at times designated by the Sudbury Superintendent of Schools and the Lincoln-Sudbury Regional School District Superintendent/Principal, or their designee.

If, for any reason, a bus(es) cannot be operated on any school day, the Contractor agrees to provide suitable insured transportation in place thereof, without additional charge.

In the event the Contractor is unable to furnish transportation temporarily, the Sudbury Superintendent of Schools and/or Lincoln-Sudbury Regional School District Superintendent/Principal or their designee is authorized to hire a bus(es) for such time as necessary, and the Contractor shall pay for the cost of this emergency service.

The Contractor shall designate by name and position a particular staff member who shall be assigned to coordinate transportation arrangements under the contract and to carry out instructions submitted by the Sudbury Public Schools and Lincoln-Sudbury Regional School District. This person will be available to the Director of Business and Human Resources (Sudbury Public Schools) and the Director of Finance and Operations (Lincoln-Sudbury Regional School District), or their designees for the purpose of conferences and consultations relative to bus schedules, bus routes, bus stops, student behavior, billing and other related matters. The supervisor on site is to be in charge of the routes for the Sudbury Public Schools and Lincoln-Sudbury Regional School District. This person will be in direct communication with the transportation agent of the schools, to ensure the orderly transportation of students to and from school. Sudbury Superintendent of Schools and/or Lincoln-Sudbury Regional School District Superintendent/Principal must approve the supervisor annually.

The Contractor must have an office serving Sudbury Public Schools and Lincoln-Sudbury Regional School District, with a telephone connection through which the owner or their agent is available from 6:00 a.m. to 4:30 p.m. on days when schools are in operation. Outside of these hours, an emergency contact number should be available. There must also be a local telephone connection through which the Sudbury Superintendent of Schools and/or Lincoln-Sudbury Regional School District Superintendent/Principal of Schools can make contact with the supervisor or other designee in the early morning hours in order to notify the Contractor of cancellations or delays in school opening times due to bad weather or emergencies. The owner or their agent must be willing to appear for conferences with the Sudbury Public School Superintendent and the Lincoln-Sudbury Regional Superintendent/Principal, or their designee, as necessary and requested.

The Contractor must also maintain at least one (1) full-time mechanic to be accessible and available to service the fleet. The full-time mechanic cannot serve as the full-time supervisor.

Buses shall be on the premises of the school buildings to deliver children in the morning no later than five (5) minutes before the opening of school. At no time shall buses be allowed to idle their engines on school property for longer than two minutes.

VI. EQUIPMENT

The Contractor shall furnish school buses that must, among other things, meet the following requirements:

The bid proposal must include at least thirty (30) buses at the start of the contract period.

No bus shall be older than **five (5) years** at the start of the contract. No bus shall exceed **ten (10) years** of age at any point during the contract or any renewal periods. Any bus reaching the 10-year limit or **150,000 cumulative miles** must be replaced with a newer unit at no additional cost to the District." All buses must conform to all State and Federal regulations.

All school buses available for use under the life of this contract must have a minimum seating capacity of seventy-one (71) pupils conforming to the Standard Specifications or better. 83 or 77 passenger buses must be used when deemed necessary by the prescribed routes. All 83 passenger buses must be air brake equipped for safety purposes to compensate for terrain for the Sudbury and Lincoln communities. Chassis and body must conform to all Federal standards and fully meet or exceed all requirements of the Commonwealth of Massachusetts for school buses in effect as of the start of this contract period.

All buses shall be constructed, equipped and maintained in conformance with all applicable laws, regulations, and rules of the Federal Government and the Registry of Motor Vehicles. The attention of all concerned is particularly directed to the following sections of Chapter 90 of the General Laws of the Commonwealth of Massachusetts:

- Section 1, Definitions
- Section 1A, School Bus Registration
- Section 7A, Inspection of School Buses
- Section 7B, Requirements as to Equipment and Operation of School Buses
- Section 7C, Registrar May Establish Minimum Standards for Construction, Etc., of School Buses
- Section 14/15, Precautions for Safety
- Section 17, Speed Limit in Operation of School Buses

Buses furnished must comply with the General Laws of the Commonwealth of Massachusetts and the rules and regulations of the Registry of Motor Vehicles relating to the transportation of public school children. All vehicles must be School Bus Yellow for regular pupil transportation.

Contractor shall see that all buses are kept at all times in a condition of cleanliness, interior and exterior, satisfactory to the Sudbury Superintendent of Schools and/or Lincoln-Sudbury Regional School District Superintendent/Principal or their designee.

All buses shall be cleaned by sweeping and vacuum cleaning, and shall be maintained free of noxious odors and poisonous gases at all times. The interior shall be washed with a water mixture of detergent disinfectant during each school vacation period; Winter, February, April and Summer. The interior and exterior surfaces of all windows shall be maintained in a clean and safe condition, weather conditions permitting. Under no circumstances shall buses be operated when the driver's vision is impaired by conditions of the glass surface to the point where safety of school children is placed in jeopardy.

The temperature of the bus interior shall be maintained at a minimum temperature of fifty-five (55) degrees when the bus is occupied. Windows that are to be used for ventilation must be in working order.

Coach type buses will be allowed in the bid proposal for trips for student field trips or trips for athletic events. No guarantee is made by the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee for the amount of transportation to be performed for these events.

Each bid shall contain a detailed description on forms provided, of each bus to be furnished including the year of manufacture, model number, present mileage, make of body, seating capacity, number of heaters and present condition. The Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee reserves the right to reject any unacceptable vehicle.

- Bidder must submit with bid data documentation identifying and detailing composition of bus fleet to be used as of the beginning of this contract.
- Bidder must, in submitting the above data, give clear evidence of a commitment to replacing/updating the fleet to be used during the contract as needed. The fleet used must have prior approval of the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee or designee.
- In the event successful bidder does not have a fleet currently available to meet the requirements, the successful bidder shall deliver to the Superintendent of Schools within thirty (30) business days after notice of the acceptance of proposal is given or mailed by the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee or designee to the successful bidder, documentation satisfactory to the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee as specified in the requirements.

The Contractor agrees to keep all buses in good working condition, and to furnish all necessary gasoline, oil, grease, tires, maintenance and repairs through the period of this contract.

Written reports of conditions of buses as determined at the time of inspections shall be presented to the Business Manager no later than two (2) days following the date of inspection by the Registry of Motor Vehicles.

The Sudbury Public Schools and Lincoln-Sudbury Regional School District reserves the right to require, at the Contractor's expense, a certificate at any time from a garage of its choosing that the buses under this contract are in good order with respect to brakes, lights, horns, mufflers, steering gear, windshield cleaners, doors, tires, windows and bodies and in any other respect.

There shall be no substitution of buses without permission of the transportation agent for the duration of the contract, except in the cases of emergency breakdown, and then only for a period of time not exceeding three (3) consecutive days. All substitute buses shall be subject to all contract requirements.

"The Contractor shall maintain a local 'spare' ratio of at least 10% for both buses and drivers (no fewer than 3 spare buses). A 'Spare Driver' must be physically present at the garaging location during morning and afternoon start times, fully prepped to step into a route. Failure to provide a driver or bus for a scheduled route may result in a **liquidated damage of $250.00 per missed run**, which shall be deducted from the monthly invoice."

In carrying out the performance of the contract, the bus owner shall have and keep three (3) buses and (3) drivers for emergency or spare use. Such buses shall comply with all provisions of the specifications and be listed on the Description of Equipment Form.

The contractor will park the buses on the land reserved for that purpose which is provided by the Town of Sudbury, rent free. The contractor shall pay all vehicle excise taxes to the Town of Sudbury. The contractor will provide a telephone and other utilities required by the office. The contractor will be responsible for installation and all other expenses for utilities. The contractor shall be responsible for keeping the grounds and the office clean.

Each bus shall display "Sudbury Public & Lincoln-Sudbury Regional School District" on each side of the bus. Each bus will also prominently display route numbers on all four (4) sides of each bus either by permanent lettering or by removable placard.

Each bus will be equipped with all equipment required by the Registry of Motor Vehicles plus the following:

- Properly equipped first aid kits.
- Public address system with internal and external speakers capable of operation with the ignition of the bus off.
- Two-way UHF-type radio with capabilities of reaching all the extremities of the Town of Sudbury or the Town of Lincoln for buses serving the Lincoln routes in the Lincoln-Sudbury Regional School District..
- GPS tracking is required for all buses
- Automatic side-stop arms.
- All buses will be equipped with 2 cameras, one in front and one in the middle, with software compatible with PC platforms. Recordings may only be viewed by authorized school officials and with the consent of the School Districts. Under no circumstances will recordings be made public by the Contractor without the consent of the School Districts. Each bus will have signage notifying ridership that video recording is in progress.

VII. OPERATIONS

Routing Software & Optimization

For the Lincoln-Sudbury Regional School District, the Contractor shall utilize the District-provided, web-based automated routing software Transfinder. The Contractor is responsible for performing a comprehensive route optimization analysis annually by July 15th and shares it with the Lincoln-Sudbury Regional School District to minimize 'deadhead' mileage and maximize bus capacity . The District shall be provided with administrative access to the routing software and real-time GPS data for all vehicles at all times.

The Sudbury Public School District utilizes the web-based automated routing software Transfinder and is responsible for performing a comprehensive route optimization analysis annually. The Contractor shall be provided with preliminary route and bus stop information by August 15th. The District shall be provided with administrative access to the Contractor real-time GPS data for all vehicles at all times.

The contractor shall provide a bus tracking application (FirstView or similar) that is available to Sudbury and Lincoln-Sudbury parents/caregivers by October 1.

The Contractor shall arrange compulsory driver-training and safety programs which drivers must pass before they are allowed to drive under this contract. The course shall deal with student, staff, and public interaction; safe driving habits, including evacuation drills; proper use of two-way radios, and emergency procedures in accordance with state laws and town guidelines. All drivers must retake and pass the course annually. New drivers hired during the year are under the same obligation. The Contractor must submit to the administration, by August 1, the program description. Within the development of its driver training and safety programs, the Contractor must ensure that at a minimum all drivers receive the following special training.

- Orientation and special instructions regarding student behavior and control.
- Training twice each school year (minimum late September and January) in student behavior standards and appropriate measures to be taken if problems occur.
- Emergency Epi-pen training and other medical training as needed, such as seizure protocol.
- Sexual harassment training.
- CPR and choke training.

All persons assigned as regular or substitute drivers must be acceptable to the Superintendents of Schools or their designee prior to the opening of school each year. This measure includes a satisfactory Fingerprinting and CORI process.

Bidders must provide evidence that they are in compliance with all requirements for drug testing. The description of this program should discuss both company policies regarding substance abuse and company procedures on drug testing.

The Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee reserves the right to accept or reject any and all drivers, if it is deemed in the best interests of the Town of Sudbury, Town of Lincoln, and the Lincoln-Sudbury Regional School District to do so. Further, the Sudbury Public School Committee and the Lincoln- Sudbury Regional School

Committee reserves the right to require any operator to submit to physical examination at any time, at the sole cost of the Contractor, by a doctor of medicine selected by the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee.

The Contractor agrees to comply with rules, regulations, and requirements of Chapter 90, Section 8A/8A½, General Laws of Massachusetts, and amendments thereto, in respect to the licensing of school bus operators, which statues indicate in part the "Applications for a license to be a school bus operator may be made by any person who shall have attained the age of eighteen (18) years and who shall have been a duly licensed motor vehicle operator for a period of three (3) continuous years prior to his application; but before such a person shall be so licensed the Registrar shall be satisfied that he is of good moral character and has successfully completed a driving performance test, a visual test, and a physical examination by a licensed physician within a three (3) month period of the date of his application in conformity with such minimum physical qualifications as shall be determined by the Registrar."

The Contractor shall see that all drivers have on file with the Contractor a report, made by a registered physician, that they are in sound physical condition and capable of performing the duties of a school bus driver. The physical examination certificate must be submitted once a year, as required by law.

The Contractor shall not alter any bus stop or change the direction of any route without prior written approval of the Transportation Agent. Drivers are to take on and discharge passengers only at scheduled stops. If conditions warrant adding additional stops or changing location of a stop(s), this information must be communicated to the Transportation Agent for consideration and action relative thereto.

Accidents: Every accident is to be reported by the driver to the Contractor as soon as possible thereafter, and the Contractor will notify the proper school authorities. In all such cases, this report is to be rendered orally to the school authorities as soon as possible and no later than twenty-four (24) hours after the accident. In cases of bodily injury, the Contractor is to file a written report with the appropriate school official within twenty-four (24) hours.

Unavoidable Delays: If any event or circumstance causes unavoidable delay or in any way interferes with the proper performance of a scheduled trip, the Contractor is to report the same to the school authorities as soon as possible.

Drivers shall not be permitted to carry any person other than a school official or teacher, including the children of drivers, while carrying pupils unless the Transportation Agent authorizes such person. Pupils shall not be carried for pay or otherwise by private arrangement while the bus is being used to fulfill the requirements of these specifications.

There shall be no smoking by drivers in the vehicles at any time or on any school property at any time. There shall be no use of cell phones while vehicles are transporting students unless there is an emergency and the bus is completely stopped and secured.

Drivers must comply with all policies set forth by the School Administration covering the conduct of pupils on the bus approved by the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee.

Drivers will not leave a bus unattended when children are in the bus. In an emergency, the

driver's first concern must be for the safety of the children.

The Contractor will be responsible for conducting School Bus Safety Drills and Demonstrations as required by Massachusetts law at no additional charge to the Town of Sudbury or the Lincoln-Sudbury Regional School District. Times of this program will be coordinated with the Transportation Agent and building principals.

A roster of those licensed operators to be used under the contract shall be maintained by the Contractor. Said list shall be furnished to the Transportation Agent prior to the opening of schools and thereafter at any time requested. Any changes shall be immediately communicated in writing. Said list should contain the following information:

Name, Address, Date of Birth, Date of Last Physical, License Number, Type of License, Driving Record to include all known accidents and traffic violations in the past two (2) years, Criminal Record (if any), and specific training and testing.

The Superintendent of Sudbury Public Schools or the Superintendent/Principal of Lincoln-Sudbury Regional School District or their designee reserves the right to require the temporary or permanent removal, from the Contractor's roster of drivers to be employed under the contract, any driver who does not properly conduct himself/herself or maintain order and proper discipline among their passengers, or who shall operate their conveyance in a negligent or reckless manner, or who shall for any other reason be deemed unfit or unsuitable by the School Administration.

The Contractor will provide a log of driver attendance at mandated annual training to the Director of Business and Human Resources (Sudbury Public Schools) and the Director of Finance and Operations (Lincoln-Sudbury Regional School District).

Vehicles used to transport pupils shall not be used to display either inside or outside of the vehicles, any advertisement, political or other, without the express authorization of the Superintendent of Sudbury Public Schools or the Superintendent/Principal of Lincoln-Sudbury Regional School District or their designee.

Drivers will not take disciplinary action against any child. Cases that warrant such action should be reported on forms provided by the School Department in accordance with School Department policy and procedures. Nothing herein shall prevent a driver from reprimanding a child from action that might cause harm to him or others. Drivers have no authority to put a student off a bus or to deny transportation.

Drivers will make an inspection of their bus to insure the bus is in good running order prior to the start of the school bus runs. At the close of the routes, drivers must walk to the back of the bus to insure that no student remains on the bus and place an “EMPTY” placard in the rear window.

Every driver shall make a dry run, without cost to the school districts, over their route prior to the first day of actually transporting students.

All drivers must understand that **only** Sudbury Public Schools and Lincoln-Sudbury Regional School District students, with the exception of chaperones on school trips and an occasional school administrator for reviewing routes or student behavior, may be transported in these buses

unless prior permission of the Transportation Agent has been obtained. Violations of this procedure are cause for immediate dismissal of the driver.

Substitute Drivers: Substitute drivers shall be pre-qualified for the routes driven, to the maximum extent possible, at no extra cost to the school districts.. This means that the Contractor shall operate with an available reserve of "qualified" substitute drivers. Such qualifications shall be established by:

- holding a valid and current school bus driver's license
- being familiar with the route(s) to be driven
- knowing the locations and starting and closing times of the schools and programs
- knowing the roads and their conditions over the course of the route(s) to be driven

All drivers must be able to speak and clearly communicate in the English language.

If the Contractor fails to comply with this section, the Contractor shall, as a condition for the awarding of the contract, pay the School Committee the amount specified not as a penalty but as liquidated damages for Breach of Contract for each calendar day. One Hundred Dollars ($100.00) per day per bus – the amount of liquidated damages, is fixed and agreed upon by the Contractor and School Committee because of the extreme difficulty and impracticality of fixing and ascertaining the actual damages. Said amount shall be deducted from the Contract amount and, at the School Committee's discretion, may be deducted from the monthly payment to the Contractor.

Student Conduct & Incident Reporting: Drivers are responsible for maintaining discipline on the bus. In the event of student misconduct that requires administrative intervention, the Driver is required to submit a written **Student Incident Report** to the school's front office reception immediately upon arrival at the school during morning drop-off. For afternoon occurrences, reports must be submitted by 8:00 AM the following business day. Reports must include the student's name, bus number, date, and a factual description of the incident. The Contractor shall ensure that standard incident report forms are available on every bus.

VIII. WAGE SCALE

The Conditions of Employment and Minimum State Wage Rates, as set forth by the Massachusetts Department of Labor and Industries shall prevail in the execution of work under this contract. The MINIMUM WAGE RATES as determined by the Commissioner of Labor and Industries under the provisions of Massachusetts General Laws, Chapter 71, Section 7A, is attached and becomes a part of this document.

The Contractor is required, upon request, to submit to the Director of Business and Human Resources (Sudbury Public Schools) and/or the Director of Finance and Operations (Lincoln-Sudbury Regional School District) certified weekly payroll reports which must contain the following: employee's name, address, occupational classification, hours worked (chargeable to contract) and wages paid.

IX. INSURANCE

The Contractor shall hold harmless and indemnify the Town of Sudbury,Town of Lincoln, and the

Lincoln-Sudbury Regional School District, its officers, employees and agents, from and against all liability, damage, loss, claims, demands, and actions of any nature whatsoever, including the cost of defending any action, which arise out of or are connected with, or are claimed to arise out of or be connected with any of the transportation services provided to the Town of Sudbury, Town of Lincoln, and the Lincoln-Sudbury Regional School District under any said contract or contracts. The foregoing provision shall not be deemed to be released, waived, or modified by reason of any insurance provided there under by the Contractor.

The Contractor shall take out and maintain during the life of this contract such Public Liability and Property Damage Insurance as shall protect him from claims for damages for personal injury, including accidental death, as well as from claims for property damage, which may arise from operations under this contract, whether such operations be by him/her or by anyone directly or indirectly employed by him/her and the amount of such insurance shall be minimally certification of insurance with a ninety (90) days cancellation clause for:

Workers' Compensation
Auto Liability/Bodily Injury/Property Damage $10,000,000 combined single limit
Uninsured Motorist - Bodily Injury $500,000 each person/$1,000,000 each accident
Under-Insured Motorist - Bodily Injury $500,000 each person/$1,000,000 each accident
General Liability $1,000,000 per occurrence/$2,000,000 aggregate

The insurance carrier on all policies must be rated B+ or greater and be an admitted carrier in the Commonwealth of Massachusetts.

The certificate of insurance for all of the required insurance shall contain the following language: "No cancellation of or change of or revision in the insurance by the Insurer or the Insured, the existence of which insurance is evidenced by this certificate, shall be valid unless written notice thereof is delivered to the Superintendent of Sudbury Public Schools and/or the Superintendent/Principal of Lincoln-Sudbury Regional School District at least ninety (90) days prior to the intended date of cancellation, change or revision, by certified mail."

Failure to provide and continue in force the required insurance shall be deemed a material breach of this contract and shall be cause for immediate termination thereof.

Prior to July 1 of each year of the contract, the Contractor shall deposit with the Superintendent of Sudbury Public Schools and the Superintendent/Principal of Lincoln- Sudbury Regional School District certificates from the insurer to the effect that the insurance policies required in the above section have been issued to the Contractor. The certificates must be in a form satisfactory to the Director of Business and Finance-Sudbury, and the Director of Finance and Operations- LSRSD (Lincoln - Sudbury Regional School District).

X. PRICE BASIS

The contract prices shall include the cost of fuel, garaging, oil, grease, repairs, wages of drivers, taxes, licenses, permits, certificates, insurance costs, and such other charges as are needed in connection with the contract work and to keep the school buses properly equipped and in good operating condition.

Wages: Under the provisions of Massachusetts General Laws Chapter 71, wages paid to motor bus operators must conform to the prevailing wage rate as determined by the Commissioner of Labor and Industries, a copy of which is attached in Appendix C.

XI. CONTRACT TERMS

The bid document to be submitted as a sealed bid requires that a bid amount be submitted for each year of the contract:

July 1, 2027 – June 30, 2028 – Fiscal Year 2028
July 1, 2028– June 30, 2029 – Fiscal Year 2029
July 1, 2029 – June 30, 2030 – Fiscal Year 2030

The bid for each contract year must be split out as to the cost for coordinated and uncoordinated bus transportation. If the number of routes is increased or decreased, the contract price shall increase or decrease accordingly, in an amount equal to the applicable unit price.

Definitions:

3-Way Coordinated: A bus that is scheduled to do three morning routes and three afternoon routes coordinated between Sudbury Public Schools and Lincoln-Sudbury Regional School District.

2-Way Coordinated: A bus that is scheduled to do two morning routes and two afternoon routes coordinated between Sudbury Public Schools and Lincoln-Sudbury Regional School District.

1-Way Uncoordinated: A bus that is scheduled to do one morning route and one afternoon route for Sudbury Public Schools and Lincoln-Sudbury Regional School District.

Lincoln Only: A bus that is scheduled to do the morning and afternoon route outside the Town of Sudbury which services only Lincoln, MA Students to and from Lincoln-Sudbury Regional School District.

Through this bid, the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee are seeking a fixed cost for transportation services for each fiscal year.

The three years are added for a total bid for the contract. All bid numbers are to be submitted on the attached forms. The “low bid” will be determined by this total.

No adjustment clauses have been written into these bid specifications for fuel, insurance, or inflation factors.

The successful bidder shall assume responsibility for any cost factors imposed by the federal or state regulations subsequent to the signing of this contract.

XII. PAYMENTS

The Town of Sudbury and the Lincoln-Sudbury Regional School District agree to pay the Contractor in ten (10) monthly payments for services rendered under the contract based upon the yearly contract at the conclusion of each month, September through June, upon satisfactory performance of said service. The Contractor shall bill monthly by itemized invoice.

The above consideration to be paid by the school districts is based upon the transportation of pupils as specified in the aforesaid Specifications.

Should the Contractor be unable or unwilling to convey pupils on any school day during the term of this contract, whether because of breakdowns, motor difficulties, unsafe buses or other motor vehicles, negligence on the Contractor's part, strikes, riots, acts of God, or any other reason, then the daily compensation rate shall not be paid to the Contractor for such school days.

No assignment or subletting of the contract, or work, nor assignment of money due or to become due, shall be made without the written consent of the Sudbury Public Schools Committee and Lincoln-Sudbury Regional School District Committee. This shall include needing School Committee approval to transfer the contract should the company be sold to another company.

No compensation shall be due or made by the Sudbury Public Schools and Lincoln-Sudbury Regional School District Committee for non-conforming performance.

XIII. ASSUMPTION OF LOSS AND LIABILITY

The Contractor agrees that they shall pay for or cause to be paid for all labor performed or furnished, all materials used or employed in the performance of the work under this contract, and all rental or hire of appliances and equipment employed in such work.

The Contractor is retained solely for the purpose and to the extent set forth in this agreement. During the term of this contract, the Contractor's relationship to the Towns of Sudbury, and Lincoln, and the Lincoln-Sudbury Regional School District shall be that of an independent contractor. The Contractor shall have no capacity to involve the Towns of Sudbury, and Lincoln, and the Lincoln-Sudbury Regional School District in any contract or to incur any liability on the part of the Towns of Sudbury and Lincoln, and the Lincoln-Sudbury Regional School District. The Contractor shall agree to indemnify and save the Sudbury Public Schools Committee and Lincoln-Sudbury Regional School District Committee and the Towns of Sudbury and Lincoln harmless from any and all costs, loss, expenses, liability, damages or claims for damages, including costs of defending any action on account of any injury or damage done to buildings, property, or any person, firm corporation or association and on account of any injury, including death, to any person(s) arising or resulting from the services provided under the contract documents or from any act, omission or negligence of the Contractors, their agents or employees. The foregoing provisions shall not be deemed to be released, waived, or modified in any respect by reason of any surety or insurance provided by the contractors under the contract.

XIV. TERMINATION OF CONTRACT

The Town of Sudbury and Town of Lincoln, through the Sudbury Public Schools Committee and Lincoln-Sudbury Regional School District Committee, may terminate this contract.

- Termination may be based on default in performance, nonconformity in performance, breach of the terms and conditions of this contract, failure in any respect to perform the service with promptness and diligence, bankruptcy, receivership or a general assignment for the benefit of creditors or any other act which impairs the value of service under this contract.

- Termination may be based on the said Town of Sudbury and - Lincoln, and Lincoln-Sudbury Regional School District failing to lawfully appropriate sufficient funds for said transportation.

XV. LAWS AND PUBLIC POLICY

This contract is made subject to all laws of the Commonwealth of Massachusetts. Any clause which does not conform to such laws shall be void, and such laws shall be operative in lieu of such clause.

The Contractor shall keep itself fully informed of and agrees to comply with pertinent Federal, State, and municipal laws, ordinances, rules and regulations in any manner affecting the services embraced in this contract.

In the event that the Districts or any governmental agency imposes additional equipment requirements other than those set forth above on Contractor's vehicles during the term of this Agreement which are specific requirements for the operation of this contract or immediate installation is required for continuing operation of the vehicles, Contractor and District shall negotiate in good faith concerning price increases applicable to such equipment installation.

XVI. DESCRIPTION OF ROUTES

Current bus routes for Sudbury Public Schools as well as a Town of Sudbury map are available for review at the Sudbury Public Schools Transportation Office. Routes for the Lincoln-Sudbury Regional School District (Lincoln and Sudbury Routes) are available on the Lincoln - Sudbury website. Town of Lincoln and Sudbury maps are also available in the Lincoln -Sudbury Regional School District Business office.

The Transportation Agent shall have the authority to make such changes as they deems necessary in adjusting the number of buses, assignments of pupils, groups or routes, time and dates, assignment of monitors, or any other matters affecting the specific and unlimited right to eliminate, modify, add to, or revise any bus route in accordance with the needs of the Sudbury Public Schools and Lincoln-Sudbury Regional School District as determined by the Sudbury Superintendent of Schools and/or Lincoln-Sudbury Regional School District Superintendent/Principal, or their designee. Routes have been designed and implemented to maximize the capacity of each bus.

THE CONTRACTOR MUST HAVE A SUFFICIENT NUMBER OF SUBSTITUTE DRIVERS TO ENSURE ALL TRIPS CAN BE MADE AT THE SCHEDULED TIMES. THERE SHALL BE NO "DOUBLING-UP" OF TRIPS.

THE CONTRACTOR MUST HAVE SUFFICIENT DRIVERS AND EQUIPMENT TO HANDLE ATHLETIC TRIPS WITHOUT IMPACTING THE REGULAR DAILY ROUTES.

XVII. TIME SCHEDULES AND ADDITIONAL INFORMATION

Approximate scheduled school hours for the school year 2027-2028 are as follows.
No guarantees as to actual times are implied.

Routes and schedules are to accommodate class schedules and shall be determined by the Sudbury Public Schools and the Lincoln-Sudbury Regional School District. The following are the approximate schedules and may be changed for reasons which include, but are not limited to, time and learning mandates set by the Department of Education or for early release days as

scheduled for regular transportation:

	BEGIN	DISMISS
Lincoln-Sudbury Regional School District (LSRHS)	8:25 a.m.	3:14 p.m.
LSRHS – Early Release		1:55 p.m.
Curtis Middle School	8:30 a.m.	3:10 p.m.
Curtis Middle School Early Release		12:45 p.m.
Haynes, Loring, Nixon, Noyes Elementary	7:55 a.m.	2:25 p.m.
Haynes, Loring, Nixon, Noyes Elementary Early Release		11:45 a.m.

The schedule of route operation shall be maintained in such a manner that school children awaiting bus arrival shall not be required to wait longer than ten (10) minutes beyond the scheduled time of the stop. The first stop of any bus for any pupil in the Town shall not be before the time set on the bus schedule for that run.

On various occasions throughout the year, the public schools and the regional school district may dismiss early (day before Thanksgiving) or selected schools may dismiss early (high school mid- year and final exam days, workshop days. etc.). The contractor shall accommodate these early dismissals at no additional cost to the School Department.

The contractor will also agree to delay, at no additional cost, the morning routes on any day that the Superintendents of Schools institutes a delayed opening of school due to adverse conditions.

All routes, time schedules, etc. shall be fixed by the Directors of Business and Finance or designee. The School Committees reserve the right to change these routes from time to time without altering the contract or contract price.

Pickup and Discharge Points: The Director of Business and Human Resources (Sudbury Public Schools) and the Director of Finance and Operations (Lincoln-Sudbury Regional School District) reserves the right to change or designate additional pickup or discharge points when it is necessary for the safety and welfare of the children, with no additional cost to the Town of Sudbury or the Lincoln-Sudbury Regional School District.

Copies of the 2026-2027 school district calendars are attached (Appendix B) for reference purposes showing a representative sample of release days. All bid prices should reflect split dismissal times as required.

XVIII. ATHLETIC TRIPS, ACTIVITIES, AND FIELD TRIPS

The Contractor agrees to provide a bus(es) with qualified school bus operators to transport students to and from athletic and such other extracurricular activities (field trips) as the School Committee or Superintendent of Schools, Superintendent/Principal, or their designee, may request from time to time: only live mileage is to be paid for - excluding the mileage from the Contractor's garage to the first pickup point and from the last drop-off point to the Contractor's garage. At certain times, up to four (4) vehicles under this section may be required.

In the Bid Sheet for furnishing additional transportation for athletic and extracurricular trips (field trips), the bid will be submitted with a minimum charge and a per mile cost for the bus, and state a charge for waiting time which will be paid in excess of two (2) hours. Additional costs, such as for tolls and fees, should be included in the quoted prices per trip.

All physical standards of the bus(es) used for additional transportation and the operators of the buses shall conform to those requirements set forth in this specification.

Payment for services provided under this section will be paid upon receipt of an itemized invoice.

Sudbury Public Schools and Lincoln-Sudbury Regional School District Bus Transportation Bid

Submission of Bid Checklist

All bids submitted must be in a sealed envelope clearly labeled "School Bus Transportation Bid."

All of the following items must be submitted with final sealed bid:

- ☐ Bid Submission Cover Sheet
- ☐ Bid Sheets – Regular Day Transportation

  Late Bus and Athletic Trip
- ☐ Business Experience and Ability to Perform
- ☐ Description of Equipment to be used under the contract
- ☐ Certificate of Non-Collusion and Tax Compliance Certification
- ☐ Roster of Proposed Drivers
- ☐ Letter of Reference List recording all contracts held within the past ten (10) years
- ☐ Three (3) years of audited financial statements by a certified public accounting firm
- ☐ Bid deposit of $15,000 made payable to the Lincoln- Sudbury Regional School District
- ☐ Certificate of Insurance and Insurability
- ☐ Garaging Plan
- ☐ Drug Policy and Testing Plan

BID SUBMISSION COVER SHEET

MUST ACCOMPANY ALL BIDS SUBMITTED

TO: Sudbury Public Schools Committee and Lincoln-Sudbury Regional School District School Committee, Sudbury, MA 01776

I (We) submit the attached bid for school bus transportation, agreeing to meet ALL REQUIREMENTS of the specifications and ALL INSTRUCTIONS contained in the Invitation for Bids, Notice to Bidders and Bid Sheet.

The undersigned understands that the Sudbury Public Schools Committee and Lincoln-Sudbury Regional School District Committee herein addressed reserves the right to waive any informalities, to reject any and all bids or any part thereof, and/or accept any bid or part thereof.

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

With the above understanding, the undersigned proposes to furnish to the Sudbury Public Schools and Lincoln-Sudbury Regional School District student transportation, to comply in all respects with said specifications and to work in harmony and cooperation with the Sudbury Public Schools and Lincoln-Sudbury Regional School District, for the contract sums listed on the attached Bid Sheet.

_____ _____

SSN or Federal ID Number Name of Company

_____ _____

Date Signature of Corporate Officer

_____

Typed Name & Title of Above Officer

_____

Address

_____

City State Zip

_____

Seal Telephone Number

_____

Fax Number

BID EVALUATION FORM– REGULAR TRANSPORTATION

YEAR 1 - 2027 -2028

1. Regular School Transportation	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Coordinated 3 – Way Bus	0	180		
Coordinated 2 – Way Bus	25	180		
Uncoordinated 1 – Way Bus	2	180		
Lincoln Only	3	180		

2. Late Bus Transportation (if can't be Coordinated)	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Lincoln-Sudbury High School Late Bus	2	150		

3. Athletic Trips				
175 Trips (based on 2.5 hour trip time plus 3 hour wait time)				

Important Note: For purposes of determining the lowest price, Sudbury Public Schools and Lincoln-Sudbury Regional School District have estimated the number of one-way: two-way; and three-way coordinated busses. The Sudbury Public Schools and Lincoln-Sudbury Regional School District reserve the right to change the coordinated schedule to utilize the fleet of busses most efficiently.

Total Annual Cost (Sum of 1. – 3.) Year 1:	

BID EVALUATION FORM– REGULAR TRANSPORTATION

YEAR 2 - 2028 - 2029

1. Regular School Transportation	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Coordinated 3 – Way Bus	0	180		
Coordinated 2 – Way Bus	25	180		
Uncoordinated 1 – Way Bus	2	180		
Lincoln Only	3	180		

2. Late Bus Transportation (if can't be Coordinated)	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Lincoln-Sudbury High School Late Bus	2	150		

3. Athletic Trips				
175 Trips (based on 2.5 hour trip time plus 3 hour wait time)				

Important Note: For purposes of determining the lowest price, Sudbury Public Schools and Lincoln-Sudbury Regional School District have estimated the number of one-way: two-way; and three-way coordinated busses. The Sudbury Public Schools and Lincoln-Sudbury Regional School District reserve the right to change the coordinated schedule to utilize the fleet of busses most efficiently.

Total Annual Cost (Sum of 1. – 3.) Year 2:	

BID EVALUATION FORM– REGULAR TRANSPORTATION

YEAR 3 - 2029 - 2030

1. Regular School Transportation	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Coordinated 3 – Way Bus	0	180		
Coordinated 2 – Way Bus	25	180		
Uncoordinated 1 – Way Bus	2	180		
Lincoln Only	3	180		

2. Late Bus Transportation (if can't be Coordinated)	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Lincoln-Sudbury High School Late Bus	2	150		

3. Athletic Trips				
175 Trips (based on 2.5 hour trip time plus 3 hour wait time)				

Important Note: For purposes of determining the lowest price, Sudbury Public Schools and Lincoln-Sudbury Regional School District have estimated the number of one-way: two-way; and three-way coordinated busses. The Sudbury Public Schools and Lincoln-Sudbury Regional School District reserve the right to change the coordinated schedule to utilize the fleet of busses most efficiently.

Total Annual Cost (Sum of 1. – 3.) Year 3:	

BID EVALUATION FORM – REGULAR TRANSPORTATION

YEAR 4 - 2030 - 2031

1. Regular School Transportation	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Coordinated 3 – Way Bus	0	180		
Coordinated 2 – Way Bus	25	180		
Uncoordinated 1 – Way Bus	2	180		
Lincoln Only	3	180		

2. Late Bus Transportation (if can't be Coordinated)	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Lincoln-Sudbury High School Late Bus	2	150		

3. Athletic Trips				
175 Trips (based on 2.5 hour trip time plus 3 hour wait time)				

Important Note: For purposes of determining the lowest price, Sudbury Public Schools and Lincoln-Sudbury Regional School District have estimated the number of one-way: two-way; and three-way coordinated busses. The Sudbury Public Schools and Lincoln-Sudbury Regional School District reserve the right to change the coordinated schedule to utilize the fleet of busses most efficiently.

Total Annual Cost (Sum of 1. – 3.) Year 4:	

BID EVALUATION FORM – REGULAR TRANSPORTATION

YEAR 5 - 2031 - 2032

1. Regular School Transportation	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Coordinated 3 – Way Bus	0	180		
Coordinated 2 – Way Bus	25	180		
Uncoordinated 1 – Way Bus	2	180		
Lincoln Only	3	180		

2. Late Bus Transportation (if can't be Coordinated)	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Lincoln-Sudbury High School Late Bus	2	150		

3. Athletic Trips				
175 Trips (based on 2.5 hour trip time plus 3 hour wait time)				

Important Note: For purposes of determining the lowest price, Sudbury Public Schools and Lincoln-Sudbury Regional School District have estimated the number of one-way: two-way; and three-way coordinated busses. The Sudbury Public Schools and Lincoln-Sudbury Regional School District reserve the right to change the coordinated schedule to utilize the fleet of busses most efficiently.

Total Annual Cost (Sum of 1. – 3.) Year 5:	

TOTAL COST FOR REGULAR TRANSPORTATION

Total Annual Cost Year 1:	
Total Annual Cost Year 2:	
Total Annual Cost Year 3:	
Total Annual Cost Year 4:	
Total Annual Cost Year 5:	

Total Contract Value - Regular Transportation Years 1 – 5:	

SIGNATURE: _____

PRINTED NAME: _____

COMPANY NAME: _____

DATE: _____

BID EVALUATION FORM – LATE BUS AND ATHLETIC TRIPS

YEAR 1 - 2027 - 2028

Late Bus Transportation (if can't be Coordinated)	**# Buses / Day**	**# School Days**	**Bid Price Cost / Bus / Day**	**Annual Cost**
Lincoln-Sudbury High School Late Bus	2	150		
Athletic Trips				
175 Trips (based on 2.5 hour trip time plus 3 hour wait time)				

YEAR 2 - 2028 - 2029

Late Bus Transportation (if can't be Coordinated)	**# Buses / Day**	**# School Days**	**Bid Price Cost / Bus / Day**	**Annual Cost**
Lincoln-Sudbury High School Late Bus	2	150		
Athletic Trips				
175 Trips (based on 2.5 hour trip time plus 3 hour wait time)				

YEAR 3 - 2029 - 2030

Late Bus Transportation (if can't be Coordinated)	**# Buses / Day**	**# School Days**	**Bid Price Cost / Bus / Day**	**Annual Cost**
Lincoln-Sudbury High School Late Bus	2	150		
Athletic Trips				
175 Trips (based on 2.5 hour trip time plus 3 hour wait time)				

YEAR 4 - 2030 - 2031

Late Bus Transportation (if can't be Coordinated)	**# Buses / Day**	**# School Days**	**Bid Price Cost / Bus / Day**	**Annual Cost**
Lincoln-Sudbury High School Late Bus	2	150		
Athletic Trips				
175 Trips (based on 2.5 hour trip time plus 3 hour wait time)				

YEAR 5 - 2031 - 2032

Late Bus Transportation (if can't be Coordinated)		**# Buses / Day**	**# School Days**	**Bid Price Cost / Bus / Day**	**Annual Cost**
Lincoln-Sudbury High School Late Bus		2	150		
Athletic Trips					
175 Trips (based on 2.5 hour trip time plus 3 hour wait time)					

BID EVALUATION FORM – LATE BUS AND ATHLETIC TRIPS

Total Annual Cost Year 1:	
Total Annual Cost Year 2:	
Total Annual Cost Year 3:	
Total Annual Cost Year 4:	
Total Annual Cost Year 5:	

Total Contract Value – Late Bus and Athletic Trip Transportation Years 1 – 5:	

SIGNATURE: _____

PRINTED NAME: _____

COMPANY NAME: _____

DATE: _____

ALTERNATE FORM – ELECTRIC BUS REPLACEMENT

ADD ALTERNATE #1: Electric School Bus (EV) Pilot (Sudbury Only Routes)

Provide an additional 'per-bus, per-day' cost (or credit) to replace a standard diesel bus with an Electric School Bus (Type C or D) specifically for the Sudbury-only routes.

- **Contractor Responsibility:** The Contractor shall be responsible for all costs associated with charging infrastructure, utility upgrades at the garaging location, and vehicle maintenance.
- **Operational Standards:** EV buses must have a minimum range of 100 miles on a single charge and be equipped with battery thermal management systems for winter operations.
- **Data Sharing:** The Contractor must provide the District with monthly 'Greenhouse Gas Reduction' reports based on the mileage of these EV units."

Per-bus Per-day Cost Year 1:	
Per-bus Per-day Cost Year 2:	
Per-bus Per-day Cost Year 3:	

SIGNATURE: _____

PRINTED NAME: _____

COMPANY NAME: _____

DATE: _____

BUSINESS EXPERIENCE AND ABILITY TO PERFORM

1. How long have you been in the school bus transportation business?

   Established - _____

   Years Incorporated - _____

2. How many school buses do you own at present?_____Buses

3. With what school department (s) are you now under contract? Number of buses committed to each contract?

Town	Number of Buses	Contact Person	Phone Number

4. List office personnel, telephone numbers, maintenance staff, maintenance facilities, spare motor vehicle equipment, other.

5. State plan for the location and garaging of buses used to provide transportation services to the Sudbury Public Schools and Lincoln-Sudbury Regional School District.

6. Include other pertinent information as required for your bid including:

Evidence/description of driver training program

Evidence/description of drug testing program

7. Have you/your company defaulted on a contract, had a contract terminated for cause or had a contract under suspension, suspended or revoked, or declared bankruptcy within the last five (5) years?

_____ Yes _____No

8. Is your firm involved with current or pending bankruptcy proceedings and/or other current or pending litigation? If yes please provide:

9. Attach a list of references including the names and phone numbers of a contact person for all contracts you have held within the last ten (10) years including dates.

10. Please describe the maintenance program for all equipment.

Maintenance Facility: _____

Location _____

Staffing _____

Capability: _____

Description of Preventative Maintenance Program:

Description of Equipment

Please complete for all equipment included in this bid

Vehicle ID Number_____Model Year_____Seating Capacity _____

Make of Chassis_____Make of Body _____

Present Mileage_____Mileage Rating _____

Type of Fuel_____Number of Heaters_____Present Condition _____

SUDBURY PUBLIC SCHOOLS

AND LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT

SCHOOL BUS TRANSPORTATION BID

To: The Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and with collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

Signature of individual submitting bid or proposal_____

Title_____ Name of Business _____

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes.

Signature of individual submitting bid or proposal_____

Title_____Name of Business _____

APPENDIX A - TRANSPORTATION CONTRACT SUDBURY PUBLIC SCHOOLS AND LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT

THIS AGREEMENT is made this_day of_____in the year____by and between the Sudbury Public Schools, having a usual place of business of 40 Fairbank Road, Sudbury, Massachusetts and the Lincoln-Sudbury Regional School District, duly organized under the laws of Massachusetts and having a usual place of business at 390 Lincoln Road, hereinafter referred to as the "Districts", and____, having a usual place of business at_____, hereinafter referred to as the "Contractor."

WITNESSETH, as follows, that the Contractor agrees to furnish regular, athletic and late bus transportation, and deliver for the Sudbury Public Schools and the Lincoln-Sudbury Regional School District, pupils attending the schools from such places and at such times and for such considerations as is set forth in the Transportation Specifications dated October 15, 2026 (Invitation for Bids, Bid Forms, and other specifications) which are annexed hereto and made a part hereof, and are to be applicable for the duration of the contract, except as they may later be amended by mutual agreement.

This Agreement shall be for the period commencing July 1, 2027 through June 30, 2030. The term may be extended for up to two additional years as specified in the Invitation for Bid and at the prices bid by the Contractor.

The Districts' agree to pay the Contractor said consideration in monthly payments, as per the specification, for services rendered under the Contract based upon the yearly contract price per route, September through June, upon satisfactory performance of said service on all days when schools are in session and transportation is furnished.

The Contractor agrees to comply with all the Massachusetts statutes applicable to the transportation of school children and any failure to comply with such statutes shall be deemed to be a breach of this Contract.

The said Contractor expressly warrants that said vehicles used by it in the performance of this Contract shall be fit for the purpose for which they are intended and shall be free from all defects and that the drivers operating these vehicles shall be duly licensed and capable of performing the duties required herein.

Each and every provision of law and clause required by law to be inserted in the Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein and if through mistake or otherwise any such provision is not inserted, or it is not correctly inserted, then upon application of either party the Contract shall forthwith be physically amended to make such insertion.

This Contract shall not be assigned nor any part thereof be sublet without the written consent of the Sudbury Public Schools and the Lincoln-Sudbury Regional School District, acting by and through their School Committees.

IN WITNESSETH WHEREOF, the parties hereto have executed this Agreement on this day and year first above written.

SUDBURY PUBLIC SCHOOLS

By

_____

Xxxxxxx, Chair

LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT

By

_____

Xxxxxxx, Chair

CONTRACTOR

By_____

Company Name_____

By_____

Title_____

Appendix B – School Calendar

Sudbury Public Schools
2026-2027 Calendar

No School Days
Staff PD Days; No School for Students
Early Release Days
First and Last Days of School
Open House Dates

JULY
4 NO SCHOOL

JULY 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2027 (18)						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY
1 NO SCHOOL
13 Early Release
18 NO SCHOOL
XX Kickoff to Kindergarten
25 ES Term 1 Ends
27 Prof Development Day (NO SCHOOL)

AUGUST
26-27 New Teacher Orientation
27 New (to Sudbury) Student Orientation
31 Prof Development (Staff Return)

AUGUST 2026						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2027 (15)						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

FEBRUARY
15 NO SCHOOL
16-19 February Break (NO SCHOOL)
24 Early Release

SEPTEMBER
1 Prof Development Day 2
2 First Day Grades 1-8
2-4 K & PK Welcome Days
7 NO SCHOOL
8 First Day K & PK
10 Loring Open House
16 Early Release
17 Noyes Open House
21 NO SCHOOL
23 Haynes Open House - 24 Nixon Open House
30 Early Release and Curtis Open House (Gr 6)

SEPTEMBER 2026 (19)						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH 2027 (22)						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MARCH
3 Early Release P/T Conferences
10 Early Release P/T Conferences
16 MS Term 2 Ends
17 Early Release P/T Conferences
26 NO SCHOOL

OCTOBER
1 Curtis Open House (Grs 7 & 8)
7 Early Release
12 NO SCHOOL
21 Early Release

OCTOBER 2026 (21)						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2027 (17)						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

APRIL
7 Early Release
19 NO SCHOOL
20-23 April Break (NO SCHOOL)
28 Early Release

NOVEMBER
4 Early Release P/T Conferences
11 NO SCHOOL
18 Early Release P/T Conferences
25 Early Release
26-27 NO SCHOOL

NOVEMBER 2026 (18)						
S	M	T	W	Th	F	S
						1
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2027 (20)						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY
19 Early Release
31 NO SCHOOL

DECEMBER
2 Early Release P/T Conferences
2 MS Term 1 Ends
16 Early Release
24-31 NO SCHOOL

DECEMBER 2026 (17)						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2027 (13)						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JUNE
2 Early Release
17 Last Day of School (180) - Early Release
18 NO SCHOOL
25 185th Day of School - Early Release

Approved on 01/20/2026; Updated on 08/22/26

L-S CALENDAR 2026-2027

August | **September 2026** | 19

Su	M	T	W	Th	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

August 2026

31	Teacher Workshop Day

September 2026

1	9th Grade Orientation/Teacher Workshop Day
2	First Day For All Students/9-11 Grade Portraits
7	Labor Day
16	9th Grade Parents' Night/Back to School Night
21	Yom Kippur

October 2026 | 21

Su	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 2026

7	Warnings
12	Columbus Day / Indigenous Peoples' Day
TBD	Financial Aid Night

November 2026 | 18

Su	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 2026

3	1st Quarter Ends (42 days)
11	Veterans Day
25	Early Dismissal
26-27	Thanksgiving Recess

December 2026 | 17

Su	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 2026

2	Professional Day-Early Dismissal
9	Warnings
25	Christmas Day
24-1	December Recess

January 2027 | *18*

Su	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January 2027

1	New Years' Day
4	Classes Resume
14	2nd Quarter Ends (42 Days)
15-21	Assessment Period
18	Martin Luther King Day
22	Teacher Workshop Day

February 2027

10	Professional Day-Early Dismissal
TBD	College Admissions Seminar
15	Presidents' Day
16-19	Winter Recess

March 2027

8	Warnings
4	8th Grade Curriculum Night
9	Eid al-Fitr
23-24	MCAS
26	Good Friday-Early Dismissal

April 2027

2	3rd Quarter Ends (44 days)
19	Patriots' Day
20-23	April Recess

May 2027

11	Warnings
18-19	MCAS
31	Memorial Day

June 2027

2-3	MCAS
6	Graduation
TBD	9-11 Grade Awards Assembly
18	Recognize Juneteenth
21	4th Quarter Ends--(49 days)
22-25	Assessment Period
28	Teacher Workshop Day

180th Day of School-June 17
185th Day of School-June 25

February 2027 | 15

Su	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027 | *22*

Su	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027 | *17*

Su	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027 | *20*

Su	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027 | *18*

Su	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

The last day for students is June 25 with 5 school closure days

White Week | Midyear/Final | No School | Alternative Schedule or Early Dismissal | Total School Days

Blue Week | MCAS | Quarter Ends | School Break | 185 | FY' 2027

Teacher Workshops | Holiday-State/Fed/Religious | *Italic-End of 4th Quarter*

Appendix C – Prevailing Wage

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF LABOR STANDARDS
Prevailing Wage Rates

MAURA HEALEY
Governor
KIM DRISCOLL
Lt. Governor

As determined by the Director under the provisions of the Massachusetts General Laws, Chapter 149, Sections 26 to 27H

LAUREN JONES
Secretary
MICHAEL FLANAGAN
Director

Awarding Authority:	Sudbury Public School Committee and the Lincoln-Sudbury Regi	**City/Town:**	SUDBURY
Wage Request No:	20161104-024U1	**Job Location:**	40 Fairbank Road
Description of Work:	Provide student transportation for two school districts - Sudbury Public Schools and Lincoldn Sudbury Regional School District.		
Contract Number:	17-01		

G.L. 149 §§ 27F, 27G, 27H, & G.L. 71 § 7A Project

This Prevailing Wage Schedule establishes the minimum wage rates that employees on this public works project must be paid. The project's Wage Request Number is listed above and on all pages of this Schedule. This schedule applies **only** to this specific project.

Awarding Authority Responsibilities

- You must include this Prevailing Wage Schedule (PWS) or an appropriate reference to it in all advertisements and calls for bids.
- The PWS must be incorporated in its entirety into all contracts for this project.
- The wage rates on this PWS will remain in effect for the duration of the project unless this PWS does not list wage rates for each year covered by the contract. In that situation, you must ask DLS for an updated Schedule. Do this at least 1 month before the first period for which rates are missing.
- You must also ask for an updated PWS if you renew or extend this contract, or if you have not opened bids or selected a contractor within 90 days of the date of issuance on this Schedule.
- You must provide any updated PWS to all contractors working on this project, including general and sub-contractors.
- Awarding authorities have other prevailing wage responsibilities not listed above. Learn more at: [Prevailing wage: for awarding authorities | Mass.gov] and G.L. 149 §§ 27F, 27G, 27H, & G.L. 71 § 7A

Contractor Responsibilities

- You must pay all employees who perform construction work on this project at least the wage rate listed on this PWS. **Warning!** If you do not follow this requirement, you can face civil fines, criminal charges, or private lawsuits.
- You should post this Schedule at the worksite where it can be easily seen.
- You cannot pay any employees at the apprentice rates listed on this PWS unless they are registered with the Massachusetts Division of Apprentice Standards (DAS). Qualifying apprentices must be paid at the applicable step rate and must carry their apprentice ID card during all work hours on the project. Apprentices **not** registered with DAS must be paid at the listed journeyworker's rate, even if they are registered with a different federal/state public agency or private entity.
- If you don't know what classification or rate applies to the work being performed, you must ask DLS; paying the wrong rate subjects you to enforcement.
- Please contact DLS if you have any questions about the Prevailing Wage Schedule: (617) 626-6953 or DLS.Feedback@mass.gov

Employees who are **not** paid the wage listed on the Prevailing Wage Schedule (PWS) may file a complaint with the Attorney General's Fair Labor Division: www.mass.gov/ago/fld; **(617) 727-3465.**

School Bus

Classification	Effective Date	Base Wage	Health	Pension	Annuity	Supplemental Unemployment	Total Rate
Athletic/ Field Trips/ Extra-Curricular SCHOOL BUS - 170 / FIRST STUDENT SCHOOL BUS - 170 TEAMSTERS/1st Student-SUDBURY	9/1/2026	$27.59	$0.00	$0.00	$0.00	$0.00	$27.59
	9/1/2027	$28.14	$0.00	$0.00	$0.00	$0.00	$28.14
School Bus Driver SCHOOL BUS - 170 / FIRST STUDENT SCHOOL BUS - 170 TEAMSTERS/1st Student-SUDBURY	9/1/2026	$35.35	$0.00	$0.00	$0.00	$0.00	$35.35
	9/1/2027	$36.76	$0.00	$0.00	$0.00	$0.00	$36.76

APPENDIX D - ROSTER OF PROPOSED BUS DRIVERS

1. Name_____ Telephone _____

   Address _____

   Lic # _____

2. Name_____ Telephone _____

   Address _____

   Lic # _____

3. Name_____ Telephone _____

   Address _____

   Lic # _____

4. Name_____ Telephone _____

   Address _____

   Lic # _____

5. Name_____ Telephone _____

   Address _____

   Lic # _____

6. Name_____ Telephone _____

   Address _____

   Lic # _____

7. Name_____ Telephone _____

   Address _____

   Lic # _____

8. Name_____ Telephone _____

   Address _____

   Lic # _____

9. Name_____ Telephone _____

   Address _____

   Lic # _____

10. Name_____ Telephone _____

    Address _____

    Lic # _____

11. Name_____ Telephone _____

    Address _____

    Lic # _____

12. Name_____ Telephone _____

    Address _____

    Lic # _____

13. Name_____ Telephone _____

    Address _____

    Lic # _____

14. Name_____ Telephone _____

    Address _____

    Lic # _____

15. Name_____ Telephone _____

    Address _____

    Lic # _____

16. Name_____ Telephone _____

Address _____

Lic # _____

17. Name_____ Telephone _____

Address _____

Lic # _____

18. Name_____ Telephone _____

Address _____

Lic # _____

19. Name_____ Telephone _____

Address _____

Lic # _____

20. Name_____ Telephone _____

Address _____

Lic # _____

Sudbury Public Schools
Budget Subcommittee Meeting

Date: September 25, 2026

Agenda Item: 5. Business and Policy Matters
D. FY28 Budget Development

1. Review FY27 Actual Budget Reductions
2. Review Historical use of Circuit Breaker
3. Budget Comparisons with Peer Districts
4. Reports for next Budget Subcommittee meeting

Recommendation:

Background Information:

The attached DESE RADAR, expenditure, and MCAS data provide background for the FY28 budget process, including changes in spending, staffing, enrollment, and student outcomes.

District budgets reflect differences in student needs, enrollment, grade configurations, building age and condition, and services provided. These factors are important when comparing expenditures across districts.

The following observations are intended to inform the Subcommittee's initial FY28 discussions, rather than recommend specific budget changes.

Five-year expenditure trends

- Sudbury's total expenditures increased approximately 34% over the five-year RADAR reporting period.
- In-district expenditures per pupil increased 18%, compared with 14% statewide.
- Peer districts reported substantially different rates of expenditure growth. Total expenditure changes and per-pupil changes measure different aspects of spending and should be considered separately.

District	Total expenditure change	Per-pupil change
Belmont	−24%	16%
Lincoln	−2%	18%
Wellesley	−2%	22%
Statewide	—	14%
Carlisle	50%	17%
Southborough	50%	13%
Winchester	43%	20%
Sudbury	**34%**	**18%**
Weston	33%	+1%*
Concord	29%	24%
Northborough	28%	15%

Needham	25%	21%
Wayland	24%	16%
Acton-Boxborough	23%	18%

*Weston's supplied per-pupil series ends in 2024. Percentages are as displayed in the RADAR screenshots; reporting endpoints and expenditure bases should be checked before using the figures for further analysis.

FY25 expenditures per pupil

Sudbury's FY25 in-district expenditure was approximately $23,705 per pupil. Spending levels varied considerably across the comparison districts.

The FY25 data also shows differences in how districts allocate expenditures across administration, instructional staffing and services, operations and maintenance, and benefits. Sudbury's spending per pupil was below several peers in a number of these categories.

Staffing and enrollment

The historical RADAR data identifies the following trends:

- Overall Sudbury enrollment remained relatively stable.
- Teacher and paraprofessional staffing increased, including paraprofessionals per 100 students.
- District and school leadership staffing increased.
- The percentage of students with disabilities increased, while the percentage of English learners declined.

These trends provide context for reviewing FY28 staffing, special education, transportation, and student support services.

Student outcomes2026 MCAS

The 2026 MCAS results included in the attached materials report the following districtwide outcomes for students in grades 3–8:

Subject	Meeting or exceeding expectations	Student growth percentile
English Language Arts	67%	53
Mathematics	71%	58
Science and Technology/Engineering	67%	—

Differences across schools and grades

Elementary school	ELA meeting/exceeding	Math meeting/exceeding
Haynes	66%	74%
Loring	62%	66%
Nixon	68%	75%
Noyes	64%	66%

- Elementary ELA results ranged from 62% to 68% across schools; mathematics ranged from 66% to 75%.
- Fourth-grade ELA results ranged from 54% at Haynes to 66% at Noyes.
- Fourth-grade mathematics results ranged from 63% at Haynes to 88% at Nixon.

- At Curtis, sixth-grade results were 66% in ELA and 72% in mathematics, compared with 75% and 79%, respectively, in eighth grade. These are different student cohorts, not a measure of growth for the same students.

Attachments:
1- FY27 Budget Reductions and Adjustments
FY27 status of budget reductions (1)
3 - DESE RADAR Benchmarking and MCAS Data

Action: **Report:** **Discussion:** XX

FY27 Budget Reductions and Adjustments

Background Information:

During the FY27 budget development process, the administration identified several reductions and adjustments to bring the proposed operating budget within the Town Manager's budget guidance.

The January 14, 2026 School Committee presentation (pages 20-26 of the agenda packet) included the following:

Budget adjustment	Amount
Utilities – anticipated savings from new electric and gas contracts	$56,873
Software subscriptions	$80,000
Elimination of SMILE and Explore summer programs	$126,259
Contractual settlement and turnover savings	$464,508
English Learner staffing reduction (1.0 FTE)	$77,206
Educational Support Professionals reduction (3.0 FTEs)	$107,668

The administration also proposed using other funding sources to offset operating expenses:

Funding adjustment	Amount
Circuit Breaker, specialized transportation	$153,005
Circuit Breaker, out-of-district tuition	$308,228
Transportation Revolving Fund	$72,717
One-time funding for two middle school positions (2.0 FTEs)	$141,640

Following the presentation, the Town Manager increased SPS's FY27 budget guidance by $200,000 to support a one-year SMILE/Explore bridge program, given the limited notice families had received regarding the proposed elimination of the programs.

As the Budget Subcommittee begins developing the FY28 budget, it would be beneficial to receive an update from the administration on the implementation of these adjustments, including which reductions were ultimately realized, whether additional savings were identified, and whether any expenses were shifted to other funding sources.

Particular areas for review include the final software subscription reductions, the status of summer programming and its relationship to the Extended School Year (ESY) budget, staffing reductions, and the ongoing use of Circuit Breaker and revolving funds to support operating expenses.

Discussion:

Review the implementation of FY27 budget reductions and funding adjustments, including their impact on current operations and potential implications for the FY28 budget.

Sudbury Public Schools

40 Fairbank Road
Sudbury, Massachusetts 01776
Phone: (978) 639-3211

Annette Doyle
Interim Superintendent of Schools
annette_doyle@sudbury.k12.ma.us
buckner_creel@sudbury.k12.ma.us

Buckner Creel
Acting Director of Business and HR

To: School Committee
From: Buckner Creel
Acting Director of Business and Human Resources

Date: September 21, 2026

Re: **FY27 - status of reductions to preliminary budget**

At the January 14 budget presentation, the administration identified several adjustments, including:

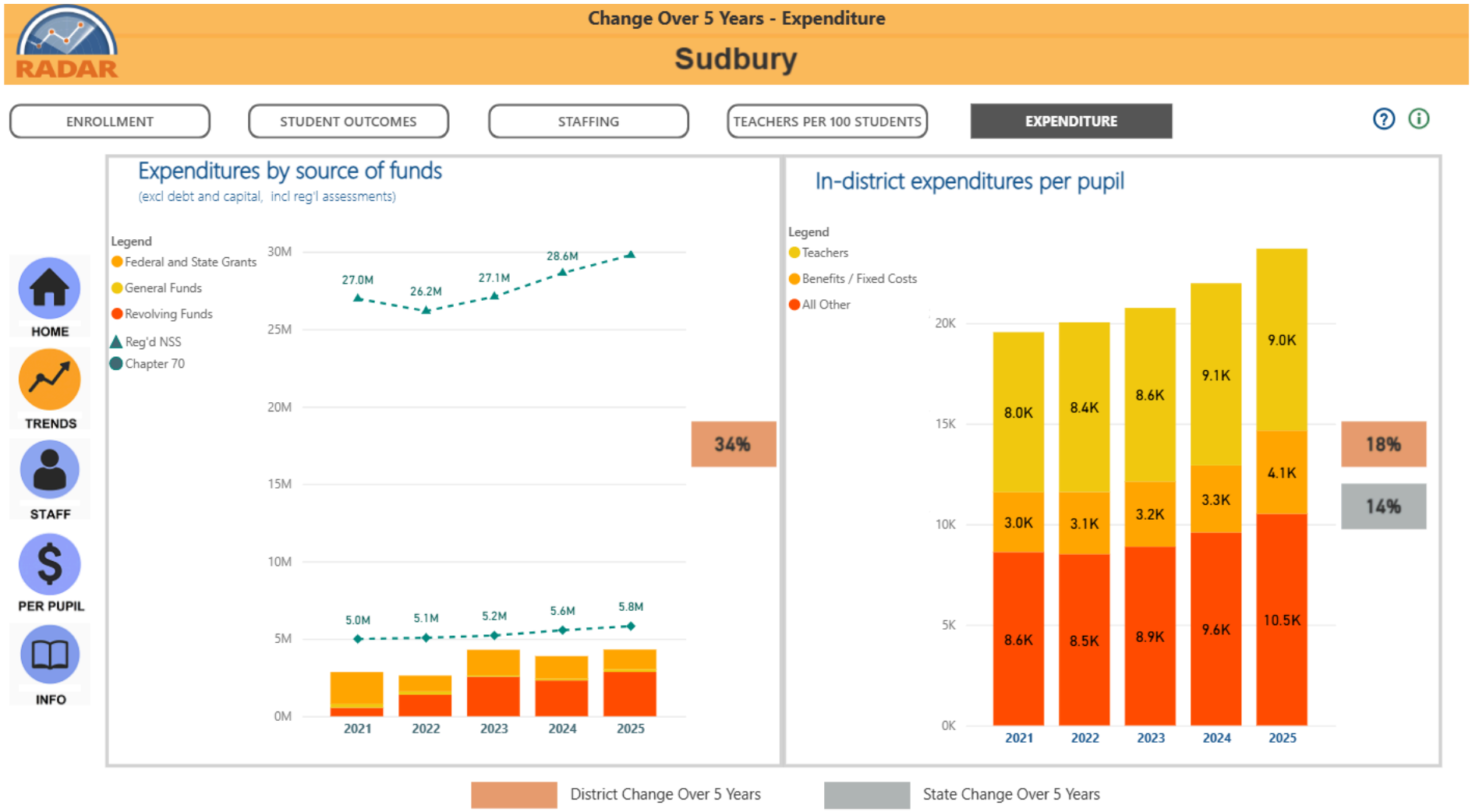
- $56,873 reduction in utilities. ***Too early to tell. FY26 actuals exceeded the FY27 budget amounts by $28,084***
- $80,000 reduction in software subscriptions***. Divided into two parts: $35,000 in instructional software reductions essentially realized, but $55,000 in administrative support software not achieved. FY26 actual expenses in this budget line exceeded the FY27 budget by $58,262.***
- $126,259 elimination of the SMILE and Explore summer programs. ***Still collecting information on ESY***
- $464,508 in contractual settlement and turnover savings. ***Staffing still in flux. Current turnover savings is about $350,000, including the reduction of a 1.0 teacher and a 0.5 assistant resulting from the reduction of a k-garten section at Nixon.***
- $77,206 reduction in EL staffing (1.0 FTE). ***Position was eliminated, no replacement hired***
- $107,668 reduction in Educational Support Professionals (3.0 FTEs). ***No effective reduction. Brad Crozier authorized the hiring of these three positions in Spring of 2026. ESPA staffing still in flux***.

Buckner Creel

Buckner Creel
Acting Business Director

Back to report

Topic	2025			Enrollment (2025-26 school year)				Grade 10 MCAS (2025)					Grades 3-8 MCAS (2025)				
Org Name	Region	$/In-district per pupil	Relative District Wealth	Total Enrollment (2025-26)	English Learners %	Low Income %	Students with Disabilities %	ELA % M/E	Math % M/E	Sci % M/E	ELA Avg SGP	Math Avg SGP	ELA % M/E	Math % M/E	Sci % M/E	ELA Avg SGP	Math Avg SGP
Acton-Boxborough	Gr Boston	21,190		5,005	8.0	12.2	17.2	83.0	82.0	79.0	64.0	50.9	67.0	69.0	70.0	57.2	63.6
Belmont	Gr Boston	18,694	159.0%	4,433	8.4	12.4	16.1	81.0	81.0	85.0	61.8	49.1	69.0	71.0	78.0	53.8	48.5
Carlisle	Gr Boston	25,052	203.0%	609	1.8	4.1	13.0						78.0	76.0	84.0	60.2	56.6
Concord	Gr Boston	29,105	225.0%	1,868	1.9	8.2	20.5						73.0	69.0	76.0	55.5	48.8
Hopkinton	Gr Boston	18,421	97.0%	4,243	5.0	7.6	14.3	84.0	80.0	80.0	65.9	50.7	72.0	79.0	76.0	52.5	62.0
Lincoln	Gr Boston	32,815	295.0%	955	2.9	9.8	22.7						57.0	56.0	64.0	59.4	57.0
Needham	Gr Boston	25,661	171.0%	5,427	2.5	7.1	19.2	85.0	84.0	72.0	63.9	52.4	72.0	74.0	71.0	60.6	62.8
Northborough	Central	22,964	96.0%	1,588	7.4	18.0	21.8	--	--	--	--	--	53.0	55.0	62.0	49.6	51.0
Southborough	Central	23,303	160.0%	1,323	7.5	9.0	17.7	--	--	--	--	--	72.0	74.0	74.0	54.0	44.4
Sudbury	Gr Boston	23,705	135.0%	2,535	2.3	8.3	20.9						71.0	73.0	73.0	58.8	58.3
Wayland	Gr Boston	24,009	182.0%	2,662	2.2	8.6	18.7	82.0	86.0	84.0	48.7	59.8	73.0	75.0	77.0	56.3	55.1
Weston	Gr Boston		455.0%	2,079	3.2	8.1	16.3	81.0	82.0	77.0	54.5	55.4	76.0	77.0	74.0	54.7	50.5
Winchester	Gr Boston	19,990	170.0%	4,341	3.2	7.4	17.9	80.0	77.0	84.0	58.1	61.9	71.0	74.0	77.0	57.8	60.2


Change Over 5 Years - Expenditure
Sudbury
ENROLLMENT
STUDENT OUTCOMES
STAFFING
TEACHERS PER 100 STUDENTS
EXPENDITURE
HOME
TRENDS
STAFF
PER PUPIL
INFO
Expenditures by source of funds
(excl debt and capital, incl reg'l assessments)
Legend
Federal and State Grants
General Funds
Revolving Funds
Reg'd NSS
Chapter 70
30M
25M
20M
15M
10M
5M
0M
27.0M
26.2M
27.1M
28.6M
5.0M
5.1M
5.2M
5.6M
5.8M
2021
2022
2023
2024
2025
34%
In-district expenditures per pupil
Legend
Teachers
Benefits / Fixed Costs
All Other
20K
15K
10K
5K
0K
8.0K
8.4K
8.6K
9.1K
9.0K
3.0K
3.1K
3.2K
3.3K
4.1K
8.6K
8.5K
8.9K
9.6K
10.5K
2021
2022
2023
2024
2025
18%
14%
District Change Over 5 Years
State Change Over 5 Years

RADAR

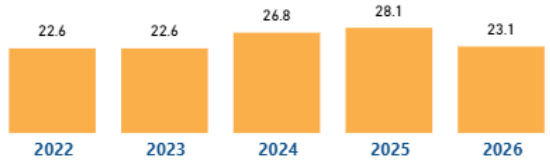
Change Over 5 Years - Staffing

Sudbury

ENROLLMENT | STUDENT OUTCOMES | **STAFFING** | TEACHERS PER 100 STUDENTS | EXPENDITURE

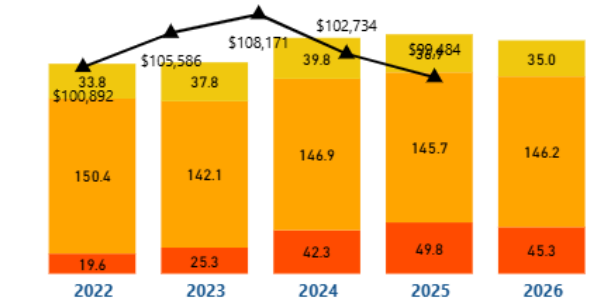
HOME
TRENDS
STAFF
PER PUPIL
INFO

District and School Leadership FTEs



2%
13%

Teachers



Teachers FTE

Yr of Exp in District	2022	2023	2024	2025	2026
<3	19.6	25.3	42.3	49.8	45.3
3 to 20	150.4	142.1	146.9	145.7	146.2
21+	33.8	37.8	39.8	36.9	35.0
Total FTE	**203.8**	**205.2**	**229.0**	**232.4**	**226.5**

11%
1%

Average Teacher Salary	2021	2022	2023	2024	2025
TEACHER	$100,892	$105,586	$108,171	$102,734	$99,484

-1%
NA

District Change Over 5 Years
State Change Over 5 Years

RADAR

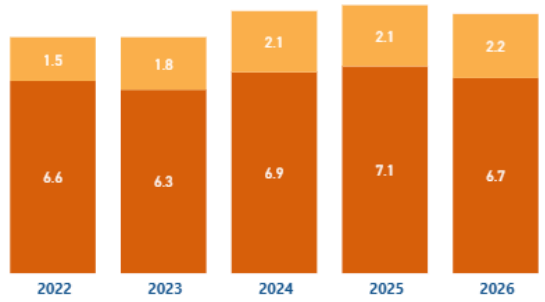
Change Over 5 Years - Teacher Per 100 Students

Sudbury

ENROLLMENT | STUDENT OUTCOMES | STAFFING | **TEACHERS PER 100...** | EXPENDITURE

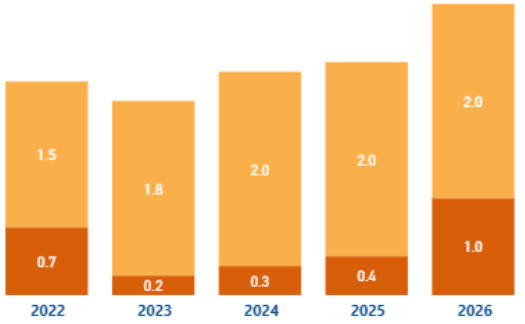
HOME
TRENDS
STAFF
PER PUPIL
INFO

Teachers



# FTE	2022	2023	2024	2025	2026
Non-SPED	183	166	183	188	197
SPED	75	92	104	104	107
Total	**258**	**258**	**287**	**293**	**304**

Paraprofessionals



# FTE	2022	2023	2024	2025	2026
Non-SPED	17	6	7	9	27
SPED	37	46	51	51	51
Total	**54**	**53**	**58**	**60**	**77**

RADAR

Change Over 5 Years - Performance

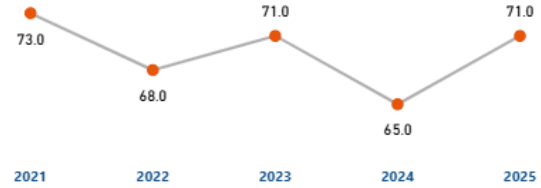
Sudbury

ENROLLMENT | **STUDENT OUTCOMES** | STAFFING | TEACHERS PER 100 STUDENTS | EXPENDITURE

Percentage of students exceeding or meeting expectations on the Grades 3-8 Next Generation MCAS for ELA, Math, and Grade 10 Science. 4-year cohort graduation rate.

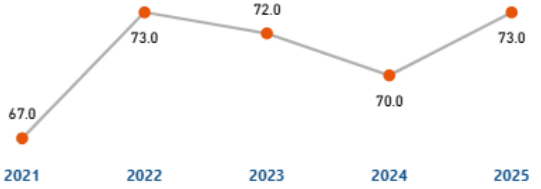
HOME
TRENDS
STAFF
PER PUPIL
INFO

English Language Arts



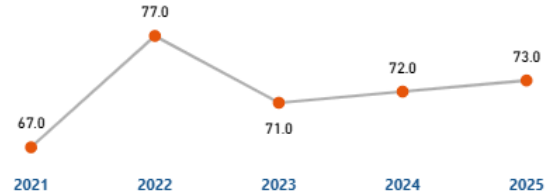
-2
-4

Mathematics



6
8

Science

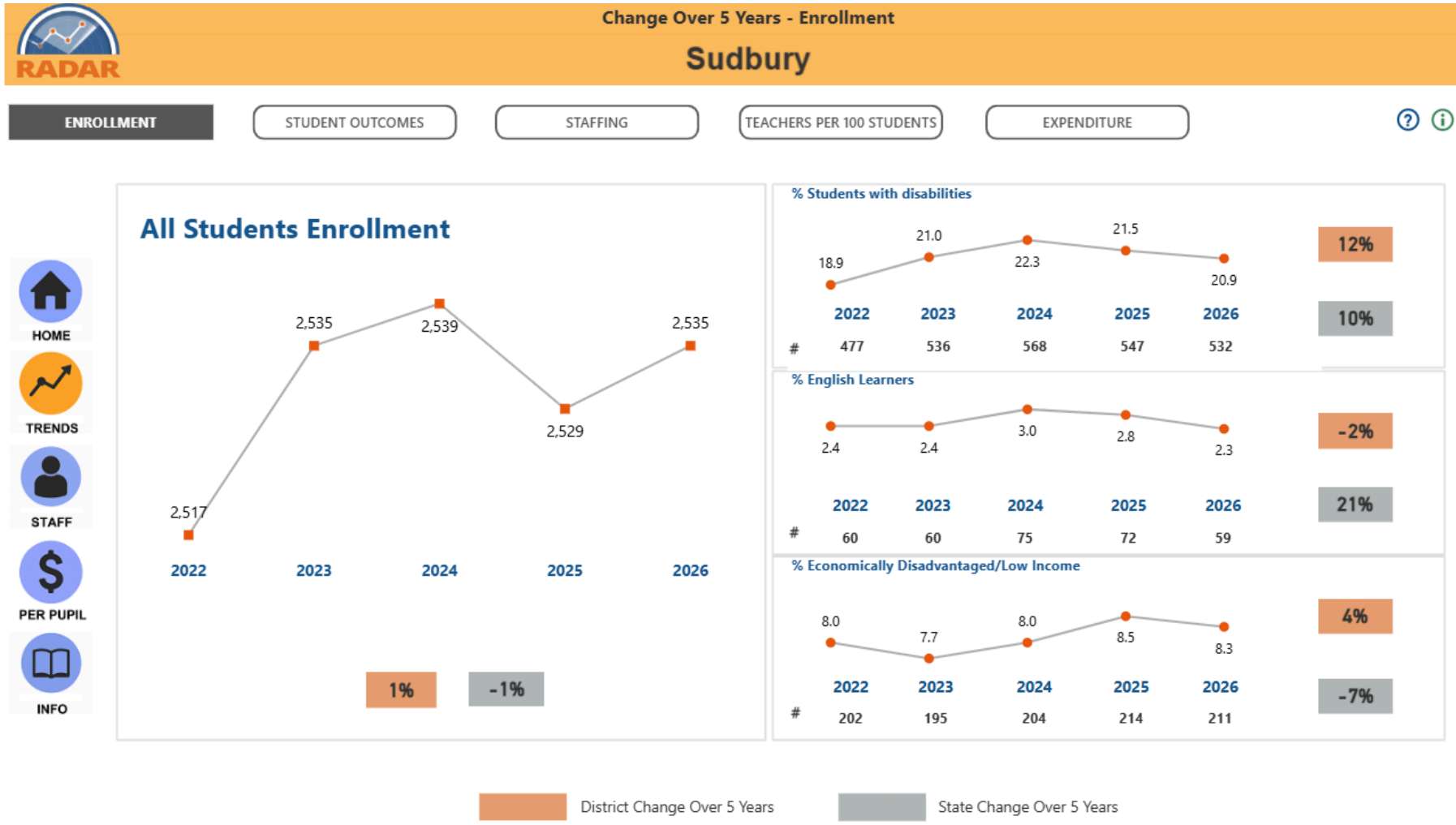


6
-58

4-year graduation rate

(Blank)
-0.5

District Change Over 5 Years | State Change Over 5 Years


RADAR
Change Over 5 Years - Enrollment
Sudbury
ENROLLMENT
STUDENT OUTCOMES
STAFFING
TEACHERS PER 100 STUDENTS
EXPENDITURE
HOME
TRENDS
STAFF
PER PUPIL
INFO
All Students Enrollment
2,517
2,535
2,539
2,529
2,535
2022
2023
2024
2025
2026
1%
-1%
% Students with disabilities
18.9
21.0
22.3
21.5
20.9
2022
2023
2024
2025
2026
477 536 568 547 532
12%
10%
% English Learners
2.4
2.4
3.0
2.8
2.3
2022
2023
2024
2025
2026
60 60 75 72 59
-2%
21%
% Economically Disadvantaged/Low Income
8.0
7.7
8.0
8.5
8.3
2022
2023
2024
2025
2026
202 195 204 214 211
4%
-7%
District Change Over 5 Years
State Change Over 5 Years

2025 Per Pupil Expenditures - Distribution of Total Spending

Sudbury

DISTRIBUTION OF TOTAL SPENDING | RANKING BY CATEGORY | SPENDING IN DOLLARS

Spending per in-district pupil by category as percent of total spending

Organization	Total	Admin	Instr'l Leaders	Teachers	Other Teaching Services	Professional Development	Instr'l Materials	Guidance & Psychology	Pupil Services	Operations & Maintenance	Benefits & Fixed Costs
Lincoln	32,814.87	6%	10%	35%	10%	2%	4%	3%	8%	9%	14%
Wellesley	29,180.92	3%	9%	37%	11%	3%	4%	4%	7%	7%	14%
Concord	29,104.78	3%	8%	39%	15%	1%	2%	3%	8%	8%	13%
Lexington	28,034.84	3%	8%	38%	12%	0%	1%	5%	9%	6%	17%
Needham	25,660.68	6%	8%	34%	9%	1%	3%	3%	7%	9%	19%
Carlisle	25,052.32	6%	6%	49%	8%	1%	3%	2%	12%	8%	6%
Wayland	24,009.05	5%	8%	45%	9%	1%	2%	4%	8%	5%	13%
Sudbury	23,704.98	3%	9%	38%	12%	1%	3%	4%	8%	5%	17%
Southborough	23,303.21	4%	6%	39%	13%	0%	2%	3%	10%	6%	18%
Northborough	22,964.27	4%	6%	40%	13%	0%	2%	3%	9%	6%	16%
Acton-Boxborough	21,190.11	4%	6%	36%	11%	1%	2%	4%	12%	7%	16%
Reading	20,078.63	3%	8%	38%	10%	1%	3%	4%	8%	8%	16%
Winchester	19,990.09	4%	8%	43%	9%	1%	3%	4%	8%	6%	14%
Belmont	18,693.84	4%	6%	41%	9%	1%	2%	3%	8%	10%	16%
Hopkinton	18,420.64	5%	5%	43%	9%	1%	2%	4%	12%	7%	13%
Weston	0.00	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

2025 Per Pupil Expenditures - Spending in Dollars: Sudbury

Spending per in-district pupil per category

Back to report

Organization	Total	Admin	Instr'l Leaders	Teachers	Other Teaching Services	Professional Development	Instr'l Materials	Guidance & Psychology	Pupil Services	Operations & Maintenance	Benefits & Fixed Costs
Concord	29,104.78	$866	$2,301	$11,382	$4,306	$321	$722	$870	$2,403	$2,207	$3,726
Lincoln	32,814.87	$1,912	$3,311	$11,472	$3,433	$536	$1,192	$880	$2,688	$2,889	$4,502
Lexington	28,034.84	$795	$2,309	$10,704	$3,264	$130	$331	$1,296	$2,550	$1,759	$4,898
Wellesley	29,180.92	$1,014	$2,559	$10,867	$3,192	$937	$1,291	$1,097	$2,174	$1,984	$4,066
Northborough	22,964.27	$842	$1,368	$9,216	$3,058	$101	$460	$749	$2,127	$1,348	$3,696
Southborough	23,303.21	$848	$1,348	$9,010	$2,965	$98	$376	$655	$2,359	$1,477	$4,168
Sudbury	23,704.98	$725	$2,030	$9,043	$2,801	$164	$626	$956	$1,979	$1,242	$4,139
Acton-Boxborough	21,190.11	$879	$1,316	$7,703	$2,349	$144	$482	$875	$2,557	$1,499	$3,387
Needham	25,660.68	$1,468	$2,065	$8,741	$2,238	$366	$861	$837	$1,781	$2,398	$4,905
Wayland	24,009.05	$1,115	$1,990	$10,794	$2,172	$207	$425	$992	$1,971	$1,232	$3,111
Carlisle	25,052.32	$1,422	$1,495	$12,267	$2,001	$163	$719	$626	$2,888	$2,085	$1,386
Reading	20,078.63	$683	$1,638	$7,618	$1,975	$182	$623	$903	$1,603	$1,691	$3,162
Hopkinton	18,420.64	$872	$854	$7,872	$1,736	$115	$415	$699	$2,136	$1,370	$2,353
Winchester	19,990.09	$896	$1,526	$8,648	$1,734	$159	$548	$875	$1,693	$1,181	$2,729
Belmont	18,693.84	$748	$1,092	$7,709	$1,660	$104	$357	$646	$1,470	$1,824	$3,084
Weston	0.00	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

MCAS Results (3-8): ELA

District	FY25 per-pupil spending	2025 ELA M+E %	2025 ELA SGP*	Students included
Weston		76.2%	55	942
Wellesley	$29,180.92	75.7%	57.2	1761
Concord	$29,104.78	74.2%	55.5	1243
Hopkinton	$18,420.64	73.1%	52.6	1960
Needham	$25,660.68	73.0%	60.5	2524
Lexington	$28,034.84	72.7%	66.3	774
Wayland	$24,009.05	72.7%	56	1311
Southborough	$23,303.21	72.2%	54	805
Winchester	$19,990.09	71.1%	56.4	1771
Sudbury	**$23,704.98**	**70.6%**	**59**	**1665**
Belmont	$18,693.84	69.8%	54.1	2042
Acton-Boxborough	$21,190.11	67.7%	57	2250
Lincoln	$32,814.87	59.4%	59.3	618
Northborough	$22,964.27	53.4%	50	1112

RADAR

2026 Staff FTE Per 100 Students

Sudbury

HOME

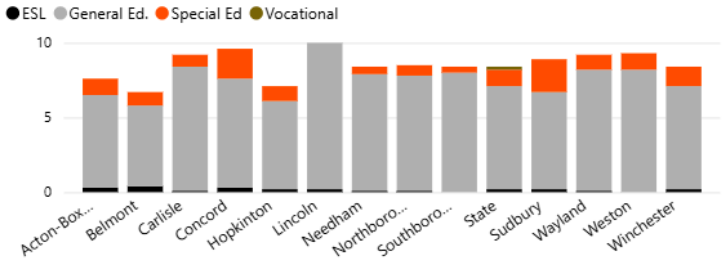
TRENDS

STAFF

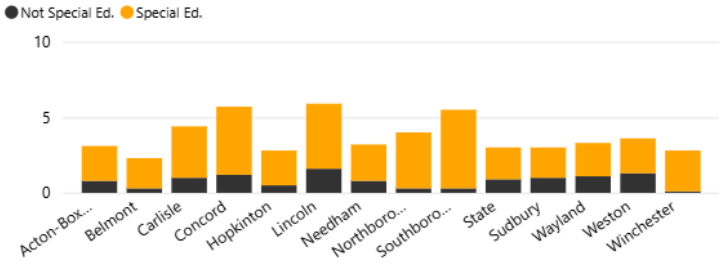
PER PUPIL

INFO

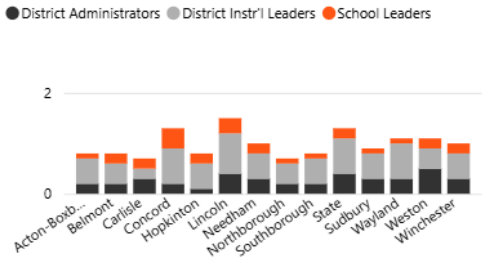
Teachers



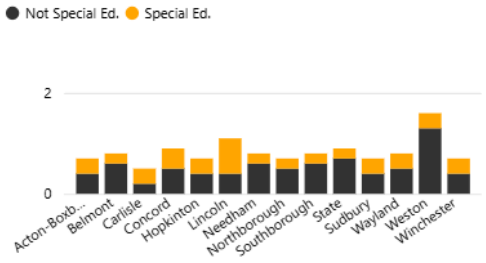
Paraprofessional



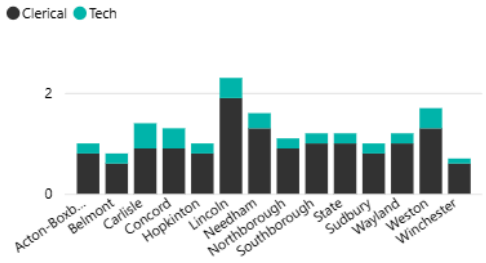
Leadership



Student Support

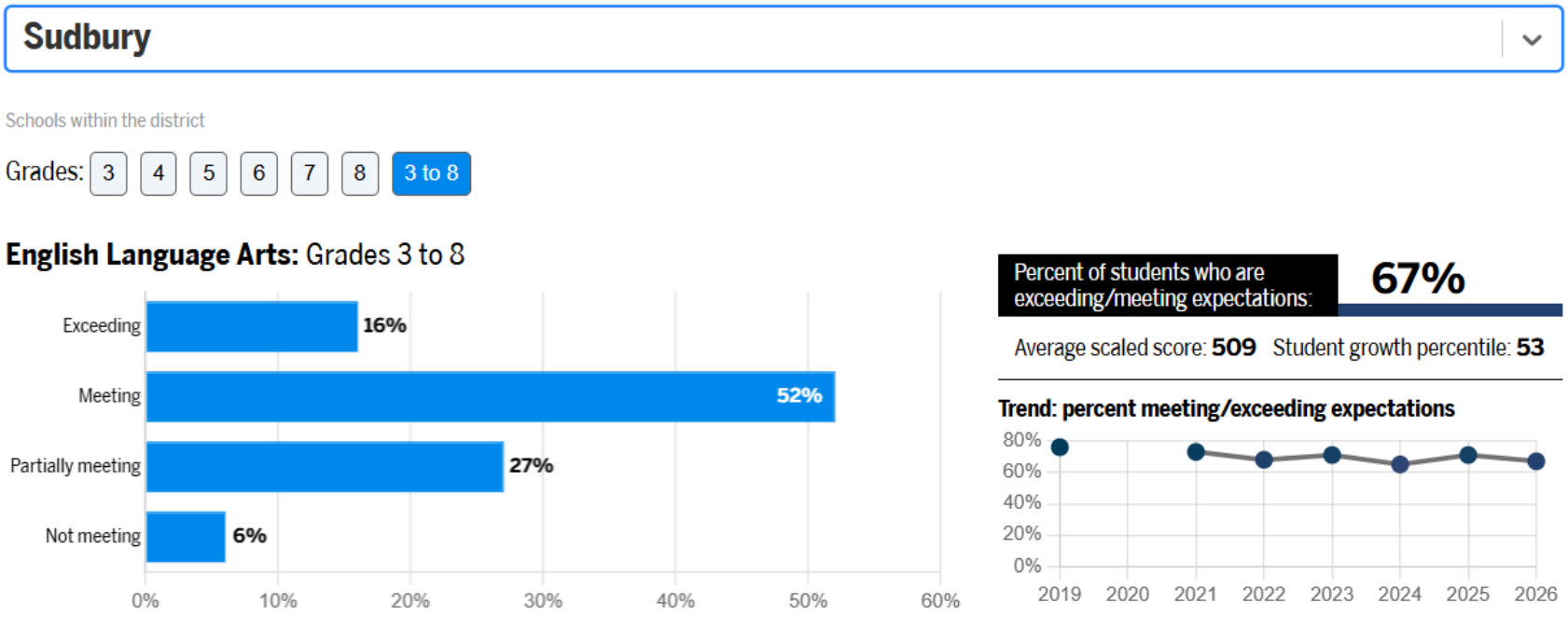


Clerical & Tech Support

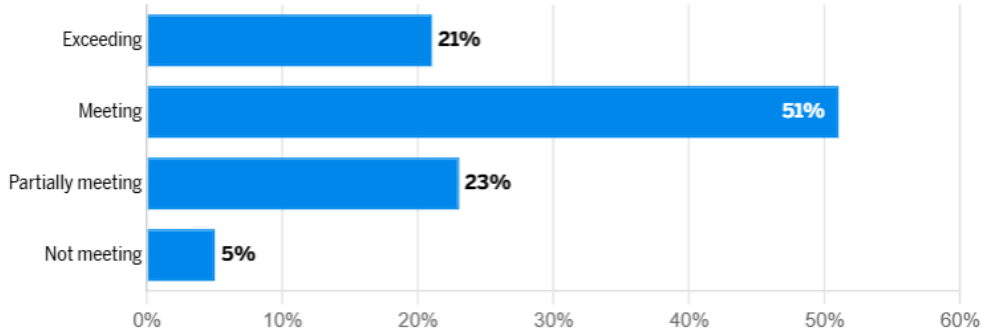


	1. In-District Enrollment (2025-26 school year)			2. In- and Out-of-District Enrollment (2025-26 school year)			3. Students with Disabilities Most Common Disability Type (2025-26 school year)						
District name	Total #	Low Income %	English Learners %	Total #	Students with Disabilities %	Students with Disabilities #	# of Disability Types	Most Common	Most Common %	Second Most Common	Second Most Common %	Third Most Common	Third Most Common %
State	900,490	41.1	13.4	910,659	21.1	192,218	11	LD	23.3	AUT	18.8	HLTH	16.0
Belmont	4,433	12.4	8.4	4,556	16.1	733	11	LD	22.6	HLTH	20.5	AUT	14.7
Carlisle	609	4.1	1.8	614	13.0	80	8	LD	30.0	COMM	18.8	HLTH	17.5
Concord	1,868	8.2	1.9	1,880	20.5	385	10	LD	28.8	HLTH	17.1	AUT	15.6
Hopkinton	4,243	7.6	5.0	4,279	14.3	610	11	AUT	21.8	LD	20.3	HLTH	19.7
Lincoln	955	9.8	2.9	980	22.7	222	11	AUT	20.7	COMM	19.8	HLTH	17.1
Needham	5,427	7.1	2.5	5,507	19.2	1,060	11	HLTH	22.3	LD	21.1	AUT	15.5
Northborough	1,588	18.0	7.4	1,602	21.8	349	10	LD	30.1	AUT	15.5	HLTH	15.2
Southborough	1,323	9.0	7.5	1,337	17.7	237	9	AUT	24.5	COMM	19.4	LD	16.5
Sudbury	2,535	8.3	2.3	2,549	20.9	532	11	LD	26.5	HLTH	18.8	AUT	17.1
Wayland	2,662	8.6	2.2	2,699	18.7	504	10	HLTH	26.8	LD	26.0	AUT	13.5
Wellesley	3,922	8.1	3.1	3,972	17.4	691	9	HLTH	23.3	AUT	17.5	LD	16.8
Weston	2,079	8.1	3.2	2,101	16.3	343	10	HLTH	24.2	LD	23.6	AUT	13.1
Winchester	4,341	7.4	3.2	4,393	17.9	787	11	LD	27.7	HLTH	19.8	AUT	14.7
Acton-Boxborough	5,005	12.2	8.0	5,063	17.2	872	11	AUT	23.9	HLTH	20.0	LD	18.5

MCAS (Boston Globe)



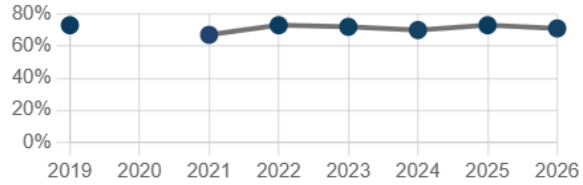
Mathematics: Grades 3 to 8



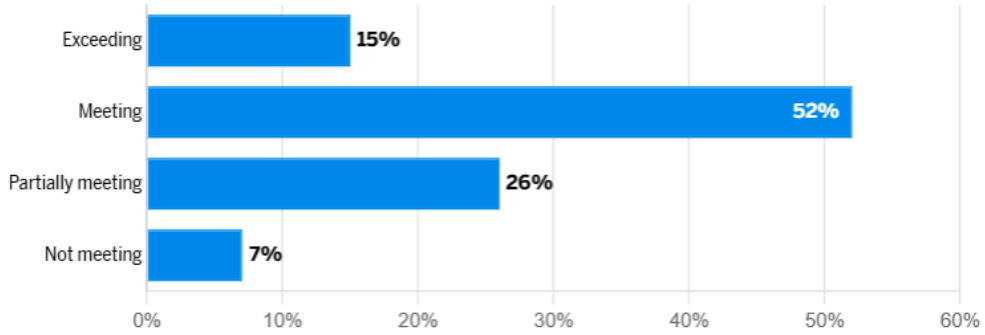
Percent of students who are exceeding/meeting expectations: **71%**

Average scaled score: **512** Student growth percentile: **58**

Trend: percent meeting/exceeding expectations



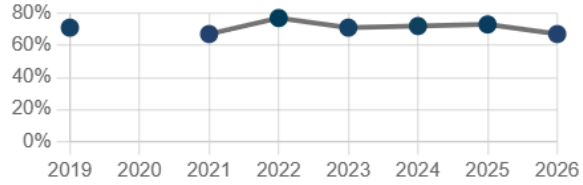
Science and Technology/Engineering: Grades 5 and 8



Percent of students who are exceeding/meeting expectations: **67%**

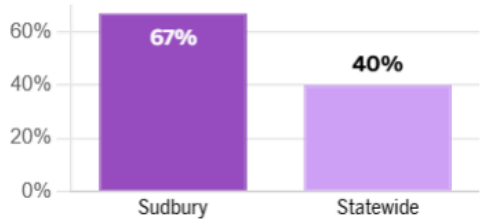
Average scaled score: **509**

Trend: percent meeting/exceeding expectations

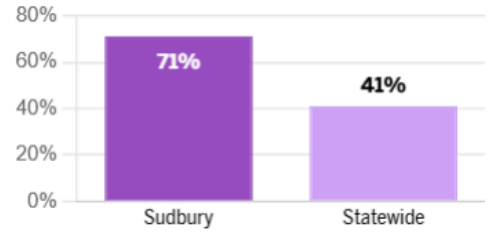


Comparing Sudbury (grades 3 to 8) to statewide stats

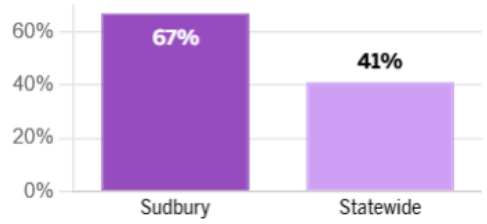
English Language Arts



Mathematics

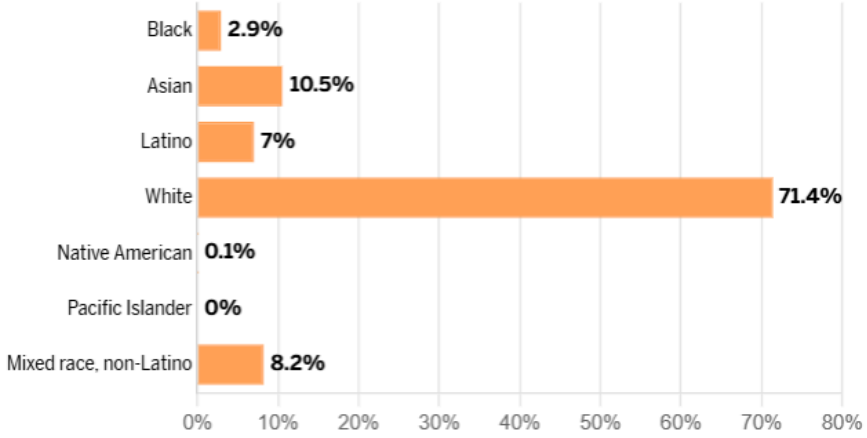


Science and Technology/Engineering

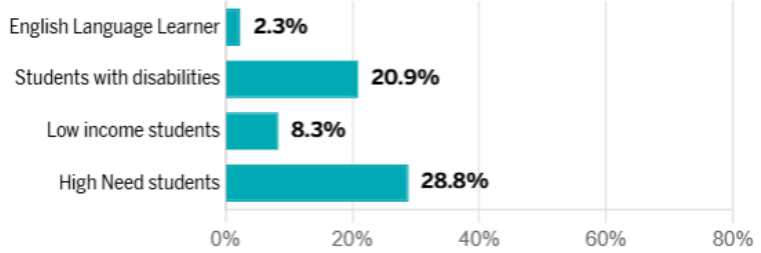


Student demographics: Sudbury

Enrollment: **2,535**



Selected Populations



Gender

50.1%	49.6%	0.3%
Male	Female	Non-binary

Schools within the district

Grades: 3 4 5 6 7 8 **3 to 8**

Showing grades 3 to 8. Click or tap on column headers to sort district data by subject.

0 — 100

School	Meet/Exceed % ELA	MATH	SCI	CIV	Mean SGP ELA	MATH
Josiah Haynes	66%	74%			58	69
Israel Loring School	62%	65%			52	56
General John Nixon Elementary	68%	75%			54	69
Peter Noyes	64%	66%			50	50
Ephraim Curtis Middle	70%	74%			54	57

Schools within the district

Grades: 3 4 5 6 7 8 3 to 8

Showing grade 3. Click or tap on column headers to sort district data by subject.

0 — 100

School	Meet/Exceed % ELA	MATH	SCI	CIV	Mean SGP ELA	MATH
Josiah Haynes	73%	68%				
Israel Loring School	64%	62%				
General John Nixon Elementary	70%	56%				
Peter Noyes	69%	67%				

Schools within the district

Grades: 3 | 4 | 5 | 6 | 7 | 8 | 3 to 8

Showing grade 4. Click or tap on column headers to sort district data by subject.

0 — 100

School	Meet/Exceed %				Mean SGP	
	ELA	MATH	SCI	CIV	ELA	MATH
Josiah Haynes	54%	83%			51	71
Israel Loring School	57%	71%			54	55
General John Nixon Elementary	64%	88%			50	73
Peter Noyes	66%	66%			56	54

Schools within the district

Grades: 3 | 4 | 5 | 6 | 7 | 8 | 3 to 8

Showing grade 5. Click or tap on column headers to sort district data by subject.

0 — 100

School	Meet/Exceed %				Mean SGP	
	ELA	MATH	SCI	CIV	ELA	MATH
Josiah Haynes	74%	68%	74%		67	67
Israel Loring School	66%	63%	78%		48	57
General John Nixon Elementary	72%	80%	72%		59	64
Peter Noyes	58%	64%	71%		46	48

Schools within the district

Grades: 3 | 4 | 5 | **6** | 7 | 8 | 3 to 8

Showing grade 6. Click or tap on column headers to sort district data by subject.

0 — 100

School	Meet/Exceed % ELA	Meet/Exceed % MATH	Meet/Exceed % SCI	Meet/Exceed % CIV	Mean SGP ELA	Mean SGP MATH
Ephraim Curtis Middle	66%	72%			45	56

Schools within the district

Grades: 3 | 4 | 5 | 6 | **7** | 8 | 3 to 8

Showing grade 7. Click or tap on column headers to sort district data by subject.

0 — 100

School	Meet/Exceed % ELA	Meet/Exceed % MATH	Meet/Exceed % SCI	Meet/Exceed % CIV	Mean SGP ELA	Mean SGP MATH
Ephraim Curtis Middle	71%	78%			59	66

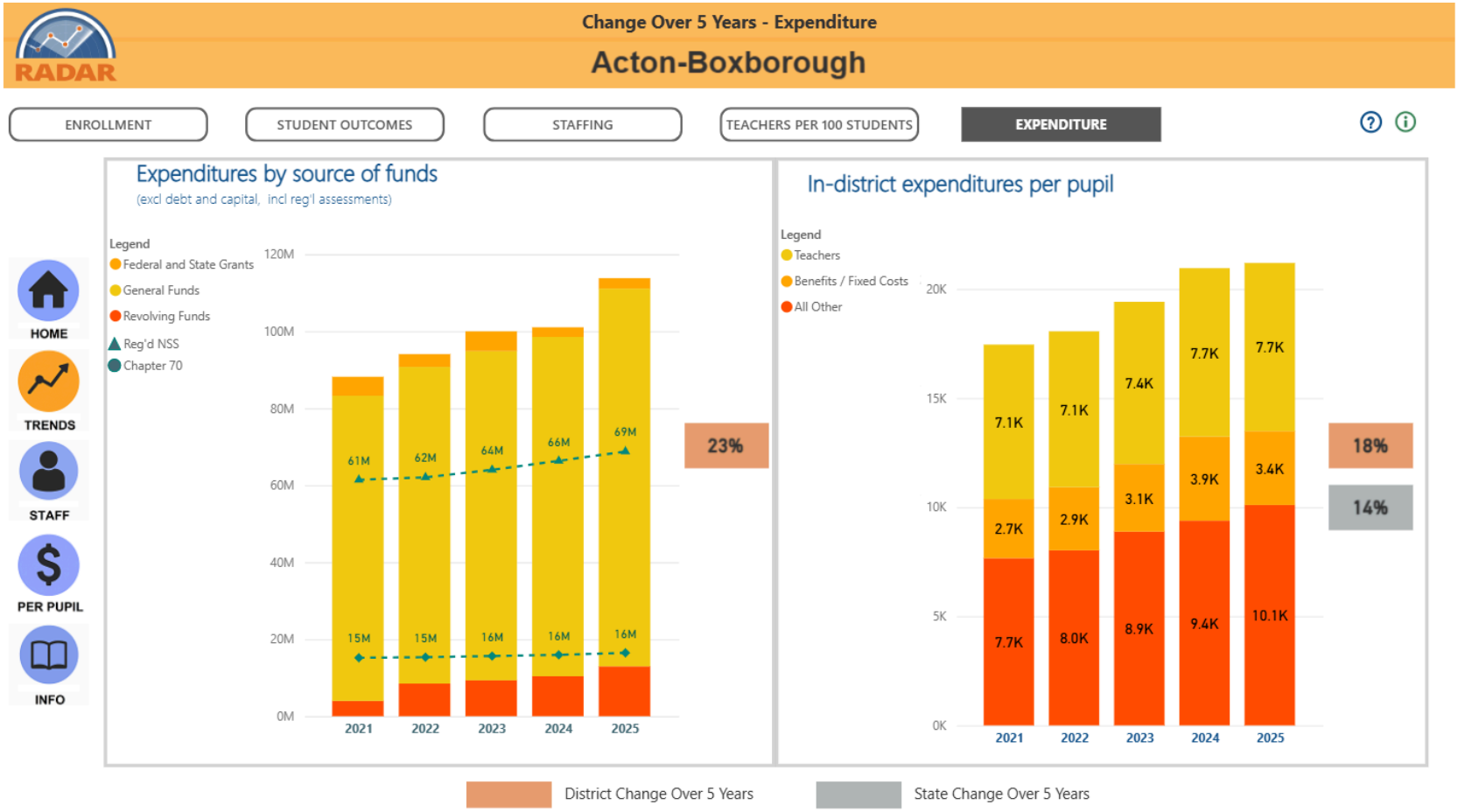
Schools within the district

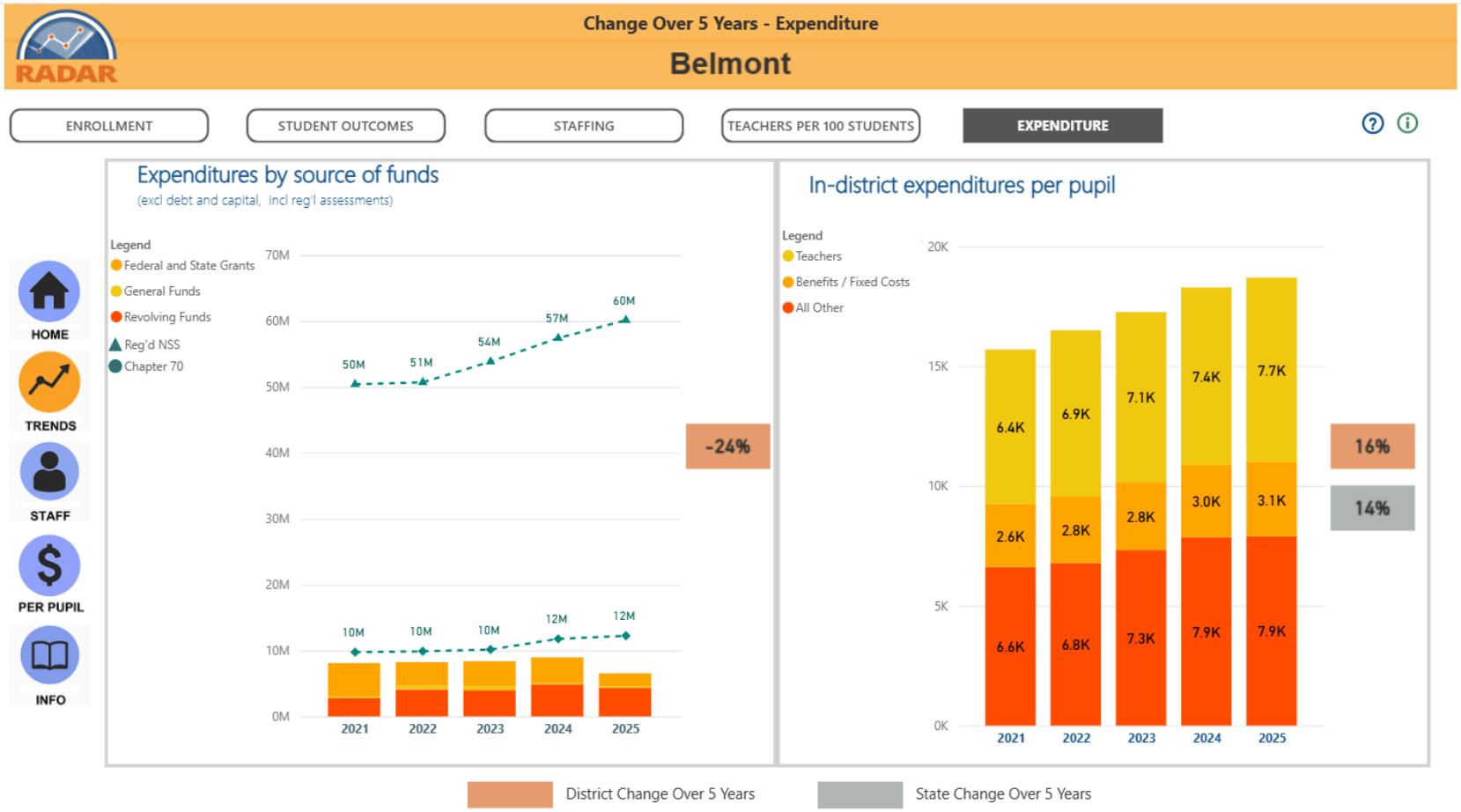
Grades: 3 | 4 | 5 | 6 | 7 | **8** | 3 to 8

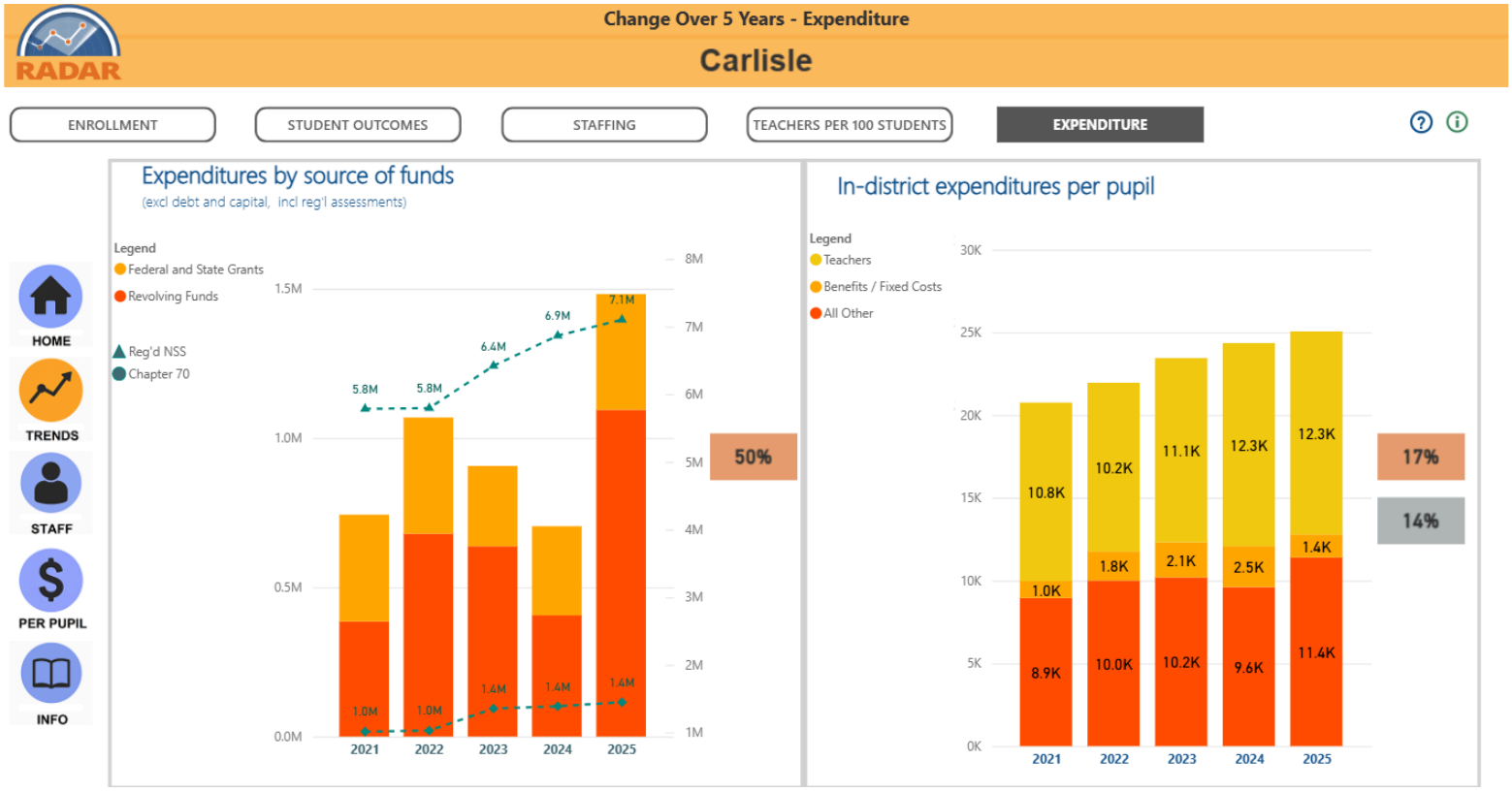
Showing grade 8. Click or tap on column headers to sort district data by subject.

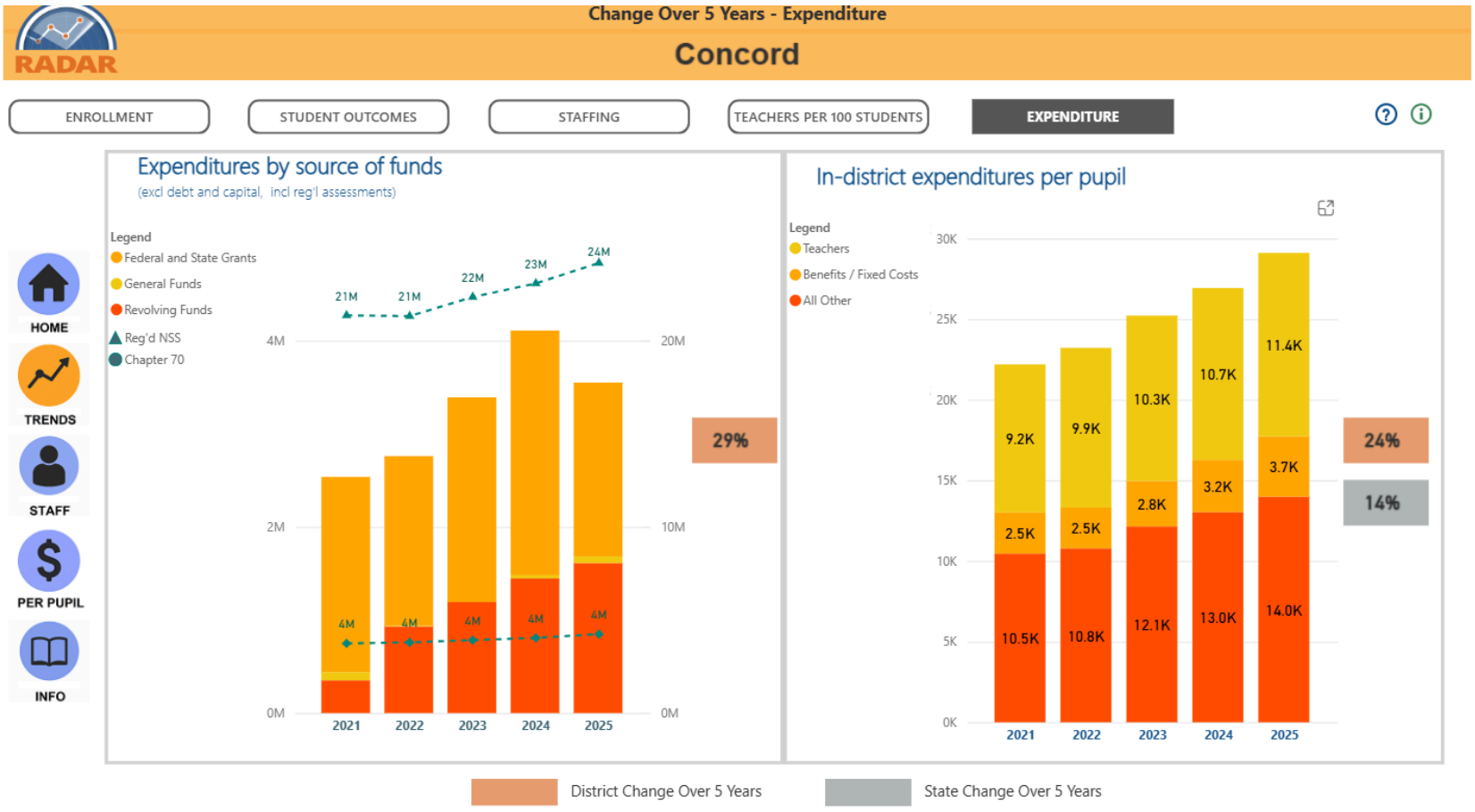
0 — 100

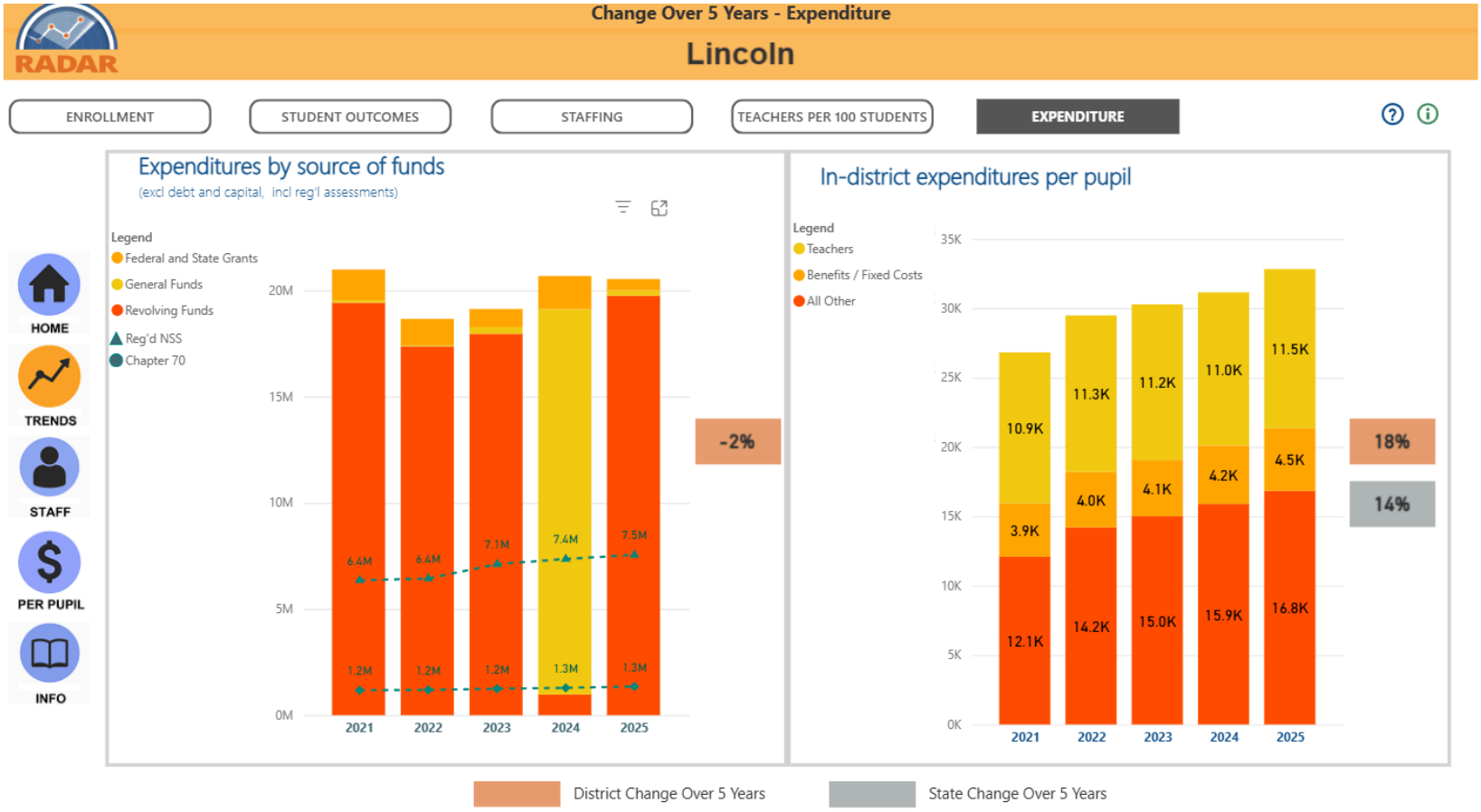
School	Meet/Exceed % ELA	Meet/Exceed % MATH	Meet/Exceed % SCI	Meet/Exceed % CIV	Mean SGP ELA	Mean SGP MATH
Ephraim Curtis Middle	75%	73%	62%	63%	58	48

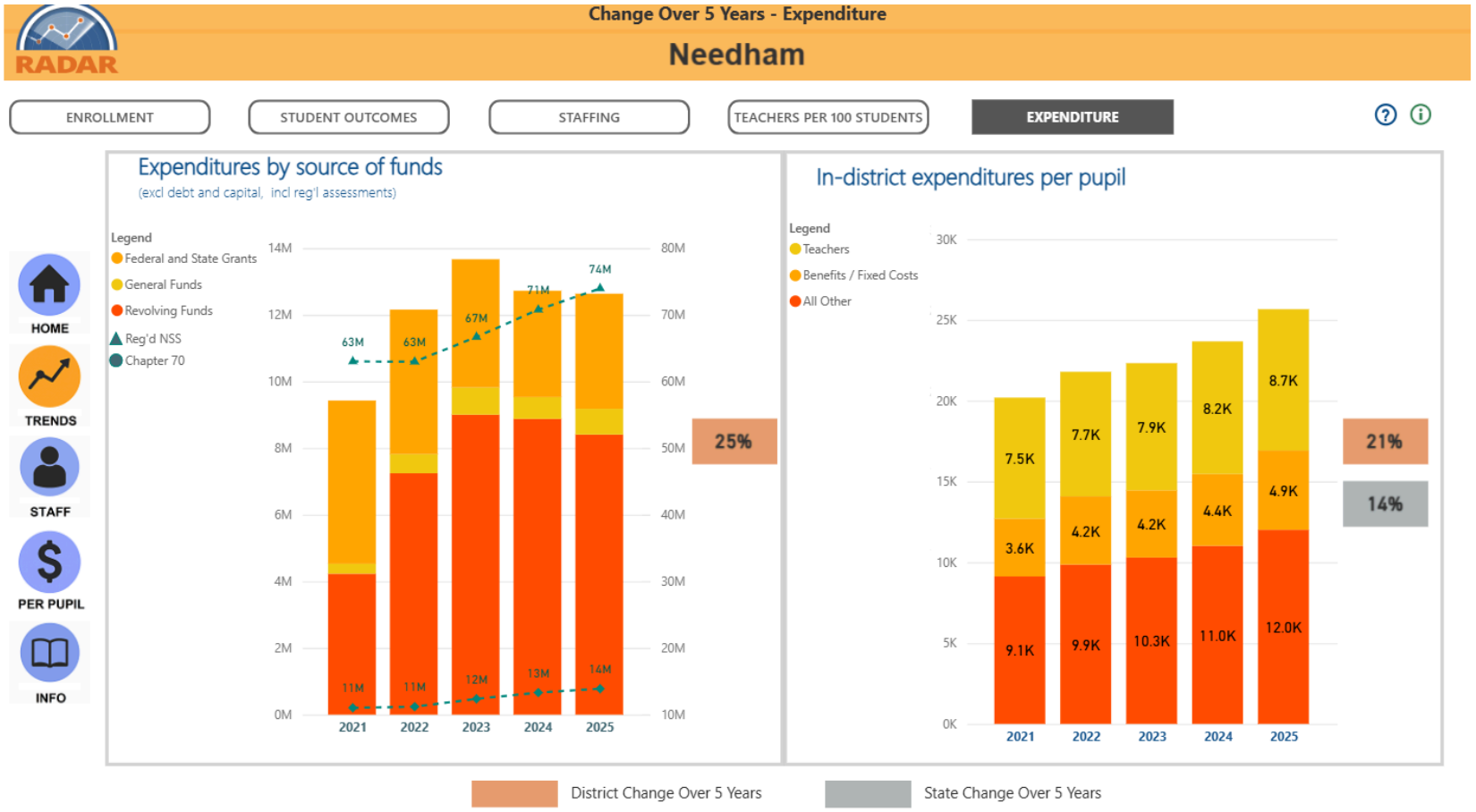

Change Over 5 Years - Expenditure
Acton-Boxborough
RADAR
ENROLLMENT
STUDENT OUTCOMES
STAFFING
TEACHERS PER 100 STUDENTS
EXPENDITURE
HOME
TRENDS
STAFF
PER PUPIL
INFO
Expenditures by source of funds
(excl debt and capital, incl reg'l assessments)
Legend
Federal and State Grants
General Funds
Revolving Funds
Reg'd NSS
Chapter 70
120M
100M
80M
60M
40M
20M
0M
61M
62M
64M
66M
69M
15M
15M
16M
16M
16M
2021
2022
2023
2024
2025
23%
In-district expenditures per pupil
Legend
Teachers
Benefits / Fixed Costs
All Other
20K
15K
10K
5K
0K
7.1K
7.1K
7.4K
7.7K
7.7K
2.7K
2.9K
3.1K
3.9K
3.4K
7.7K
8.0K
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9.4K
10.1K
2021
2022
2023
2024
2025
18%
14%
District Change Over 5 Years
State Change Over 5 Years

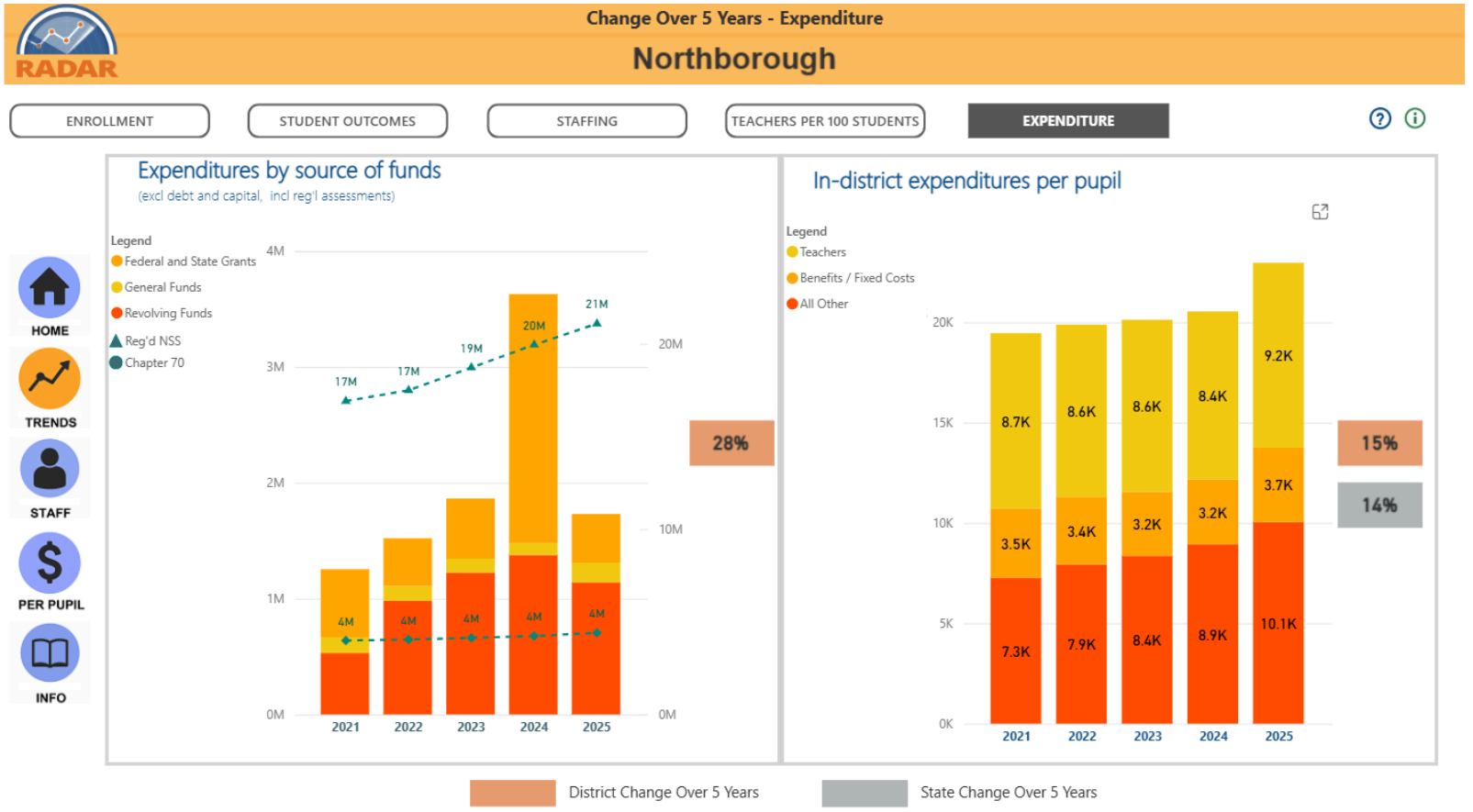

RADAR
Change Over 5 Years - Expenditure
Belmont
ENROLLMENT
STUDENT OUTCOMES
STAFFING
TEACHERS PER 100 STUDENTS
EXPENDITURE
HOME
TRENDS
STAFF
PER PUPIL
INFO
Expenditures by source of funds
(excl debt and capital, incl reg'l assessments)
Legend
Federal and State Grants
General Funds
Revolving Funds
Reg'd NSS
Chapter 70
70M
60M
50M
40M
30M
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10M
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50M
51M
54M
57M
60M
10M
10M
10M
12M
12M
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2025
-24%
In-district expenditures per pupil
Legend
Teachers
Benefits / Fixed Costs
All Other
20K
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10K
5K
0K
6.4K
6.9K
7.1K
7.4K
7.7K
2.6K
2.8K
2.8K
3.0K
3.1K
6.6K
6.8K
7.3K
7.9K
7.9K
2021
2022
2023
2024
2025
16%
14%
District Change Over 5 Years
State Change Over 5 Years

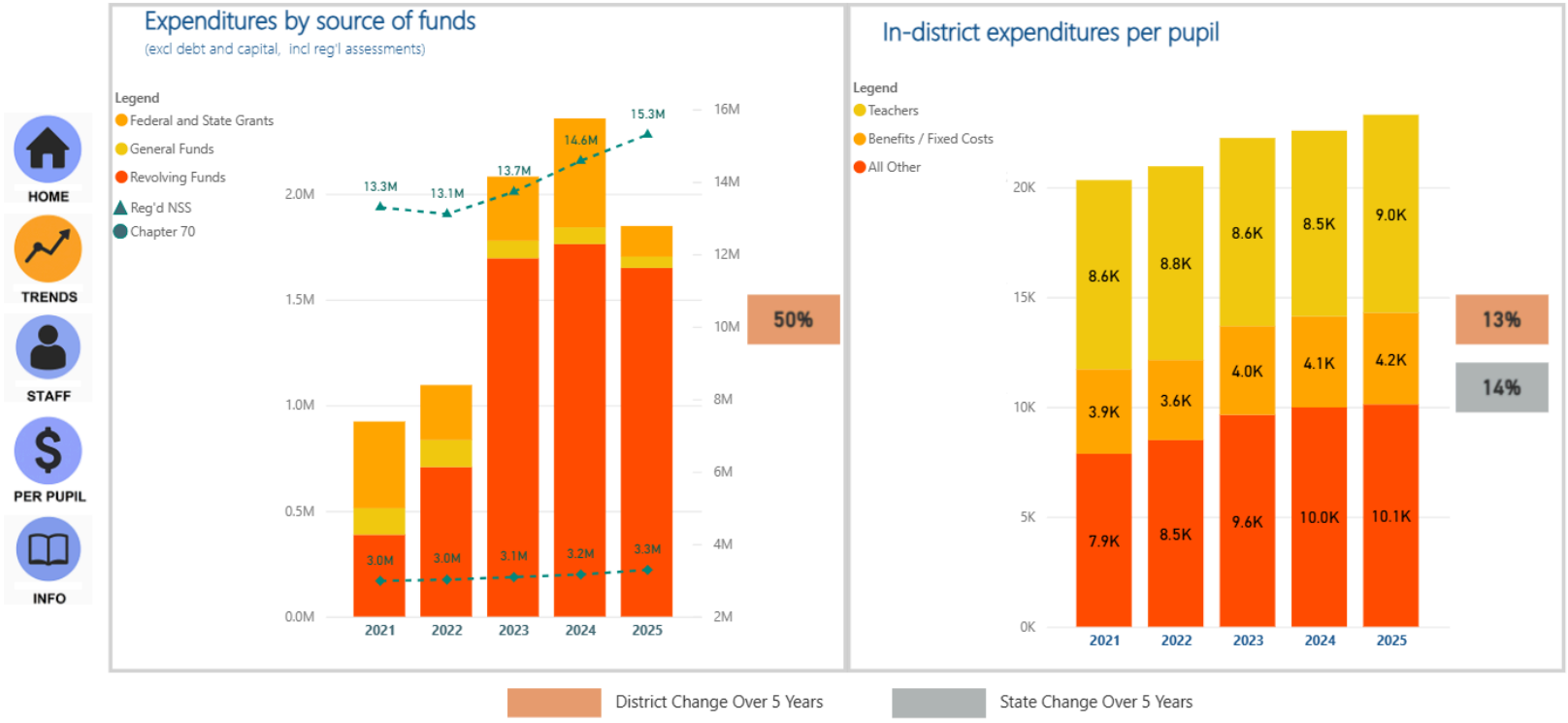

RADAR
Change Over 5 Years - Expenditure
Carlisle
ENROLLMENT
STUDENT OUTCOMES
STAFFING
TEACHERS PER 100 STUDENTS
EXPENDITURE
HOME
TRENDS
STAFF
PER PUPIL
INFO
Expenditures by source of funds
(excl debt and capital, incl reg'l assessments)
Legend
Federal and State Grants
Revolving Funds
Reg'd NSS
Chapter 70
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6.9M
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1.4M
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2025
In-district expenditures per pupil
Legend
Teachers
Benefits / Fixed Costs
All Other
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10K
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11.1K
12.3K
12.3K
1.0K
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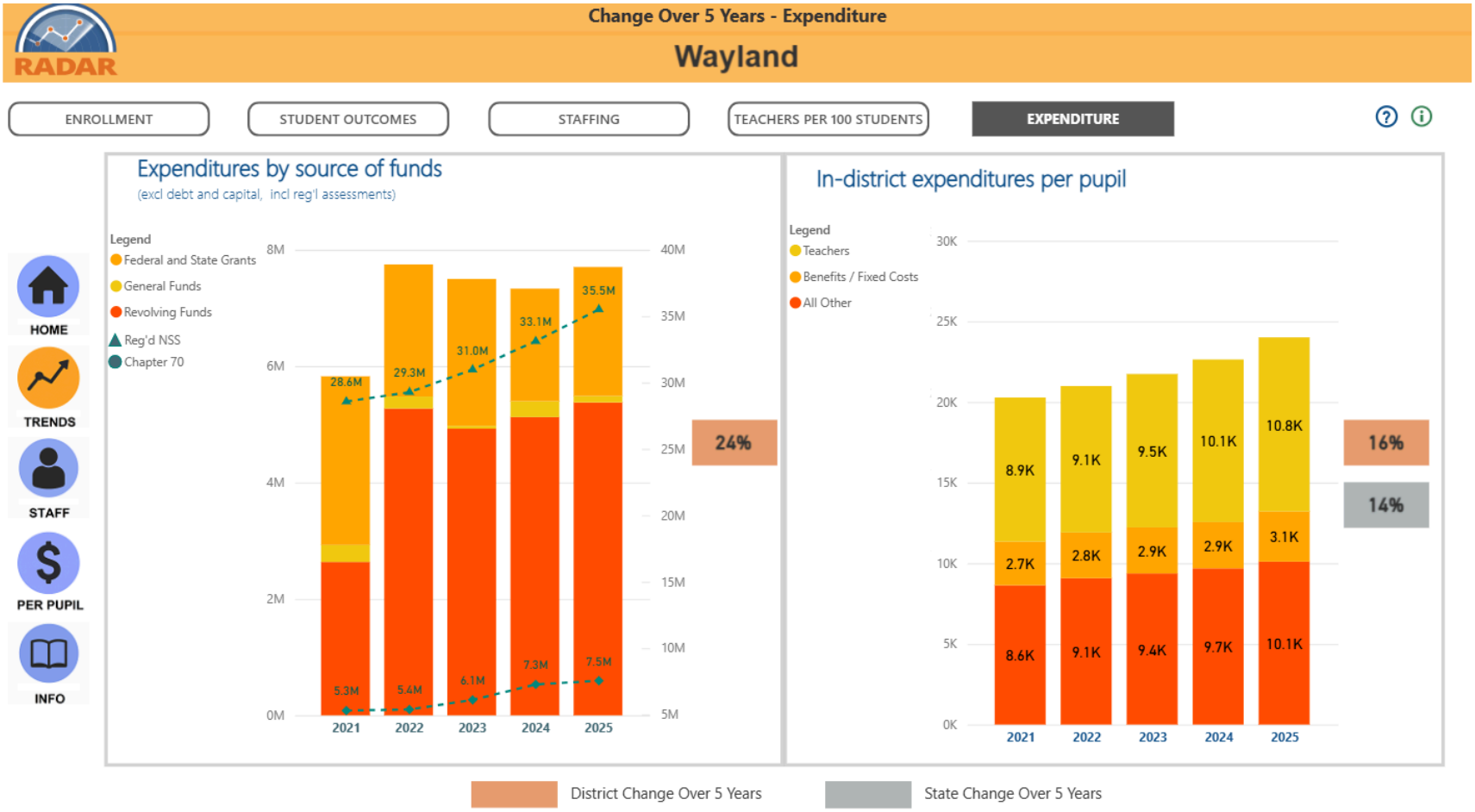

Change Over 5 Years - Expenditure
Concord
RADAR
ENROLLMENT
STUDENT OUTCOMES
STAFFING
TEACHERS PER 100 STUDENTS
EXPENDITURE
HOME
TRENDS
STAFF
PER PUPIL
INFO
Expenditures by source of funds
(excl debt and capital, incl reg'l assessments)
Legend
Federal and State Grants
General Funds
Revolving Funds
Reg'd NSS
Chapter 70
21M
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29%
In-district expenditures per pupil
Legend
Teachers
Benefits / Fixed Costs
All Other
30K
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0K
9.2K
9.9K
10.3K
10.7K
11.4K
2.5K
2.5K
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3.7K
10.5K
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13.0K
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2021
2022
2023
2024
2025
24%
14%
District Change Over 5 Years
State Change Over 5 Years


RADAR
Change Over 5 Years - Expenditure
Lincoln
ENROLLMENT
STUDENT OUTCOMES
STAFFING
TEACHERS PER 100 STUDENTS
EXPENDITURE
HOME
TRENDS
STAFF
PER PUPIL
INFO
Expenditures by source of funds
(excl debt and capital, incl reg'l assessments)
Legend
Federal and State Grants
General Funds
Revolving Funds
Reg'd NSS
Chapter 70
20M
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In-district expenditures per pupil
Legend
Teachers
Benefits / Fixed Costs
All Other
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5K
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10.9K
11.3K
11.2K
11.0K
11.5K
3.9K
4.0K
4.1K
4.2K
4.5K
12.1K
14.2K
15.0K
15.9K
16.8K
2021
2022
2023
2024
2025
18%
14%
District Change Over 5 Years
State Change Over 5 Years


Change Over 5 Years - Expenditure
Needham
RADAR
ENROLLMENT
STUDENT OUTCOMES
STAFFING
TEACHERS PER 100 STUDENTS
EXPENDITURE
HOME
TRENDS
STAFF
PER PUPIL
INFO
Expenditures by source of funds
(excl debt and capital, incl reg'l assessments)
Legend
Federal and State Grants
General Funds
Revolving Funds
Reg'd NSS
Chapter 70
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In-district expenditures per pupil
Legend
Teachers
Benefits / Fixed Costs
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2025
21%
14%
District Change Over 5 Years
State Change Over 5 Years


RADAR
Change Over 5 Years - Expenditure
Northborough
ENROLLMENT
STUDENT OUTCOMES
STAFFING
TEACHERS PER 100 STUDENTS
EXPENDITURE
HOME
TRENDS
STAFF
PER PUPIL
INFO
Expenditures by source of funds
(excl debt and capital, incl reg'l assessments)
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Federal and State Grants
General Funds
Revolving Funds
Reg'd NSS
Chapter 70
4M
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In-district expenditures per pupil
Legend
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Benefits / Fixed Costs
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15%
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District Change Over 5 Years
State Change Over 5 Years


HOME
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PER PUPIL
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(excl debt and capital, incl reg'l assessments)
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General Funds
Revolving Funds
Reg'd NSS
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In-district expenditures per pupil
Legend
Teachers
Benefits / Fixed Costs
All Other
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2021
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2023
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2025
13%
14%
District Change Over 5 Years
State Change Over 5 Years


RADAR
Change Over 5 Years - Expenditure
Wayland
ENROLLMENT
STUDENT OUTCOMES
STAFFING
TEACHERS PER 100 STUDENTS
EXPENDITURE
HOME
TRENDS
STAFF
PER PUPIL
INFO
Expenditures by source of funds
(excl debt and capital, incl reg'l assessments)
Legend
Federal and State Grants
General Funds
Revolving Funds
Reg'd NSS
Chapter 70
8M
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24%
In-district expenditures per pupil
Legend
Teachers
Benefits / Fixed Costs
All Other
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2021
2022
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2025
16%
14%
District Change Over 5 Years
State Change Over 5 Years

Sudbury Public Schools
Budget Subcommittee Meeting

Date: September 25, 2026

Agenda Item: 5. Business and Policy Matters
E. FY28 Food Service RFP Planning and Initial Review
i. Potential vote on FY28 Food Service RFP review timeline
ii. Begin review of current contract and prior procurement documents, DESE requirements and and deadlines, recent district RFPs and awards, and available information regarding the current SPS food service program.

Recommendation:

Move that the Budget Subcommittee approve the proposed School Committee memo and FY28 Food Service Management Company RFP Review and Approval Timeline and recommend it to the full School Committee for consideration and approval.

Move that the Budget Subcommittee authorize member NAME to create and distribute a survey to gather feedback from School Committee members on their priorities and expectations for the FY28 food service contract.

Background Information:

Attachments:

1 - DRAFT MEMO TO SC _ Proposed FY28 Food Service Management Company RFP Review Timeline
2- Memo: FY28 Food Service Management Company RFP: Background, Comparison of District Practices and Areas for Consideration
3-SPS Current_Whitsons Food Contract.pdf
4 -Wellesely Public Schools_Request for Proposal (RFP) _ Contract - RFP Issuance School Year_ 2024 - 2025.pdf
5-RFP - FSMC - NSboro - Package.pdf
6-LSRSD_ RFP_February_16_2023_FSMC_V3.pdf

Action: XX **Report:** **Discussion:** XX

To: Sudbury School Committee Members
From: Karyn Jones and Betsy Sues, Budget Subcommittee
Re: Proposed FY28 Food Service Management Company RFP Review Timeline
Date: September 25, 2026

Purpose

Sudbury Public Schools' current Food Service Management Company (FSMC) agreement with Whitsons is in its final allowable renewal year. If SPS intends to continue contracting with an FSMC for FY28, the district will need to undertake a new competitive procurement.

Under the Massachusetts Department of Elementary and Secondary Education (DESE) SY2026-27 timeline, RFPs for new FSMC contracts are due to DESE for review by January 29, 2027, prior to issuance. New FSMC contracts are due to DESE by April 23, 2027.

Given these deadlines, the Committee will need to review the upcoming food service procurement. This memo proposes a timeline for completing that work, bringing the Subcommittee's research and recommendations to the full School Committee for discussion, and allowing sufficient time for administration to develop and complete the RFP and contract process within DESE's required deadlines.

Proposed Review Process

The Budget Subcommittee would conduct the detailed background review during the fall. This work would include reviewing the current Whitsons contract and prior procurement documents, available information regarding the current SPS food service program, DESE requirements, and recent FSMC RFPs and awards from comparable Massachusetts school districts.

Following that review, the Budget Subcommittee would prepare a concise memo for the full School Committee summarizing its research to date, including:

- key findings regarding the current SPS contract and food service program;
- relevant practices and specifications identified through recent other district RFPs and practices; and
- the Budget Subcommittee's recommendations for priorities to consider in the next SPS RFP.

Rather than asking the full School Committee to review each of the underlying RFPs and research materials, the proposed November discussion would provide the Committee with a summary of the Budget Subcommittee's research and recommendations. The full Committee would then have an opportunity to discuss those recommendations and identify any additional, different, or revised priorities it would like considered in the development of the RFP.

Following that discussion, administration would have time to incorporate the Committee's direction, as appropriate, into the DESE-required procurement documents before the January 29 submission deadline.

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Below is the timeline we are proposing to complete this work for the Committee's consideration.

Proposed Timeline

Date	Meeting/Deadline	Proposed Action
September 25, 2026	**Budget Subcommittee**	**Vote on a proposed FY28 Food Service RFP review timeline** to recommend to the full School Committee for consideration and approval, establishing a shared schedule for the Budget Subcommittee, School Committee, and administration to complete the RFP process within required DESE deadlines. Budget Subcommittee authorizes one of its members to develop and distribute a survey to School Committee members to gather input on their priorities and expectations for the FY28 food service contract. **Begin substantive review of the FY28 food service procurement.** Review the current Whitsons contract, prior RFP/proposal and renewal documents, DESE requirements and deadlines, other recent district RFPs and awards, and available information regarding the current SPS food service program. Identify additional information and research needed. Identify DESE requirements regarding the proposal evaluation process, including requirements or restrictions regarding the composition of the evaluation committee.
October 19, 2026	**School Committee**	**Consider the proposed FY28 Food Service RFP review timeline recommended by the Budget Subcommittee.**
October 23, 2026	**Budget Subcommittee**	**Continue research and develop potential recommendations.** Review additional information received regarding the current SPS program and continue comparison with other recent district RFPs. Review School Committee feedback through administered survey. Discuss potential priorities for the next RFP and determine recommendations to be summarized in a memo for full School Committee review and discussion.

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November 16, 2026	**School Committee**	**Review Budget Subcommittee research and recommendations.** Receive a concise memo summarizing the Subcommittee's research to date, key findings, peer-district comparisons, and recommended priorities for the FY28 RFP. Discuss the recommendations and identify any additional, different, or revised priorities the Committee would like considered in development of the RFP.
November 20, 2026	**Budget Subcommittee**	**Follow up on School Committee discussion.** Address any additional questions or research requested by the Committee and incorporate Committee feedback into the identified priorities for the RFP.
December 18, 2026	**Budget Subcommittee**	**Review and recommend draft RFP.** Review the administration's draft FY28 Food Service RFP, including how the priorities identified through the fall review and School Committee discussion have been incorporated. Discuss any remaining questions or proposed revisions and vote on whether to recommend the draft RFP to the full School Committee for review and approval. **Review the proposed evaluation process and recommend the composition of the RFP evaluation committee.**
January 11, 2027	**School Committee**	**Review and consider approval of draft RFP and evaluation process.** Review the draft FY28 Food Service RFP recommended by the Budget Subcommittee, make any final revisions or provide additional direction, and consider approval for submission to DESE. **Review and approve the proposed composition of the RFP evaluation committee.**
January 25, 2027	**School Committee**	**Backup date for any final Committee action** necessary prior to DESE submission.
January 29, 2027	**DESE Deadline**	**New FSMC RFP due to DESE for review.** The Budget Subcommittee is also scheduled to meet on this date; because the RFP is due to DESE that day, this meeting would be too late for substantive input into the RFP.

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February 26, 2027	**Budget Subcommittee**	**Procurement status update.** Review the procurement timeline and status following DESE review and issuance of the RFP. Once the competitive procurement is underway, the Subcommittee would not revisit or alter the published specifications.
March 29, 2027	**School Committee**	**Target date for consideration of administration's recommended contract award**, if the procurement and evaluation schedule permits.
April 2, 2027	**Budget Subcommittee**	**Procurement/financial status review**, if appropriate and consistent with procurement requirements.
April 12, 2027	**School Committee**	**Backup date for consideration of the recommended contract award.**
April 23, 2027	**DESE Deadline**	**New FSMC contract due to DESE.**
July 1, 2027	**FY28**	New FSMC contract begins.

Please note: The proposed School Committee dates align with the Committee's approved FY27 meeting schedule, and tentative dates scheduled for Budget Subcommittee meetings.

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Budget Subcommittee Recommendation

I move that the School Committee approve the FY28 Food Service Management Company RFP Review Timeline as recommended by the Budget Subcommittee.

To: Budget Subcommittee
From: Karyn Jones, Budget Subcommittee Member
Date: September 25, 2026
Re: FY28 Food Service Management Company RFP: Background, Comparison of District Practices and Areas for Consideration

Background

Sudbury Public Schools currently contracts with Whitsons Nutrition, LLC for management of its school food-service program. The current agreement was originally executed in 2022 for the 2022–2023 school year and permitted up to four successive one-year renewals, allowing the agreement to continue through June 30, 2027.

As a result, SPS will need to conduct a new procurement for food-service management beginning with the 2027–2028 school year. Under the Massachusetts Department of Elementary and Secondary Education (DESE) procurement schedule, districts entering into new Food Service Management Company (FSMC) contracts must submit their RFP to DESE for review prior to issuance. For the 2027–2028 school year, new FSMC RFPs are due to DESE by January 29, 2027, and new FSMC contracts are due by April 23, 2027. The deadline for districts renewing an existing FSMC contract is June 4, 2027.

This provides an opportunity for SPS to review how the current food-service program is performing, examine how peer and nearby districts structure their programs, review recent Massachusetts FSMC procurements, and identify any priorities the School Committee would like reflected in the next RFP.

Massachusetts' universal school meals program also changes the context in which the next FSMC contract will operate. Massachusetts continues to fund universal free school meals, under which students may receive reimbursable breakfast and lunch at no charge. Current participation rates and financial performance may therefore differ meaningfully from results under older food-service contracts, and historical participation figures should be interpreted with that change in mind.

The purpose of reviewing other districts is not to suggest that SPS should adopt another district's specifications wholesale or change its current operating model. Rather, the comparison illustrates the types of choices districts make when defining the food-service program they want vendors to operate and the information they require when evaluating competing proposals.

Food Service Models in SPS Peer and Nearby Districts

SPS's FY27 Budget Book identifies Acton-Boxborough, Belmont, Concord, Lexington, Lincoln, Needham, Wayland, Wellesley, Weston and Winchester as peer districts used for financial comparisons.

Those districts do not all use the same model for school food service. Some contract with an FSMC, while others operate food service through district employees and district food-service departments.

District	Relationship to SPS	Food Service Model	Provider / Operator
Sudbury	—	Contracted FSMC	Whitsons
Acton-Boxborough	SPS peer / nearby	District-operated	ABRSD Food & Nutrition Services
Belmont	SPS peer	Current structure to confirm	—
Concord	SPS peer / nearby	District-operated/shared department	Concord & Concord-Carlisle Food & Nutrition Services
Lexington	SPS peer	Contracted FSMC	Whitsons
Lincoln	SPS peer / small PreK–8	District-operated	Lincoln Public Schools
Needham	SPS peer	District-operated	Needham Nutrition Services
Wayland	SPS peer / nearby	District-operated	Wayland Public Schools Food Services
Wellesley	SPS peer	Contracted FSMC	Chartwells
Weston	SPS peer / nearby	Contracted FSMC	Chartwells
Winchester	SPS peer	Current structure to confirm	—
Bedford	Nearby / comparable size	Current structure to confirm	—
Carlisle	Nearby / small PreK–8	District-operated;	Carlisle Public Schools
Lincoln-Sudbury Regional HS	Serves Sudbury students, grades 9–12	Contracted FSMC - double check this	Aramark
Maynard	Nearby / smaller district	Contracted FSMC	Whitsons

Concord-Carlisle Regional HS	Nearby regional high school	District-operated/shared department	Concord & Concord-Carlisle Food & Nutrition Services

The comparison demonstrates that contracting with an FSMC is not the only food-service model used by comparable Massachusetts districts. It may therefore also be useful to understand how district-operated programs are structured and financed, even if SPS ultimately continues with an FSMC model.

Sudbury's Current Contract

Under SPS's current agreement, Whitsons manages the district's food-service program and provides lunch, breakfast where applicable, milk where applicable, and à la carte service. Food is prepared in SPS food-service facilities, and SPS retains authority over meal prices and the general nature and quality of the program.

The agreement also requires an advisory board consisting of parents, teachers and students to assist with menu planning. SPS approves the 21-day cycle menu and subsequent changes.
The contract uses a cost-reimbursable financial structure under which program operating costs and agreed-upon management and administrative fees are paid through the food-service program. Any surplus after approved costs and fees remains with SPS.

One limitation of this initial comparison is that the original 2022 SPS RFP have not yet been located for review, although the Budget Subcommittee asked for the administration to provide it on September 6, 2026. The executed agreement expressly identifies both documents as part of the procurement and relies on them for a number of operational and financial assumptions. Accordingly, references to Sudbury below are based on provisions identifiable in the current executed contract and should not be read as a complete description of the 2022 RFP.

What Other Districts Have Included

Recent FSMC RFPs from Wellesley, Northborough-Southborough and Nashoba, together with Lincoln-Sudbury's 2023 procurement, provide examples of choices districts can make within the DESE procurement framework.

The districts differ in the specificity of their requirements. Wellesley's 2025 RFP is particularly detailed and incorporates food quality, financial, participation, staffing, sustainability and operational expectations. Lincoln-Sudbury's RFP stays closer to the standard DESE framework but still establishes comparative criteria for participation, menus, training, local food, stakeholder engagement and other areas.

The comparison demonstrates that using the DESE template does not prevent a district from identifying local priorities. Districts differ, however, in how deliberately and specifically they use the available specifications and evaluation criteria.

Comparison of Selected RFP Provisions

Area	Sudbury Current Contract*	Wellesley 2025	Northborough-Southborough 2025	Nashoba 2026	Lincoln-Sudbury 2023
Lunch participation	No specific benchmark identified in executed contract	Comparable references at least 40%; 60%+ highest rating	Minimum comparable participation 35%; 60%+ highest rating	Minimum comparable participation 35%; 55%+ highest rating	Minimum 35%; 60%+ recommended highest rating
Food quality	Wholesome/nutritious; SPS menu/specification approval	Whole/minimally processed foods preferred; limits on artificial ingredients	Food-quality philosophy/reduction of processed food evaluated	Similar provisions	Food quality and reduction of processed food evaluated
Fresh fruits & vegetables	No specific benchmark identified	Evaluation favors contemporary menus emphasizing fresh fruits/vegetables	Included in menu evaluation	Similar	Highest menu rating emphasizes fresh fruits/vegetables
Local food	No geographic standard identified	Within 250 miles when possible	Within 250 miles of Algonquin Regional HS	Massachusetts	New England states
Sustainability	No detailed requirements identified	Food waste, packaging, recycling, composting and food rescue	Local food, reduced processing and "green cafeterias"	Similar	Local food, reduced processing and "green cafeterias"
Food rescue / surplus food	No specific provision identified in executed contract	FSMC works with RLC or similar organization to rescue eligible surplus food; approximately $1,800 budgeted	No specific provision identified in RFP provisions reviewed	No specific provision identified in RFP provisions reviewed	No specific provision identified in RFP provisions reviewed
Student/family input	Advisory Board including parents, teachers and students	Advisory Board 3x/year; FSMC GM participates in Wellness Committee	Student, teacher, administrator and parent involvement	Similar	Student, teacher, administrator and parent involvement
Nutrition/dietitian expertise	Management, administrative and dietetic services	Nutrition/food-safety expertise	Registered Dietitian available **20 hours/week**	FSMC/FSD resources	Dietetic/nutritional advice included

Staffing	Whitsons responsible for its employees	Minimum **2 food-service employees/location**; staffing/productivity expectations	Recruitment resources	Staffing, transition and onboarding evaluated	Staffing model and transition evaluated
Training	No numerical frequency identified	Highest rating: **10+ times/year**	Highest rating: **10+ times/year**	Highest rating: **6+ times/year**	Highest recommended rating: **10+ times/year**
Financial / food spending	Cost reimbursement + management/admin fees; surplus remains with SPS; no minimum food-spending percentage identified	Participation assumption capped at 55%; **food costs at least 45% of proposed annual budget**	Financial projections, labor, fees and guaranteed return	Financial projections, fees and guaranteed return	Direct food/labor/supply costs separately identified; guaranteed return
Operational efficiency	No specific productivity metric identified	Meals Per Labor Hour calculated/reported monthly	Staffing/operations reviewed	Staffing model/operations evaluated	Operations, staffing, costs and implementation evaluated
Menu evaluation	SPS approves 21-day cycle	Scored	Scored	Scored	Scored; highest rating exceeds CNP requirements
Transition planning	Cannot determine whether RFP criterion	Operational plan evaluated	Operations/staffing evaluated	Explicit transition plan	Explicit transition plan

**Sudbury: The original 2022 SPS RFP and Whitsons proposal have not yet been located for this review, but was asked for from the administration on September 6, 2026 to include in this review. The Sudbury column therefore reflects provisions identifiable in the executed Whitsons contract. Because the contract expressly incorporates both the RFP and Whitsons' proposal, those documents may contain additional specifications, performance expectations or evaluation criteria not reflected here.*

Northborough-Southborough's RFP additionally requires a Registered Dietitian to be available to the district for 20 hours per week for work including menu-item development, consistency among schools and public-facing nutrition review. Its evaluation criteria use 60% or greater lunch participation and at least ten employee trainings per school year for the highest ratings.

Lincoln-Sudbury similarly uses participation, menu quality and training as comparative measures. Its RFP establishes a 35% minimum comparable-district participation benchmark, recommends 60%+ for the highest participation rating, and recommends 10 or more annual trainings for the highest training category.

Lincoln-Sudbury's program objectives are also instructive. They expressly identify increasing participation through food quality, locally grown food, student and parent engagement, menu variation and marketing, as well as routinely gathering input from students, staff, the public and food-service employees.

Wellesley's Food-Spending Requirement

One provision that differs from the other RFPs reviewed is Wellesley's requirement that food costs constitute at least 45% of the annual budget recommended by the FSMC. Wellesley also prohibits vendors from assuming meal participation above 55% when developing financial projections. The 45% provision is a minimum financial requirement rather than an evaluation scoring tier. Its practical effect is to establish a minimum share of program expenditures that must be directed toward food rather than labor, management and administrative fees, or other program expenses. Before considering whether a similar provision would be appropriate for SPS, it would be useful to understand SPS's current food-cost percentage and how the district's food, labor, management/administrative and other costs compare.

Wellesley's Composting, Food Recovery and Food-Rescue Model

Wellesley's RFP provides an example of how sustainability and food-waste goals can be translated into specific responsibilities within an FSMC contract.

For composting, FSMC food-service staff are responsible for placing kitchen scraps into designated composting bins at the middle and high schools. Wellesley Facilities supplies the bins and handles their movement into and out of kitchen areas. The Food Service Revolving Fund budgets approximately $30,000 for kitchen-scrap composting.

Wellesley separately has developed food-recovery and food-rescue practices intended to keep safe, edible food from being discarded. At Bates Elementary School, an earlier food-recovery program included a share table and collection of eligible leftover food for delivery to the Wellesley Food Pantry, which provides food assistance to Wellesley residents. The program subsequently expanded to additional elementary schools.

Wellesley Public Schools has also participated in a broader Food Rescue Network involving Food For Free, a Cambridge-based nonprofit food-rescue organization. Food For Free collects wholesome surplus food and makes rescued food available to people experiencing food insecurity. More recently, Wellesley schools have worked with Rescuing Leftover Cuisine (RLC), a nonprofit organization that coordinates recovery of excess edible food for redistribution to organizations serving people experiencing food insecurity.

Wellesley's 2025 FSMC RFP now formally incorporates food rescue into the food-service contract. It requires the selected FSMC to work with Rescuing Leftover Cuisine or a similar organization. Food-service staff collect and safely package eligible food for pickup by the food-rescue organization. Examples identified in the RFP include unopened milk cartons, whole fruit, packaged snacks and safe unserved prepared foods such as sandwiches and hamburgers. Wellesley budgets approximately $1,800 for food rescue through its Food Service Revolving Fund.

A 2024 Town report described RLC pickups occurring approximately every other week and reported that, as of March 2024, the school program had rescued 2,132 pounds of food, representing approximately 1,777 meals.

The Wellesley model therefore uses different approaches depending upon the food involved: preventing unnecessary waste, making eligible food available for reuse or sharing, rescuing safe edible surplus food for donation, and composting appropriate food waste.

Federal and Massachusetts Guidance

Participation in Massachusetts' universal free school meals program does not prohibit food rescue or donation. Universal meals continue to operate through federal Child Nutrition Programs, including the National School Lunch Program and School Breakfast Program, with Massachusetts providing additional support so that students receive eligible meals without charge.

USDA guidance permits schools participating in Child Nutrition Programs to donate excess food to eligible nonprofit organizations. USDA encourages schools first to reduce overproduction and consider allowable alternatives such as subsequent meal service, share tables or transfers among sites. When food cannot appropriately be reused within the meal program, qualifying excess food may be donated to nonprofit food banks, shelters and other charitable organizations, subject to applicable food-safety requirements.

Massachusetts DESE also specifically recognizes share tables. These are designated locations where students may place eligible whole food or beverage items they choose not to consume. Depending upon the item and applicable requirements, eligible food may be taken by another student, used in a subsequent meal service where permitted, or donated to a nonprofit organization. Before establishing a share table, however, a district must obtain written approval from its local Board of Health, establish appropriate procedures within its food-safety plan, comply with temperature-control and other food-safety requirements, and properly manage the items being shared or redistributed.

A Massachusetts report on school food waste found that approximately 44% of surveyed School Food Authorities used share tables in some capacity. The report also identified districts partnering with food-rescue or food-insecurity organizations. Reported implementation challenges included staff and student training, finding appropriate community partners and obtaining necessary local public-health guidance.

Potential Relevance for SPS

No formal SPS share-table or school-meal food-rescue program was identified in the public materials reviewed for this memo, and the reason SPS does not currently operate one is not known. SPS's current public food-service materials do not identify food rescue or share tables as components of the program.

Sudbury does, however, already have community infrastructure related to food assistance and food recovery. The Sudbury Food Pantry reports that monthly food drives at Sudbury elementary schools provide approximately 35% of its inventory. The Pantry also receives approximately 1,000 pounds of

rescued food twice each week from Spoonfuls, a Massachusetts food-rescue organization that recovers surplus food and distributes it through community partners.

This does not establish that the Sudbury Food Pantry, Spoonfuls or another organization could accept surplus SPS school meals under its current operations. Food-safety, capacity, scheduling and program requirements would first need to be evaluated. It does, however, suggest that SPS could explore whether an appropriate partnership is feasible rather than necessarily creating an entirely new distribution system.

As part of the FY28 RFP process, SPS could determine whether usable surplus food is currently being discarded; whether share tables are currently used at any SPS school; whether food rescue has previously been considered; what local Board of Health and food-safety requirements would apply; and whether an eligible nonprofit organization could potentially partner with SPS.

Evaluation Committee Composition

FSMC proposals are generally independently reviewed and scored by qualified evaluators. Publicly available records from several Massachusetts districts relevant to this review illustrate different approaches to committee composition.

District / Procurement	# of Evaluators	Evaluation Committee Members / Roles
Wellesley – 2025	**7**	Niki Ofenloch, School Committee Member; Cynthia D. Mahr, Assistant Superintendent for Finance & Operations; Terri Wagner, Accounting Coordinator Purchasing; Sharon Gray, Director of Communication & Community Engagement; Mark Ito, Middle School Principal; Toni Jolley, Elementary School Principal; Amber Keller, Town Waste Reduction Coordinator
Marlborough, 2023	**4**	Heidi Matthews, School Committee Member; Douglas Dias – Director of Finance & Operations; Deb Dallamora – Food Service Kitchen Manager; Laurel Butler – Food Service Kitchen Manager
Natick, 2024	**5**	Kate Flathers, School Committee Member; four additional evaluators not identified by title in the public materials reviewed
Lincoln-Sudbury, 2013	**5**	Michael Connelly; Kelly Mazza; Vicky Caburian; Elena Kleifges, School Committee Member; Diane Kaufman

**The above is a listing of what I can find publicly available.*

Wellesley's anticipated seven-member 2025 review committee included representatives from the School Committee, finance and operations, purchasing, communications/community engagement, school administration and municipal sustainability.

Marlborough's four-member committee included a School Committee member, the Director of Finance and Operations and two Food Service Kitchen Managers.

Natick's more recent 2024 procurement used a five-person review team and included School Committee member Kate Flathers, who represented both the School Committee and the parent perspective. Natick received three proposals, from Aramark, Chartwells and Whitsons, and ultimately selected Aramark.

An earlier Lincoln-Sudbury procurement used a five-member evaluation committee consisting of Michael Connelly, Kelly Mazza, Vicky Caburian, Elena Kleifges and Diane Kaufman. The committee reviewed proposals from Whitsons and Aramark and recommended Aramark.

These examples illustrate that there is no single evaluation-committee model. Districts have drawn evaluators from School Committees, finance and procurement, school administration, food-service operations, communications/community engagement and sustainability. Committee composition can therefore reflect both procurement expertise and the program priorities a district intends to evaluate.

Similarities and Differences Across the RFPs

Several themes emerge from the RFPs reviewed:

- **Participation matters.** Several districts require vendors to demonstrate successful participation rates in comparable districts and separately evaluate participation performance.
- **Food quality can be evaluated beyond minimum federal requirements.** Some RFPs distinguish between merely meeting Child Nutrition Program requirements and offering contemporary menus, fresh fruits and vegetables, less-processed food and broader choices.
- **"Local" is defined differently.** Wellesley and Northborough-Southborough use a 250-mile framework, Nashoba uses Massachusetts, and Lincoln-Sudbury uses the New England states.
- **Staffing and training are part of program quality.** Several districts evaluate staffing plans, recruitment, transition and frequency of employee training.
- **Student and family involvement can be formalized.** Multiple districts require vendors to describe how students, families, educators and administrators will participate in program evaluation and menu development.
- **Financial requirements vary.** Wellesley's minimum food-cost percentage is more prescriptive than the other RFPs reviewed.
- **Sustainability requirements range from general to specific.** Some districts ask vendors to describe "green cafeteria" practices, while Wellesley assigns specific responsibilities for composting and food rescue.
- **Evaluation committees vary.** The examples reviewed range from four to seven identified evaluators and demonstrate different combinations of governance, finance/procurement, school-level, operational and subject-matter perspectives.
- **Contract expectations can extend beyond the initial procurement.** A district can establish ongoing reporting and performance measures that allow it to determine whether the selected FSMC continues to deliver the program described in its proposal.

Areas for Budget Subcommittee to Consider

Before developing recommendations for the FY28 RFP, the Budget Subcommittee may wish to consider the following questions:

1. **Current participation:** What is SPS's average daily breakfast and lunch participation by school, both as a number and percentage of enrollment? How has participation changed over time, particularly since universal meals?
2. **Meals served:** How many reimbursable breakfasts and lunches does SPS serve annually, and how does that differ by school?
3. **Financial performance:** What have Food Service Revolving Fund revenues, expenditures and year-end balances been for FY24–FY26? What revenue comes from state/federal meal reimbursements, à la carte and second-meal sales, adult sales and other sources?
4. **Program costs:** How much does SPS currently spend on food, labor, management/administrative fees and other major program costs?
5. **Food spending:** What percentage of total food-service expenditures currently goes directly toward food?
6. **Food quality:** Should the next RFP establish more specific expectations regarding fresh, whole or minimally processed foods?
7. **Local and seasonal purchasing:** Does SPS want a definition or measurable expectation for local and/or seasonal food purchasing?
8. **Participation expectations:** Should SPS establish participation expectations or evaluate vendors based on demonstrated participation in comparable districts?
9. **Student and family input:** How is the advisory-board requirement in the current contract currently being implemented? Should the next RFP establish more specific expectations for student/family feedback and reporting?
10. **Nutrition expertise:** What level of dietitian or nutrition expertise should the FSMC provide?
11. **Staffing and training:** Should the RFP establish expectations for staffing levels, recruitment, retention, employee training and/or productivity?
12. **Food waste and surplus food:** Does SPS currently track food waste or unused food by school? What happens to unopened or unserved food at the end of meal service? Are share tables currently used at any school? Does SPS currently donate surplus food, and, if not, has food rescue previously been considered?
13. **Sustainability and food rescue:** Should the next RFP establish expectations regarding prevention of food waste, share tables, donation of safe surplus food to a food pantry or food-rescue organization, composting, packaging or other sustainability practices? If so, which responsibilities should belong to the FSMC and which would require SPS, Town or nonprofit participation?
14. **Financial expectations:** Should SPS establish financial assumptions or minimum requirements related to food spending, participation assumptions, management fees or guaranteed financial performance?
15. **Evaluation criteria:** Which priorities should be minimum requirements, which should be comparative criteria used to distinguish among vendors, and which should become ongoing contract-performance measures?
16. **Evaluation Committee:** What mix of perspectives and expertise should be represented on SPS's FSMC evaluation committee? Massachusetts examples reviewed include School Committee members, finance and procurement personnel, principals, food-service employees, communications/community-engagement staff and sustainability personnel.

17. **Contract monitoring:** What information should SPS require and review after the contract is awarded to determine whether the selected FSMC is meeting expectations? Should regular reporting include participation, menus/food quality, staffing, employee training, student/family input, financial performance, food-spending percentage, local purchasing and sustainability measures?
18. **Operating model:** Before entering another potentially five-year FSMC relationship, would it be useful to better understand the costs, staffing and administrative structure of district-operated food-service programs used by several SPS peer districts?

Initial Information to Request from Administration

Before deciding which of these issues should become FY28 RFP priorities, the Budget Subcommittee could request baseline information regarding the current SPS food-service program:

- average daily breakfast and lunch participation by school, including percentage of enrollment;
- annual number of reimbursable breakfasts and lunches served;
- Food Service Revolving Fund revenues, expenditures and year-end balances for FY24–FY26;
- revenues broken out by major source, including meal reimbursements, à la carte/second-meal sales and adult sales where available;
- expenditures broken out by food, labor, management/administrative fees and other significant categories;
- percentage of total food-service expenditures currently devoted to food;
- information SPS or Whitsons currently tracks regarding local food, fresh versus processed food and food sourcing;
- student/family surveys, advisory-board activity or other program feedback;
- current staffing levels, vacancies and training;
- any existing participation, productivity or other performance measures;
- any existing food-waste or surplus-food data;
- whether share tables are currently used at any SPS school and what happens to unopened or unserved food;
- whether SPS has previously explored food rescue, composting or other food-waste initiatives; and
- what information SPS currently receives from Whitsons to monitor contract performance.

If SPS does not currently collect some of these measures, that information would itself be useful in considering what reporting requirements should be incorporated into the next contract.

Next Steps

The Budget Subcommittee could use the baseline SPS information together with the district comparisons and RFP research to identify potential priorities for the next procurement. Those priorities could then be reviewed with the full School Committee before the administration prepares the draft RFP for submission to DESE.

FOOD SERVICE AGREEMENT

THIS **FOOD SERVICE AGREEMENT** ("**Agreement**") is made as of August 29, 2022 , by and between the **SUDBURY PUBLIC SCHOOLS** (the "**School Food Authority**" or "**SFA**"), having a principal place of operations at 40 Fairbank Road, Sudbury, MA 01776-5606, and **WHITSONS NUTRITION, LLC** having a principal place of business at 1800 Motor Parkway, Islandia, New York ("**Whitsons**" or "**FSMC**"). The SFA and Whitsons are each referred to herein as a "**Party**" and, collectively, as the "**Parties**".

WITNESSETH:

WHEREAS, the SFA has advertised for and has solicited proposals pursuant to a Request for Proposal ("**RFP**") for the purpose of managing and operating the SFA's food service program for the SFA's students, employees, visitors and guests at its premises located at all of the campuses within the jurisdiction of the SFA (each and collectively, the "**Facility**"); and

WHEREAS, Whitsons submitted a proposal (the "**Proposal**") and was selected as the successful vendor in the RFP process; and

WHEREAS, the Parties agree that the terms and conditions under which Whitsons will provide such services shall be incorporated into this written Agreement;

NOW, THEREFORE, in consideration of the mutual agreements set forth below and other good and valuable consideration, acknowledged by each of the parties to be satisfactory and adequate, Whitsons and the SFA agree as follows:

SECTION 1. PURPOSE OF THE CONTRACT

1.1 Appointment of Whitsons. The SFA hereby retains Whitsons and grants to Whitsons the exclusive right to provide and manage the SFA's Food Service Program, all as more fully described in Section 5 below.

1.2 General Purpose. Whitsons will be responsible for all of the SFA's Food Service Program and will act in good faith and according to industry standards to prepare and serve wholesome and nutritious meals to the reasonable satisfaction of the SFA in accordance with the RFP and this Agreement. Whitsons shall comply with the applicable provisions of the National School Lunch Act as amended, the School Breakfast Program and the Department of Agriculture regulations and any requirements imposed by any applicable state agency.

1.3 Independent Contractor. Whitsons shall be an independent contractor and shall retain control over its employees and agents. No employee, agent or representative of Whitsons shall be entitled to receive any benefits of employment with the SFA, including, without limitation, salary, overtime, vacation pay, holiday pay, sick leave, health insurance, life insurance, pension or deferred compensation. Whitsons shall be free to perform services for any other SFA, company or organization during the term of this Agreement; nothing herein, however, shall relieve Whitsons of its contractual obligations under the remainder of this Agreement.

1.4 Regulation and Access. The SFA may supervise and regulate Whitsons' daily operation of the Food Service Program with respect to all matters (including working conditions for the Food Service Program employees and safety, sanitation, and maintenance of the Food Service Program

facilities). The SFA may make reasonable regulations with regard to all such matters, and shall give Whitsons written notice thereof.

1.5 Contract Documents. Whitsons shall perform the services and/or shall deliver the goods as set forth in the specifications in the solicitation documents. The provisions of the solicitation documents, including, without limitation, the RFP (including Instructions, Form for Proposal, General Conditions and Specifications, as applicable) and the Proposal, are incorporated herein by reference. In the event of a conflict between a provision of any of those documents and a provision of this Agreement, the following order of interpretation preference shall govern: (i) this Agreement, (ii) the RFP, (iii) the Proposal. To the extent any provision of this Agreement required by law is inconsistent with other, non-statutory sections in this Agreement, any statutorily-mandated provisions contained herein shall control.

SECTION 2. DEFINITIONS

In addition to other capitalized terms defined elsewhere in this Agreement, the following terms shall be defined as set forth below:

2.1 Accounting Period: All accounting periods shall be based on actual calendar month.

2.2 Cash Equivalents: An amount equal to the Operating Expenses attributable to those special functions of SFA for which there are no cash receipts.

2.3 Charge: A fee established by Whitsons for goods or services provided by Whitsons.

2.4 Deficit: The excess of the total of Operating Expenses and Management & Administrative Fees over Net Sales.

2.5 Equivalency Factor: The amount of $4.0575 used to determine the number of Meal Equivalents served by Whitsons. If this Agreement is renewed after the Initial Term and if the Equivalency Factor changes in any Renewal Term, Whitsons will receive an automatic adjustment to its Administrative Fee to equitably compensate Whitsons for the loss of Administrative Fee due to the change in the Equivalency Factor.

2.6 Food Service Program: The preparation, service and sale of food, beverages, and other related items at the Facility, and general operation of the food services at the Facility.

2.7 General Support Services Allowance: Allowance for overhead services provided by Whitsons for (i) the supervision of Whitsons employees by executives not assigned to the Food Service Program; and (ii) General support provided by Whitsons' accounting, tax, marketing, training, human resource, law and internal audit departments. The General Support Services Allowance is also referred to in this Agreement as the Administrative Fee.

2.8 Gross Hourly Wages: The total wages earned by an hourly employee (including overtime) without deducting taxes or other items.

2.9 Gross Management Salary: The total salary earned by a salaried employee, including bonuses, if any, without deducting taxes or any other items.

2.10 Gross Salaries and Wages: The total of Gross Management Salary and Gross Hourly Wages.

2.11 Gross Sales: All sales of food, beverages, and other related items in the Food Service Program, plus sales and use taxes and federal and state reimbursements.

2.12 Meal Equivalent: A meal provided by Whitsons determined by dividing the total of cash receipts, other than from sales of National School Lunch and Breakfast Program meals or Cash Equivalents, by the Equivalency Factor.

2.13 Net Sales: Gross Sales, less sales and use taxes.

2.14 Opening Expenses: All costs, charges and expenses relating to the opening of the Food Service Program including, but not limited to, pre-opening labor expenses, supervisory and training expenses including travel, meals, lodging expenses, charges for finance and operating manuals, advertising, forms, opening promotions and opening office supplies.

2.15 Operating Budget: The budget prepared by the FSMC and approved by the SFA for the operation of the Food Service Program during the applicable school year, which includes the Operating Expenses, the Management Fee and the Administrative Fee.

2.16 Operating Expenses: All costs, charges and expenses incurred in connection with the Food Service Program including, but not limited to, the following: (i) Goods, including food, beverages, merchandise and supplies, and the distribution of such goods; (ii) Labor, including Gross Salaries and Wages, taxes (e.g. FUTA, FICA, SUI, disability, worker's compensation, etc.), benefits, retirement plans and the cost of administering such plans and services; (iii) Other costs, charges and expenses related to the Food Service Program, including, but not limited to, Opening Expenses, medical benefits charges for workers' compensation, fingerprinting and background check expenses for employees assigned to the Facility, business insurance (e.g. comprehensive liability, property, umbrella, etc.) and other insurance (including performance bond) maintained pursuant to the Agreement; sales and use taxes; and costs of licenses, permits, overnight delivery, if necessary, Smallwares, minor equipment, repair and maintenance of equipment and other services related to the Food Service Program.

2.17 Pattern Meal: A meal eligible for government reimbursement.

2.18 Smallwares: Dishware, glassware, flatware, utensils and similar items used in connection with the Food Service Program.

2.19 Surplus: The excess of Net Sales over the total of Operating Expenses and Management & Administrative Fees.

SECTION 3. COMMENCEMENT & TERMINATION

3.1 Commencement and Term. The term of this Agreement shall be for one (1) year beginning on July 1, 2022 and continuing until June 30, 2023 (the "**Initial Term**") unless terminated by either Party as hereinafter provided. The Parties may by mutual agreement renew this Agreement for up to four (4) successive one (1) year renewal periods (each a "Renewal Term and, collectively with the Initial Term, the "**Term**"). ***[7 CFR 210.16(d)]*** SFA will endeavor to give FSMC written

notice at least sixty (60) days prior to expiration of the Term of its intent to renew or not renew this Agreement for a Renewal Term. Any extension or renewal of this Agreement shall be contingent upon the fulfillment of all provisions relating to USDA donated foods in accordance with this Agreement.

3.2 Termination. Either party may terminate this Agreement with or without Cause by giving sixty (60) days' notice in writing to the other party of its intention to do so. ***[7 CFR 210.16(d); OMB Circular No. A-102, 7 CFR Part 3016.36(i)]***

3.3 Cause; Force Majeure. If either Party breaches any provision hereof ("Cause"), the non-breaching Party shall give the other Party written notice of such Cause and of its intention to terminate the Agreement as contemplated in section 3.2. If the Cause is remedied within sixty (60) days of receipt of notice, the notice shall be considered satisfied and withdrawn. If such Cause is not remedied within such 60-days' notice period, the Party giving notice shall have the right to terminate the Agreement at the expiration of such 60-day notice period. However, neither Party shall be responsible to the other for any losses or failure to perform its respective obligations under the Agreement (except for a payment obligation) when such failure is caused by conditions beyond the Party's reasonable control or other *force majeure* event, such as fire, explosion, water, act of God, civil disorder or disturbances, labor disputes, vandalism, war, riot, sabotage, weather and energy related closings, governmental rules, and regulations or like causes beyond the reasonable control of such party or the damage or destruction of real or personal property of such causes.

3.4 Penalty Provision for Breach. If a Party has breached the terms of this Agreement, and the breaching Party has not cured the breach as set forth in Section 3.3, the Party affected by such breach may elect to pursue any and all available administrative, contract or legal remedy, or the following sanctions: (i) for a first violation, a written reprimand; (ii) for a second violation, a $25.00 penalty; or (iii) for a third violation, a $50.00 penalty. For the purposes of the foregoing, a single violation means an event of the same or similar kind, no matter the duration or numbers of personnel, equipment, students or meals involved. In the event the SFA is the breaching party, the aforesaid sanctions shall not be paid out of the non-profit food service account. ***[7 CFR 210.16(b)b); 7 CFR Part 3016]***

SECTION 4. MANAGEMENT SERVICES & SPECIAL FUNCTIONS

4.1 Management Services. Whitsons will provide all management, administrative and dietetic services required for the efficient supervision and operation of SFA's Food Service Program at all SFA locations set forth in the RFP. The resident food service director's salary (including bonus, if any) and fringe benefits will be a direct reimbursable cost of operation.

4.2 Special Functions. Whitsons will provide food services for administration and student related functions as reasonably requested by the SFA. Such requests must be received at least ten (10) days prior to the date of the function. All food and labor costs for these functions will be billed directly to the school organization involved, unless otherwise specified by the SFA, and shall not be supported by the nonprofit foodservice account funds. Labor costs billed for these special functions shall not be double billed to the Food Service Program. Any special arrangements regarding other costs which might be incurred at these functions may be negotiated between Whitsons and the organization. The Parties understand and agree that the Charges for these special functions shall be separate and apart from the Management Fee, Administrative Fee and other costs of operating the Food Service Program.

SECTION 5. FOOD SERVICE; FSMC RESPONSIBILITIES

5.1 Meal Program. Whitsons shall provide nutritional breakfasts (if applicable), lunches, milk service (if applicable) and à la carte items at all SFA locations set forth in the RFP in accordance with the following terms and conditions: (i) Food shall be prepared in the SFA's food service facilities for service at the Premises; (ii) Prices to be charged for meals during the Term shall be approved by the SFA; (iii) Prices for à la carte items, faculty and staff meals, snack foods and beverages shall be approved by the SFA; (iv) All free and reduced price lunches and all ticketed lunches shall be administered by Whitsons on behalf of the SFA. In order to offer à la carte food service, Whitsons shall also offer free, reduced price and paid reimbursable meals to all eligible children. ***[7 CFR § 210.16(a)]*** The SFA shall be responsible for establishing and notifying parents and guardians of program criteria for providing free and reduced price meals for eligible students. It shall be the joint responsibility of SFA and Whitsons to protect the anonymity of children receiving free or reduced price meals and to establish methods for insuring such anonymity. Nothing herein, however, shall allow either the SFA or Whitsons to violate any provision of the Commonwealth's Public Records law, M.G.L. c. 66, §10 and M.G.L. c. 4, §7, the Federal Education Privacy Rights Act (FERPA), or any other federal or state law. The SFA and the FSMC may agree in writing to add other locations to the extent such addition does not constitute a material change to this Agreement.

5.2 Special Diets. Whitsons shall supply any special diets for students required for medical reasons when prescribed and approved in writing by a licensed medical authority for students with a disability in accordance with Section 504 of the Rehabilitation Act of 1973 and attendant regulations. A medical statement shall be signed by the licensed medical authority and shall include include (x) information about the child's physical or mental impairment that is sufficient to allow the SFA to understand how it restricts the child's diet; (y) an explanation of what must be done to accommodate the child's disability; and (z) if appropriate, the food or foods to be omitted and recommended alternatives. The SFA shall then communicate the information to Whitsons as may be strictly necessary and sufficient to allow Whitsons to prepare any requested medically necessary special diets. Any additional cost incurred to provide substitutions shall be considered allowable costs of the food service program, and the SFA shall reimburse Whitsons therefor.

5.3 Food Committee and Advisory Board. Whitsons shall participate in Food Committee meetings at dates and times agreed upon by Whitsons and the Food Committee members. Whitsons shall cooperate with the SFA in the establishment of an advisory board ("Advisory Board") composed of such members as the SFA shall designate, including parents, teachers, students and a Whitsons' representative, to assist in planning menus. ***[7 CFR 210.16(a)(8)]***

5.4 Menus. Whitsons shall consult with the Advisory Board regarding the overall operation of the SFA's Food Service Program, including menus. Whitsons will submit and adhere to a 21-day cycle menu developed in accordance with the meal pattern requirements specified in 7 CFR Part 210, for approval to the SFA. Any menu changes may only be made with the approval of the SFA. Seasonal changes, special school programs, or shifts in student preferences shall be taken into consideration in menu preparation. All menus will be nutritionally acceptable to the SFA and in accordance with applicable regulations.

5.5 Nutrition Education. Whitsons shall promote the nutritional education aspects of the SFA's Food Service Program and cooperate in the efforts of the SFA to coordinate these aspects with classroom instruction.

5.6 Resource Management (Compliance with Revenue from non-program foods): For all contracts, including fixed price per meal contracts, awarded on a per meal basis and with revenues from non-program foods sales converted into meal equivalents to which the fixed price cost is applied, the FSMC will annually provide information on food costs and revenues, including the food costs for reimbursable meals, food cost for non-program foods, revenue from non-program foods, and total revenue. ***[7CFR §210.14]***

SECTION 6. EMPLOYEES

6.1 Personnel Obligations. Whitsons shall be responsible for its employees on its payroll including, but not limited to, responsibility for recruitment, employment, promotion, payment of wages, pension benefits, layoffs and termination, and shall comply with all applicable laws and regulations related thereto. Whitsons' employees and agents shall comply with and observe all applicable rules and regulations concerning conduct on the premises which the SFA imposes upon its employees and agents. Whitsons shall prepare and process the payroll for its employees and shall withhold and pay all applicable federal and state employment taxes and payroll insurance relating to its employees including, but not limited to, income, social security and unemployment taxes and worker's compensation costs and charges. The SFA has no authority to resolve disputes between Whitsons and its employees.

6.2 Equal Opportunity Employer; Civil Rights. (a) Neither Party shall discriminate because of race, color, religion, sex, age, national origin, creed, disability, or status as a Vietnam veteran, sexual orientation (provided that the object of such orientation is not a minor), genetic status, gender identity or other protected class, all as defined and prohibited by applicable law, in the recruitment, selection, training, utilization, promotion, termination or other employment related activities concerning Food Service employees. Whitsons shall conform with all civil rights requirements applicable to SFA in the conduct of the Food Service Program. In addition, Whitsons affirms that it is an equal opportunity and affirmative action employer and shall comply with all applicable federal, state and local laws and regulations including, but not limited to, Executive Order 11246 as amended by 11375 and 12086; 12138; 11625; 11758; 12073; the Rehabilitation Act of 1973, as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1975; Civil Rights Act of 1964; Equal Pay Act of 1963; Age Discrimination in Employment Act of 1967; Immigration Reform and Control Act of 1986; Public Law 95-507; the Americans with Disabilities Act; M.G.L. c. 151B, and any additions or amendments thereto. ***[7 CFR 3016.36(i)]***

(b) Both the SFA and FSMC agree to the following requirements as outlined in the USDA Nondiscrimination Statement below:

(i) In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

(ii) Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

(iii) To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

6.3 Work Hours. Whitsons is expected to recommend the number of work hours and number of positions at each school location. Whitsons and the SFA shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act as supplemented by Department of Labor regulations. ***[7 CFR 3016.36(i)]*** The SFA shall use its best efforts to notify Whitsons in advance of any anticipated closing due to inclement weather or other emergency. If advance notice is not given and/or a decision is made by the SFA to delay opening or close the Facility after Whitsons' employees have already reported to work, any labor costs incurred by Whitsons as a result of such closing, delayed opening or early dismissal (including as a result of requirements contained in a collective bargaining agreement) shall be charged to the SFA as an Operating Expense of the Food Service Program.

6.4 SFA employees. Whitsons shall direct and supervise any SFA employees assigned to the Food Service Program, provided that SFA shall be responsible for obligations described in Section 6.1 with respect to such SFA employees.

6.5 Background Checks. Whitsons shall adhere to applicable state and federal regulations, including the CORI statute codified at M.G.L. c. 71, §38R, in screening prospective employees. Whitsons shall comply with criminal background checks and fingerprint regulations required by law for all new hires, the cost of which shall be an Operating Expense of the Food Service Program. It is understood and agreed that background checks and fingerprinting for all existing employees have already been completed, and, except as and to the extent required by law, new background checks and fingerprinting shall not be required for such employees.

6.6 Regulations. Whitsons shall instruct its employees to abide by the policies, rules and regulations with respect to its use of SFA premises as established by the SFA from time to time and which are furnished in writing to Whitsons.

6.7 Removal of Employee. The SFA may provide Whitsons with written notice that it requires the removal of an employee of Whitsons, if, after due investigation, it is reasonably demonstrated that such employee violated health requirements or conducted himself/herself in a manner detrimental to the physical, mental or moral well-being of students, staff or faculty, as long as such removal is non-discriminatory and not in violation of any Federal, State or local laws. In the event of the removal of any such employee, Whitsons shall promptly restructure its staff to avoid any disruption in service. If FSMC incurs any costs, including legal fees, retroactive wages and damages,

as a direct result of any personnel action requested by the SFA, such costs shall be considered direct costs of the Food Service Program and FSMC shall charge the SFA for such costs as Operating Expenses.

6.8 Emergency Devices. All Food Service Program personnel assigned to each school Facility shall be instructed on the use of all emergency switches, fire and safety devices in the kitchen and cafeteria areas.

6.9 Student Workers. The use of student workers or students enrolled in the SFA is prohibited without prior SFA approval.

6.10 Senior Management; Non-Solicitation. Whitsons shall inform the SFA prior to hiring senior management positions for the direct operation of the SFA's Food Service Program. All persons to be hired as Food Service Directors must be presented for the SFA's evaluation and approval, such approval or rejection to be in writing and approval not to be unreasonably withheld or delayed. If approval has not be granted or withheld in writing within ten (10) days after a candidate has been presented to the SFA, approval shall be deemed to have been granted. FSMC shall provide qualified management/professional employees to manage the Food Service Program and supervise all employees employed therein. During the term of this Agreement and for one (1) year thereafter, SFA shall not solicit Whitsons management, supervisory or professional employees (including without limitation any Vice President, Director, Manager, Chef, Dietician or Nutritionist) providing services under this Agreement to work in a similar food service capacity whether at the SFA food service Facility or elsewhere, nor will SFA permit the employment of said individuals by others in any operation providing food service throughout the SFA district. SFA further covenants and agrees not to hire, nor allow to be hired by others to perform work on behalf of SFA or on SFA premises, any Whitsons management/supervisory/professional employees providing services under this Agreement for a period of one (1) year following the employee's termination of employment with Whitsons. If at any time during the term of this Agreement or upon the expiration or termination of this agreement, SFA nevertheless hires, or causes to be hired, a Whitsons management/supervisory/professional employee in contravention of this paragraph, then SFA in recognition of Whitsons' considerable investment in attracting and training such employee agrees to pay a fee to Whitsons equal to the annual salary of said employee as liquidated damages. Said fee shall be due and payable upon the hiring of said employee by SFA or SFA's affiliate, agent or contractor.

SECTION 7. EQUIPMENT, FACILITIES & UTILITIES

7.1 Facilities and Equipment. The SFA shall make available without any cost or charge to Whitsons, the facilities and equipment necessary for Whitsons to provide food service hereunder, including, but not limited to, area(s) of the Facility agreeable to both parties in which Whitsons shall render its services, kitchen equipment, Smallwares, suitably furnished office space and facilities for the safekeeping of funds. The SFA shall provide all equipment necessary for the efficient and safe operation of the Food Service Program. All equipment used in connection with the operation of the Food Service Program shall be maintained by the SFA

7.2 Condition of Facilities and Equipment. The facilities and equipment provided by each Party for use in the Food Service Program shall be in good condition and maintained to ensure compliance with applicable laws concerning building conditions, sanitation, safety and health. Whitsons will take proper care of all furniture, fixtures, equipment and facilities provided by the SFA and shall timely notify the SFA of any known deficiencies. Whitsons shall not be held accountable for

pre-existing conditions or normal wear and tear. At the expiration of this Agreement, Whitsons will return to the SFA the cafeteria premises and all furniture, fixtures and equipment furnished by the SFA in the condition in which received, except for ordinary wear and tear and damage by the elements, and except to the extent that such premises or equipment may have been lost or damaged by vandalism, fire, flood or other acts of God, or theft by persons other than employees of Whitsons (except through the negligence of Whitsons or its employees), or for any other reason beyond the control of Whitsons.

7.3 Utilities. The SFA shall furnish at its expense, light, power, hot and cold water, telephone service, high speed internet connection and other utilities as are necessary for the operation of the Food Service Program hereunder.

7.4 School's Use of the Facilities. The SFA is encouraged to utilize Whitsons for catering and other food service needs in addition to the School Lunch and/or Breakfast and/or Special Milk Programs. However, the SFA reserves the right, in its sole discretion, to sell or dispense any food or beverage before or after the SFA's regularly scheduled meal periods, provided such sales or dispensation do not interfere with the operation of the School Lunch and/or Breakfast and/or Special Milk Programs and is otherwise in compliance with all Federal, State and local laws, including those governing the sale of competitive foods.

7.5 Extracurricular Activities. If the SFA utilizes the Food Service Program facilities for extracurricular activities before or after the SFA's regularly scheduled lunch or breakfast period, the SFA shall return facilities and equipment to Whitsons in the same condition as received, normal wear and tear excepted.

7.6 Rental Facilities For Community Use. The SFA retains the right to rent or donate food service facilities during non-school hours or weekends, provided that such activity does not interfere with the normal Food Service Program operation. When such functions take place, the SFA may require that a member(s) of the food service staff be on duty to maintain the safe use of SFA owned equipment and/or to provide access to the facilities. Whitsons shall be reimbursed for the cost of its own staff to be utilized at said functions. Said cost shall not be considered an expense of the school lunch program. The SFA shall return the facilities and equipment to Whitsons in the same condition as received, normal wear and tear excepted.

SECTION 8. MAINTENANCE, REPAIRS & SANITATION

8.1 Maintenance. The SFA shall furnish all building maintenance and all repairs to the Food Service areas without cost to FSMC and shall replace, repair and maintain its equipment, except when damage results from the negligence of FSMC or its employees. The SFA shall keep such equipment and Facilities maintained in a safe operating condition such that no FSMC employee is exposed to or subjected to any unsafe situation which would violate the Occupational Safety and Health Act including, but not limited to, the general duty and the specific duty clauses thereof or any other similar federal, state or local law or regulation. However, if equipment provided by the SFA becomes inoperative, hazardous or inefficient to operate, FSMC shall have the right to undertake repairs or replacements at the expense of the SFA if the SFA fails to do so after having been given a reasonable amount of time to correct the equipment deficiency. The SFA shall at its expense, provide maintenance personnel and outside maintenance services, parts and supplies for properly maintaining the Facilities and its equipment.

8.2 Cleaning. The SFA will be responsible for the cleaning and maintenance of floors,

windows, walls, light fixtures, ceilings, hoods, ducts, grease traps and the general care of the dining, service and kitchen areas, and for painting within the dining areas. Whitsons will be responsible for the routine cleaning of the kitchen, serving areas, dish rooms and storerooms, including the ordinary and routine cleaning of counters and operating equipment used in connection with the operation of the Food Service Program. The foregoing notwithstanding, the FSMC will only be responsible: (a) with respect to walls, for cleaning walls to a height of six (6) feet, (b) with respect to vents and ducts, for cleaning same below ceiling level, and (c) with respect to hoods, for cleaning the exterior of hoods only.

8.3 Sanitation; Trash Removal; Recycling. The SFA shall have designated areas for the deposit and removal of all garbage and trash. Whitsons shall bring refuse to designated refuse collection areas at the Facility, and will cooperate with and participate in all SFA mandated recycling programs, provided that the SFA shall provide, at its expense, all necessary waste receptacles, including those required for the proper recycling of all waste materials (including without limitation food waste, plastic and paper) as required by Federal, State and/or local law. The SFA shall provide, at its expense, for the daily removal of waste (including recyclable waste such food waste, plastic and paper) and garbage and for regular extermination services.

SECTION 9. INVENTORY

9.1 Inventory. Whitsons shall purchase, on the SFA's behalf, all food and other supplies required under this Agreement. Such food and supplies shall be kept separate and apart and title thereto shall remain with the SFA at all times. Whitsons and SFA shall jointly take inventory of all purchased food and supplies at both the beginning and the end of this Agreement. The SFA shall have access to the purchase records of the food purchased for review and audit as deemed necessary in the judgment of the SFA.

9.1.1 Whitsons and the SFA shall inventory the equipment and commodities owned by the SFA at the beginning of the contract year including, but not limited to, flatware, trays, chinaware, glassware, kitchen utensils and food both purchased and government-donated commodities. Whitsons shall be responsible for reimbursing the SFA for all loss beyond normal usage noted at the year-end inventory of the equipment.

9.2 Purchasing. Whitsons will purchase all food for the SFA at the lowest prices possible, which prices shall be reasonable and necessary, consistent with maintaining the quality standards prescribed by the SFA, including taking advantage of all local trade discounts. All procurement transactions must meet procurement standards set by the United States Department of Agriculture. Transactions shall be conducted in a manner so as to provide maximum open and free competition, as provided by law. In the event that Whitsons , either directly or indirectly or through one of its affiliates furnishes products or services necessary for the efficient operation of SFA's Food Service Program, the charge to SFA shall be competitive with the cost of obtaining such products or services from an independent source in the open market;

9.2.1 Whitsons will request, receive and inspect food delivered by vendors and forward a list of bills when billing the SFA in accordance with regulations.

9.2.2 Whitsons shall maintain adequate storage practices, inventory and control of federally donated foods in conformance with the SFA's agreement with the applicable state agency, if any.

9.2.3 In accordance with the Buy American Provisions of 7 CFR 250 and 7 CFR 250.23, in connection with Meals served as part of the Food Service Program hereunder, the Company will purchase, to the maximum extent practicable, domestic agricultural commodities or products that are either produced in the United States or processed in the United States substantially using agricultural commodities that are produced in the United States. "Substantially" means that over 51 percent of the final processed products consist of agricultural commodities that were grown domestically. These provisions apply to all funds in the food service account, and not just federal reimbursements. Exceptions to the Buy American provisions should be used as a last resort; however, an alternative or exception may be approved upon request.

To be considered for the alternative or exception, the request must be submitted by the FSMC in writing to a designated official of the SFA, a minimum of two (2) business day(s) in advance of delivery. The request must include the:

a) Alternative substitute(s) that are domestic and meet the required specifications:
   i) Price of the domestic food alternative substitute(s); and
   ii) Availability of the domestic alternative substitute(s) in relation to the quantity ordered.

b) Reason for exception: limited/lack of availability or price (include price):
   i) Price of the domestic food product; and
   ii) Price of the non-domestic product that meets the required specification of the domestic product.

9.2.4 Any silence, absence or omission from the contract document specifications concerning any point shall be regarded as meaning that only the best commercial practices shall prevail, and that only materials (food, supplies, etc.) and workmanship of a quality that would normally be specified by the SFA shall be used.

9.3 Rebates. All payment discounts (except prompt payment discounts), rebates and allowances obtained from vendors must go to the SFA's food services account. Whitsons shall credit the SFA with any discounts obtained from vendors, suppliers or distributors for goods procured for the SFA's account. In accordance with USDA Regulations, SFA is not entitled to a credit for prompt payment discounts unless SFA pays the relevant third party suppliers directly or provides an advance payment to Whitsons for such costs.

SECTION 10. ACCOUNTING, RECORDS & AUDITS

10.1 Consolidation of Account. Whitsons shall maintain accounting and records for each of the SFA's divisions as well as for the consolidated whole covered by this Agreement.

10.2 Records. Whitsons shall maintain such records as the SFA will need to support its Claim of Reimbursement and shall report thereon to the SFA promptly at the end of each calendar month, at a minimum. Such records shall be available for a period of three (3) years from the date of final payment under the Agreement for inspection and audit by representatives of the applicable state's Departments of Education and Agriculture, United States Department of Agriculture and the United States General Accounting Office at any reasonable time and place; except that, if audit findings have not been resolved, the records shall be retained beyond the three (3)-year period as long as required for the

resolution of the issues raised by the audit. All FSMC records pertaining to the SFA shall be maintained at the SFA while this Agreement is in effect. If the laws of the Commonwealth so require, such records shall be retained as prescribed therein. Such records include, but are not limited to, Daily Cash Reports, Edit Check Worksheets, Milk Rosters and Summary of Meal/Milk counts. A SFA official will review, in accordance with regulation, records maintained by Whitsons for the purpose of preparing monthly reimbursement vouchers. Whitsons shall observe all federal, state, and local law related to accounts. Whitsons accepts liability caused by Whitsons' negligence for claims assessed as a result of Federal or State audits/reviews corresponding with the SFA's period of liability under applicable regulations. ***[7 CFR 210.16c(1) and 7 CFR 210.23c]***

10.3 Availability of Records. The SFA, the applicable state's Departments of Education and Agriculture, United States Department of Agriculture, or Comptroller General of the United States or any of their duly authorized representatives, shall have access to any books, documents, papers and records of Whitsons which are directly pertinent to this Agreement, for the purpose of making audit, examination, excerpts and transcriptions. ***[7 CFR Part 3016]***

10.3.1 Reimbursement Records. Whitsons must retain records to support the SFA's Claim of Reimbursement of the daily number of meals served, by type. These meal counts must be reported daily. ***[7 CFR 210.16(c)(1)]***

10.4 Revenue Records. Whitsons shall retain revenue records broken down by source, type and category of meal or food service (e.g., à la carte sales, reduced price and full price National School Lunch Program, School Breakfast Program meals (if applicable) and vending machine sales, etc.).

10.5 Invoice Statement. All invoices submitted by Whitsons must represent that articles have been furnished or services rendered before payment can be made to Whitsons from the SFA's food service account.

10.6 Detailed Description. All invoices submitted by Whitsons must include a detailed description of the goods, supplies, services or other items being submitted for reimbursement.

10.7 Taxes and Assessments. Whitsons will pay when due all federal, state, local and other governmental taxes or assessments in connection with the services rendered hereunder. With regard to sales tax, the Parties will determine by mutual agreement and in accordance with relevant law if any of the services rendered or items furnished hereunder are subject to sales tax. Even if SFA is tax exempt, SFA may be liable for the collection and remittance of sales tax to the applicable state department of revenue for some of the services or items. If any of the services or items are subject to sales tax, Whitsons is responsible for the appropriate collection of sales tax and the reporting of such to the SFA. The SFA is responsible for remitting the sales tax to the appropriate state department of revenue. If the Parties are unable to resolve any dispute or controversy regarding the taxability of any of the services or items, such dispute or controversy shall be settled by a relevant ruling by the applicable state department of revenue.

10.7.1 The SFA shall pay when due all federal, state, local and other governmental use and property taxes or assessments arising in connection with the Facility, equipment, offices and utilities. Whitsons shall pay when due all license and permit fees in connection with services rendered hereunder. The SFA shall reimburse Whitsons for all license and permit fees paid in connection with the Food Service Program.

SECTION 11. FINANCIAL, PURCHASING & MEAL PAYMENT

11.1 General Provisions. All Food Service Program fees shall be specifically stated in this Agreement. Such fees may be calculated on a "cents per meal" or "flat fee" basis. Whitsons will operate, administer, and manage the Food Service Program for SFA in accordance with the financial arrangements as set forth in this Agreement. This Agreement is not permitted to and does not contain a "cost-plus-a-percentage-of-cost" or a "cost-plus-a percentage-of-income" provision. ***[7 CFR 210.16(c)]*** SFA represents and warrants that all financial and operating information it has provided to Whitsons is true, complete and correct and presents fairly and accurately all items of revenue and expense of the Food Service Program to be managed by Whitsons herein in conformity with generally accepted accounting principles consistent with that of the preceding years and applied in accordance with past practice.

11.2 Operating Expenses. Whitsons will charge and invoice the SFA monthly a sum not to exceed the amount necessary and reasonable to cover Whitsons' Operating Expenses (as defined in Section 2 above) incurred in connection with the Food Service Program. In furtherance, but not in limitation of the foregoing, payroll-related taxes (e.g. FUTA, FICA, SUI, disability, worker's compensation, etc.) and business insurance expenses (e.g. comprehensive liability, property, umbrella, etc.) will be invoiced at the fixed rate set forth in Whitsons' Proposal and/or current school year's Operating Budget. Approval of the Operating Budget shall constitute approval of these Operating Expenses. Whitsons will provide a reconciled monthly statement with costs listed in the following categories: (i) Operating Expenses, and (ii) Management Fee and Administrative Fee. Whitsons shall either (i) separately identify for each cost submitted for payment to the SFA the amount of that cost that is allowable (that which can be paid from the non-profit food service account) and the amount, if any, that is not allowable (must be paid from General Funds account and not from the food service account), or (ii) exclude all unallowable cost from its billing documents and certify that only allowable costs are submitted for payment, and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification. Unallowable costs shall only be paid from the SFA's General Funds. The determination of the allowable costs will be made in compliance with applicable USDA regulations and National School Lunch Program and Commodity School Program regulations as well as Office of Management and Budget circulars. ***[7 CFR 210.21(i); 210.21(f)(ii)(A) & B; 210.21(f)(iii)]***

11.3 Rebates. All costs charged to the SFA in management fee and cost-reimbursable contracts shall be net of all trade discounts and rebates received by Whitsons. Whitsons shall identify the amount of each discount, rebate or applicable credit on each bill or invoice and whether the amount is a discount, rebate, or in the case of some other form of applicable credit, the nature of that credit. If approved by the Massachusetts Department of Elementary and Secondary Education, the SFA may permit Whitsons to report this information on a less frequent basis than monthly, but no less than annually.

11.3.1 FSMC must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to the conclusion of the contract and shall maintain documentation of costs and discounts, rebates and other applicable credits and must furnish such documentation upon request to the District, the Massachusetts Department of Elementary and Secondary Education and the USDA. ***[7 CFR 210.21(v)& (vi)]***. Whitsons' method is as follows: For four successive quarters after the conclusion of the contract, FSMC shall conduct quarterly audits to determine if there are any applicable credits, discounts or rebates that are applicable to SFA. If any such credits,

discounts or rebates are identified, FSMC will provide a report of such to SFA along with a credit on any amount owed to FSMC or payment in the form of a check if there is no outstanding balance due to FSMC from SFA.

11.4 Administrative and Management Fee; Invoicing. During the Initial Term, Whitsons shall charge SFA, and SFA shall pay Whitsons, an annual administrative fee of $59,350.00 (the "**Administrative Fee**") and an annual management fee of $16,000.00 (the "**Management Fee**" and, together with the Administrative Fee, the "**Food Service Program Fee**"). The Food Service Program Fee shall be invoiced on a monthly basis, and shall be payable in ten (10) equal monthly installments, together with the invoiced Operating Expenses. Invoices submitted to the SFA by the FSMC will be paid according to the SFA's "Accounts Payable Cut-Off Schedule," attached as **Appendix A**. If invoices are received in the SFA's Accounting Department by the cut-off date, and they pass audit, payment will be made on the release date listed on the schedule, which in any event shall not be later than 30 days after receipt. The SFA shall promptly notify Whitsons of any disputed amounts that does not pass audit and the specific reason for such dispute. The SFA and Whitsons agree to cooperate with each other in good faith and diligently to resolve all such disputes. In any event, the SFA shall pay that portion of any invoice that is undisputed. Some of the food products purchased on behalf of SFA in connection with the Food Service Program may be "Perishable Agricultural Commodities" within the meaning of the Perishable Agricultural Commodities Act, 1930 (7 U.S.C. 499e(c)) ("**PACA**"). Where applicable, (a) such food products are sold subject to the statutory trust authorized by section 5(c) of PACA and (b) Whitsons retains a trust claim over these commodities and all inventories of food or other products derived from these commodities until full payment from SFA is received. In the event that FSMC incurs legal expense in enforcing its right to receive timely payment of invoices hereunder, SFA agrees to pay FSMC's reasonable attorney's fees and other costs, provided that such fees and costs shall not be paid from the non-profit food service account. For any Renewal Term, the Food Service Program Fee shall be adjusted annually, upward or downward, based on any percentage increase or decrease in the Consumer Price Index (CPI), Boston-Cambridge-Newton, Food Away from Home as published on the date the renewal is prepared for the immediately ended school year.

11.5 Guaranteed Return. Whitsons and SFA shall work together to ensure a financially sound Food Service Program. Whitsons guarantees that the Food Service Program will operate profitably and at a Surplus $21,041.00 for the school year ending June 30, 2023, but before accounting for the cost of any other expense outside of Whitsons' reasonable control (the "**Guarantee**"). If necessary, Whitsons will reduce its Management Fee to achieve said Guarantee. This will be the SFA's exclusive remedy for Whitsons' failure to achieve the Guarantee, and in no event shall Whitsons be liable for any amount in excess of 100% of its Management Fee. The Guarantee for any Renewal Term shall be as mutually negotiated by the Parties and reflected in a duly executed Amendment to this Agreement. The guarantee for each subsequent Renewal Term will be established by mutual agreement of the parties prior to each Renewal Term based on the performance of the Program during the prior Term, any changes in operational parameters and the Operating Budget for the Renewal Term.

11.5.1 Assumptions. The Guarantee is based on, and subject to, the following conditions and assumptions remaining in effect throughout the Initial Term and/or the Renewal Term:

(i) reimbursement rates for National School Lunch Program and National School Breakfast Program meals, as the case may be, will not be less than the rates estimated in Whitsons' Proposal (for the Initial Term) or in effect for any prior school year (for any Renewal Term), and the Program will receive the $0.07 federal reimbursement increase published by the

USDA;

(ii) the value of government donated commodities and/or cash in lieu thereof will not be less than the value of government donated commodities and/or cash in lieu thereof estimated in Whitsons' Proposal or received during the prior school year, and the mix and quantity of government donated commodities shall not change from the mix and quantity received the prior school year so as to increase actual food costs over the level of projected food cost set forth in the RFP and Proposal;

(iii) the number of days breakfast meals are served during the school year will be not less than 180 days and the number of days lunch meals are served during the school year will not be less than 161 days;

(iv) the number of serving periods, locations, serving times and types of service will not differ from that listed in the RFP;

(v) the student enrollment for the Term of the Agreement will be not less than 2,470 students per school year;

(vi) the level of wages, salaries, fringe benefits and health costs will not exceed those proposed and listed in the original Proposal;

(vii) the actual costs charged to the Food Service budget by the SFA shall not exceed the projected Operating Expenses as set forth in Whitsons' Proposal (for the Initial term) or the proposed operating budget (for any Renewal Term);

(viii) service will not be interrupted as a result of fire, work stoppage, strike or school closing;

(ix) milk vendor prices shall remain constant throughout the school year;

(x) selling prices of Menu Pattern Meals and A-La-Carte selections will be not less than those included in the Proposal or the applicable Operating Budget;

(xi) SFA and its representatives, including but not limited to, school principals, teachers and SFA employees, shall fully cooperate with Whitsons in the implementation of the Food Service Program;

(xii) there shall be no competitive food and beverage sales immediately prior to, after or during the meal service times, and the SFA shall fully cooperate with Whitsons to limit the expansion of competitive food sales in order to maximize the gross receipts and other non-cash sales of the Food Service Program, and to ensure that any such competitive sales are in compliance with Federal, State and local law;

(xiii) legislation, regulations and SFA's Wellness Policy or practice shall remain consistent with those at the time of the original Proposal;

(xiv) to the extent applicable, SFA shall approve Whitsons' recommended changes relating to food service staff levels and/or staff schedules based on the operational needs of the

Food Service Program;

(xv) The SFA shall have timely submitted and certified all claims for reimbursement, except where such failure or delay is due solely to an act or omission of Whitsons;

(xvi) Whitsons has not taken into account the effect of meals and/or snacks distributed under the SFA's humanitarian meal policy in establishing the Guarantee. Any meals and/or snacks distributed under such policy that would negatively affect the Guarantee will result in an appropriate adjustment thereof; and

(xvii) There shall be no change in any other operational parameters set forth in the RFP or in any other assumptions contained in the Proposal that would have a material adverse effect on the Guarantee.

In the event the foregoing conditions are not met during the Term, the Operating Budget and Guarantee shall be adjusted by an amount equivalent to any increased cost or loss of revenue attributable to the change in such conditions.

11.6 Surplus Revenues. Any surplus revenues existing after deducting the approved operating expenses, Administrative Fee and Management Fee from verified food service receipts and all Federal and State reimbursements shall remain with the SFA.

11.7 Investment. Whitsons will promptly fund certain improvements to the SFA's Facility to facilitate the performance of the services hereunder in an amount not to exceed Twenty-Five Thousand Dollars ($25,000.00) (the "**Investment**"). The scope and specifications for such Investment shall be as mutually agreed in writing by the Parties. The SFA shall hold title to real estate fixtures, equipment, and other items funded by the Investment. Whitsons will amortize its Investment on a straight-line depreciation basis over a period of five (5) years, and SFA shall be invoiced for and shall repay such Investment on a monthly basis as an additional expense above and beyond the agreed upon Food Service Program Fee and other reimbursement costs of the Food Service Program. If the Agreement is terminated prior to the full amortization of the Investment, the SFA shall promptly select one of the following options: (i) retain any equipment or other items funded by the Investment and continue to make payment to Whitsons in accordance with the agreed monthly amortization schedule until the Investment is fully repaid; or (ii) retain any equipment or other items funded by the Investment and promptly pay (or cause any successor FSMC to pay) Whitsons the unamortized portion of the Investment in full within fifteen (15) days of termination of the Agreement. The right of Whitsons to charge interest for late payment shall not be construed as a waiver of Whitsons' right to receive timely payment.

SECTION 12. USDA DONATED COMMODITIES

12.1 Benefit of SFA Only. To the maximum extent possible, Whitsons shall utilize USDA donated foods made available by the SFA and shall not purchase foods that are available as USDA donated foods. Whitsons agrees that any USDA-donated commodities received by the SFA and made available to Whitsons must accrue only to the benefit of and be used only in the SFA's nonprofit school food service. All refunds received from processors must be retained by the SFA. *[7 CFR 210.16(a)(6)]*

12.2 Proper Use and Handling. Whitsons further accepts liability for negligence on its part that results in any loss of, improper use of, or damage to USDA donated foods. Whitsons shall

maintain accurate and complete records with respect to the receipt, use/disposition, storage and inventory of donated foods. Failure by Whitsons to maintain records required under the Agreement shall be considered factual evidence of improper distribution or loss of donated foods. The SFA is responsible for obtaining restitution from Whitsons in connection with any claim for improper distribution, use or loss of, or damage to donated foods. ***[7 CFR 250.12(b)(4])***

12.3 Value of USDA Donated Foods. Whitsons shall credit the SFA for the value of all donated foods received for use in the SFA's meal service in the school year (including both entitlement and bonus foods) and include the value of donated foods contained in processed end products in accordance with the contingencies in *7 CFR 250.51 (a)*. The method used to credit the District for the donated foods shall be crediting by disclosure, which will occur on the billing documents submitted each month.

12.3.1 FSMC will ensure compliance with the requirements of subpart C of CFR part 250 and with the provisions of the SFA's processing agreements in the procurement of process end products on behalf of the District and will ensure crediting of the SFA for the value of donated foods contained in such end products at the processing agreement value.

12.3.2 In accordance with 7 CFR 250.51 (a) and (b), Whitsons will credit the SFA for the value of all donated foods received for use in the SFA's meal service in the school year, on at least an annual basis, through invoice reductions, refunds, discounts, or other means. Such requirement includes crediting for the value of donated foods contained in processed end products if Whitsons, in accordance with its contract, procures such end products on behalf of the SFA, or acts as an intermediary in passing the donated food value in such end products on to the SFA. All forms of crediting must include clear documentation of the value received from the donated foods. In cost-reimbursable situations, Whitsons procurement of processed end products is restricted to those processors that have signed processing agreements with the State distributing agency of the SFA in accordance with 7 CFR Part 250.

12.3.3 In accordance with 7 CFR 250.51(c) Whitsons must use the donated food values determined by the distributing agency in accordance with 7 CFR 250.58(e), or, if approved by the distributing agency, donated food values determined by an alternate means of the SFA's choosing. The method of determining the donated food values must be included in procurement documents and in the contract, and must result in the determination of actual values. Negotiation of such values is not permitted.

12.3.4 In accordance with 7CFR 250.51(d), Whitsons must use all donated ground beef, donated ground pork, and all processed end products, in the SFA's food service and must use all other donated foods, or commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the donated foods, in the SFA's food service.

12.3.5 Whitsons must meet the general requirements for the storage and inventory management of donated foods in 7 CFR 250.14(b). In accordance with 7 CFR 250.52(a), the FSMC may store and inventory donated foods together with food it has purchased commercially for the SFA's use. It may store and inventory such foods together with other commercially purchased foods only to the extent that such a system ensures compliance with the requirements for the use of donated foods in 7 CFR 250.51(d). Additionally, under cost-reimbursable contracts, Whitsons must ensure that its system of inventory management does not result in the SFA being charged for donated foods.

12.3.6 The SFA and Whitsons must maintain records of receipt of donated foods and processed end products, or crediting for the value of donated foods, and other records relating to donated foods, in accordance with 7 CFR 250.54. The SFA must conduct a reconciliation at least annually (and upon termination of the contract) to ensure that Whitsons has credited it for the value of all donated foods received for use in the SFA's food service in the school year including, in accordance with requirements in 7 CFR 250.51(a), the value of donated foods contained in processed end products. Whitsons must return all unused donated ground beef, donated ground pork, processed end products and (at the SFA's discretion) return all other unused donated foods in accordance with 7 CFR 250.52(c) when a contract terminates, is not extended or renewed.

12.4 Title to Donated Food. Title to USDA-donated food shall remain in the SFA.

SECTION 13. INSURANCE & INDEMNITY

13.1 To the extent permitted by law, each Party shall indemnify, defend, and hold harmless the other, including, without limitation, its boards, commissions, committees, shareholders, directors, officers, agents, employees, affiliates and assigns, from any and all losses, damages or expenses, including without limitation reasonable attorneys' fees, arising out of or resulting from claims or actions for bodily injury, death, sickness, property damage or other injury or damage if caused by any breach of this Agreement or by any negligent act or omission or willful misconduct of such Party.

13.2 Notification of an event giving rise to an indemnification claim ("**Notice**") must be given to the indemnifying Party within thirty (30) days following receipt of such claim by the indemnified Party and shall include a brief factual summary of the damage and cause thereof. An indemnification claim is expressly subject to and conditioned upon compliance with the Notice provisions hereunder; provided that the provision of a late Notice to the indemnifying party will not relieve the indemnifying Party from any liability which it may have to the indemnified party under this Section 13.2, unless such delay materially prejudices the ability of the indemnifying Party to defend against such action or claim.

13.3 Whitsons shall maintain in force at all times during which services are to be performed hereunder the following insurance coverage placed with reputable company(ies) licensed by the Commonwealth of Massachusetts: Comprehensive or Commercial General Bodily Injury and Property Damage Liability Insurance in the Combined Single Limit of not less than One Million Dollars ($1,000,000.00) for each occurrence, including, but not limited to, Personal Injury, Liability, Broad Form Property Damage Liability blanket Contractual Liability and Products Liability, covering only the operations and activities of Whitsons under the Agreement and shall provide SFA with a certificate evidencing such polices. The insurance policies shall contain covenants by the issuing company that the policies shall not be canceled without thirty (30) days' prior written notice of cancellation.

In addition Whitsons shall maintain the following:

Automobile Liability	Liability Limit $1,000,000
Workers' Compensation:	Statutory Limits
Employers Liability:	$1,000,000 each accident
	$1,000,000 disease policy
	$1,000,000 disease accident limit

13.4 Certificates of insurance for such coverage naming the SFA as an additional insured will be furnished within 30 days and Whitsons shall provide replacement/renewal certificate at least 30 days prior to the expiration of the policy. Should any of the described policies be cancelled before the expiration date, written notice must be made to the SFA 30 days prior to cancellation.

13.5 The SFA shall obtain and maintain insurance for the Facility, service equipment, offices and utilities against risks covered by standard forms of fire, theft and extended coverage in such amounts under such policies as appropriate.

13.6 Limitation of Liability. Notwithstanding anything herein contained to the contrary, neither Party shall be liable to the other or to any third party for any lost profits or indirect, punitive, special or consequential losses or damages arising out of or in connection with this Agreement.

SECTION 14. SFA RESPONSIBILITIES

In addition to obligations set forth elsewhere in this Agreement or by law, the SFA shall be responsible for the following:

14.1 Food Service Conformity. The SFA shall remain responsible for ensuring that the food service operation is in conformance with its agreement under the program and shall monitor the food service operation through periodic on-site visitations. ***[7 CFR 210.16(a)(2)&(3)]***

14.2 Advisory Board. The SFA shall establish an advisory board composed of parents, teachers and students to assist in menu planning. ***[7 CFR 210.16(a)(8)]***

14.3 Health Certification. The SFA shall maintain applicable health certification and be assured that all state and local regulations are being met by Whitsons preparing or serving meals at the Facility. ***[7 CFR 210.16(a)(7)]***

14.4 Control of Food Service Program; Pricing. The SFA shall retain control of the quality, extent and general nature of its Food Service Program, including without limitation (i) control of the food service account and financial overall responsibility for the Food Service Program, and (ii) control for the establishment of all prices, including price adjustments, for meals served under the Food Service Program, e.g. pricing for reimbursable meals, a la carte service, vending machines, and adult meals.

14.4.1 Food Specifications. The SFA shall provide detailed specifications including, but not limited to, grade and weight for each food component or menu item as specified in by the USDA and include these specifications in all IFBs or RFPs. Specifications may also cover other items such as purchase units, style, condition, ingredients, formulations and delivery time. Such specifications shall be incorporated into this Agreement. ***[7 CFR 210.16(c)(3)]***

14.4.2 Non-Payment By SFA. No payment shall be made for meals that are spoiled or unwholesome at the time of delivery, do not meet detailed specifications as developed by the SFA for each food component specified in the School Lunch Pattern or do not otherwise meet the requirements of the Agreement; provided, however, that no deduction shall be made unless SFA shall have given Whitsons written notification within two (2) business days of the meal service for which the deduction is to be made, specifying the number of meals for which the SFA

intends to deduct payment and setting forth the reasons for the deduction. ***[7 CFR 210.16c(3)]***

14.5 Menu Cycle. The SFA shall develop and include in the invitation to bid or request for proposal a 21-day cycle menu. Whitsons must adhere to the cycle for the first 21 days of meal service. Changes thereafter may be made with the approval of the SFA. ***[7 CFR 210.16(b)(1)]***

14.6 Signature Authority. The SFA shall retain signature authority on the application/agreement to participate in the National School Lunch Program (NSLP), School Breakfast Program (SBP) and the Special Milk Program (SMP), including the SFA's free and reduced price policy statement, and Commodity Order forms. ***[7 CFR 210.16(a)(5)]***

14.7 Internal Controls. The SFA shall establish internal controls which ensure the accuracy of lunch counts prior to the submission of the monthly Claim of Reimbursement. At a minimum, the SFA shall: (i) review worksheets and make comparisons of daily free, reduced price, and paid lunch counts against data which will assist in the identification of lunch counts in excess of the number of free, reduced price and paid lunches served each day to children eligible for such lunches; (ii) develop and implement a system for follow-up on those lunch counts which suggest the likelihood of lunch counting problems; and (iii) conduct an on-site review of the lunch counting and claiming system employed by each school within the jurisdiction of the SFA. ***[7 CFR 210.8(a)]***

14.8 Reimbursement Claims. The SFA shall be responsible for signing reimbursement claims. This responsibility cannot be delegated to Whitsons. ***[7 CFR 210.16(a)(5)]***

14.9 Contractual Responsibility. The SFA shall be responsible for all contractual agreements entered into in connection with the school nutrition program (e.g., vending meals to other SFA food authorities). ***[7 CFR 210.19(a)(1)]***

14.10 Financial Responsibility. The SFA shall retain control of the school food service account and overall financial responsibility for the School Nutrition Programs. The SFA shall be solely responsible for preparing and submitting all certification worksheets, statements, claims and other documentation required in connection with the USDA seven-cents reimbursement certification and validation process. ***[7 CFR 210.19(a)(1)]***

14.11 Program Review. The SFA shall be responsible for ensuring resolution of program review and audit findings. ***[7 CFR 210.9(b)(17) and 210.18(k)(1)(2)]***

14.12 Parent Letters. The SFA shall develop, distribute, and collect the parent letters and applications for free and reduced price meals and free milk. ***[7 CFR 245.6]***

14.13 Verifying Free & Reduced Meal Applications. The SFA shall be responsible for determining and verifying applications for free and reduced price meals or free milk benefits and the conduct of any hearings related to such determinations. This responsibility shall not be delegated to Whitsons. ***[7 CFR 245.6]***

14.14 USDA-Donated Food. The SFA shall assure that the maximum amount of USDA-donated foods are received and utilized by Whitsons. ***[7 CFR 210.9(b)(15)]***

14.15 Commodity Processing Contracts. The SFA shall establish commodity processing contracts. This responsibility cannot be delegated to Whitsons. ***[7 CFR 250.12(f)]***

14.16 Losses. The SFA shall be responsible for any losses (including to USDA donated commodities) which may arise due to circumstances beyond the control of Whitsons, including but not limited to loss of electrical power, flooding or equipment malfunction.

14.17 Inventory. The SFA will provide a physical inventory of supplies and equipment available for use by Whitsons prior to the commencement of this Agreement.

14.18 Equipment Damage. The SFA shall be responsible for loss or damage (including repair and maintenance) not caused by Whitsons to equipment owned or leased by the SFA and located on its premises.

14.19 Equipment Installation. The SFA shall furnish, install and maintain any equipment or make any structural changes needed to comply with federal, state and local laws.

14.20 Fixture Repairs. The SFA shall be financially responsible for repairs to, and replacement of, all permanent fixtures such as faucets, lights, sewers, air conditioning, heating vents, hoods and all other electrical work to the extent that such repairs are not necessitated by the willful or negligent act or omission by Whitsons and/or its employee(s).

14.21 Utilities. The SFA shall furnish at its expense, space, light, heat, power, hot and cold water, and other utilities (including high-speed internet and WiFi service) as are necessary for the operation of the Food Service Program hereunder.

14.22 Food Service Areas. The SFA shall make available without cost to Whitsons areas of the Facility agreeable to both parties in which Whitsons shall render its services, such areas being reasonably necessary for providing efficient food service.

14.23 Access. The SFA shall have unlimited access to all areas used by Whitsons for purposes of inspections and audits.

14.24 Toilet Facilities. The SFA shall make available sanitary and adequate toilet and hand-washing facilities for the employees of Whitsons.

SECTION 15. HEALTH CERTIFICATION

15.1 Health Certification. Whitsons shall have state or local health certification for any facility outside the SFA Facility in which it proposes to prepare meals, and Whitsons shall maintain all such required health certifications for the duration of the Agreement. ***[7 CFR 210.16c(2)]***

15.2 Safety Regulations. SFA shall obtain and post all applicable health permits for the SFA's facilities. Whitsons shall comply with all health and safety regulations required by federal, state or local law in preparing and serving meals at the Facility. ***[7 CFR 210.6(a)(7); 7 CFR 210.16c(2)]***

SECTION 16. COMPLIANCE WITH LAW

16.1 Whitsons shall comply with all applicable laws, ordinances, rules and regulations relating to the Food Service Program and sanitation, safety and health, including, without limitation, the following: (i) National School Lunch Program (in particular Title 7, Code of Federal Regulations,

Parts 210, 215, 245, and 250 et seq.), the Child Nutrition Act, as amended (7 CFR Part 220), all FNS instructions and policy governing the Food Service Program, Section 103 of the Federal Contract Work Hours and Safety Standards Act (addressing overtime and compensation), Section 306 of the Clean Air Act (42 USCA Section 1857(h)), Section 208 of the Clean Water Act (33 USCA Section 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR Part 15); (ii) Whitsons shall recognize mandatory standards and policies relating to energy efficiency and shall comply with the Energy Conservation Policy and Conservation Act (P.L. 94-163); (iii) Violations shall be reported to the U.S. Department of Agriculture, Food and Nutrition Services, and the EPA. Whitsons shall not knowingly utilize a facility listed on the EPA List of Violating Facilities; (iv) Whitsons shall procure and maintain all necessary licenses and permits. ***[7 CFR 3016.36(i)]***

16.2 Whitsons shall not participate in or cooperate with an international boycott, as defined in Section 999 (b)(3) and (4) of the Internal Revenue code 1986, as amended, or engage in conduct declared to be unlawful by Section 2 of Chapter 151E of the Massachusetts General Laws.

SECTION 17. DEBARMENT/ SUSPENSION CERTIFICATE

17.1 Debarment/Suspension Certificate. Whitsons shall sign a Debarment/Suspension Certification. This certification assures the SFA that Whitsons has not been debarred from entering into contracts with the federal government, with the Commonwealth of Massachusetts, or any entity receiving federal funds or suspended from entering contracts during a time when Whitsons is being investigated for a legal action taken to debar Whitsons from contracting activities. ***[7 CFR 3017.510]***

17.2 Location of Certificate. The certification is attached to the signed Agreement and kept on file at the SFA. A copy of the certification will be forwarded to the state agency with a copy of the signed Agreement. ***[7 CFR 3017.510]***

SECTION 18. CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

18.1 Independent Price Certification. Whitsons shall certify that the prices in the offer have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition. ***[7 CFR 3017]***

18.2 Certificate of Independent Price Determination. Whitsons and the SFA shall sign and submit a Certification of Independent Price Determination with the Agreement. Whitsons shall attach the certification to the signed Agreement and the certification shall be kept on file at the SFA. SFA shall also forward a copy of the certification to the state agency with a copy of the signed Agreement. ***[7 CFR 3017]***

SECTION 19. LOBBYING ACTIVITIES/ OTHER CERTIFICATIONS

19.1 Lobbying Certification. Whitsons will sign and submit a certification regarding lobbying which conforms in substance with and all applicable state laws. ***[7 CFR 3018]***

19.2 Location of Certification. The certification regarding lobbying shall be attached to the signed Agreement and kept on file at the SFA. A copy of any certification shall also be forwarded to the state agency with the signed Agreement. ***[7 CFR 3018]***

19.3 Disclosure of Lobbying Activities. Whitsons shall disclose lobbying activities in

connection with school nutrition programs. ***[7 CFR 3018]***

19.4 Certifications. (a) Pursuant to Section 49A of Chapter 62C of the Massachusetts General Laws, Whitsons hereby certifies under the penalties of perjury that it has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(b) Whitsons shall comply with M.G.L. c. 268A, the Commonwealth's Conflict of Interest Law.

(c) Whitsons hereby certifies under penalties of perjury that its proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(d) Whitsons certifies that it has not given, offered or agreed to give any person, corporation or other entity any gift, contribution or offer of employment as an inducement for, or in connection with, the award of this Agreement;

(e) Whitsons certifies that, to the best of its knowledge, no consultant to or subcontractor for Whitsons has given, offered or agreed to give any gift, contribution or offer of employment to the SFA, or to any other person, corporation, or entity as an inducement for, or in connection with, the award of this Agreement;

(f) Whitsons certifies that no person, corporation or other entity, other than a bona fide full time employee, has been retained or hired by Whitsons to solicit for or in any way assist it in obtaining this contract upon an agreement or understanding that such person, corporation or other entity be paid a fee or other consideration contingent upon the award of the contract to Whitsons.

(g) By executing this Agreement, the SFA represents and warrants to Whitsons that it has complied with the requirements of 7 CFR 210.16(a)(9) and (10) and has obtained the requisite approvals of the Massachusetts Department of Elementary and Secondary Education.

SECTION 20. GENERAL TERMS & CONDITIONS

20.1 Governing Law. This Agreement, its construction, validity, effect, performance and enforcement shall be governed by and construed under the laws of the Commonwealth of Massachusetts.

20.2 Entire Agreement. This Agreement constitutes the entire agreement between the parties pertaining to the operation of the Food Service Program and supersedes all prior or contemporaneous negotiations, discussions or understanding regarding such subject matter. There are no representations, inducements, promises, agreements, arrangements or undertakings, oral or written, between the Parties relating to the matters covered by this Agreement other than those set forth in this Agreement.

20.3 Severability. Each article, paragraph, subparagraph, term and condition of this Agreement, and any portions thereof, will be considered severable. If, for any reason, any portion of this Agreement is determined to be invalid, contrary to or in conflict with any applicable present or future law, rule or regulation in a final ruling issued by any court, agency or tribunal with valid

jurisdiction, that ruling will not impair the operation of or have any other effect upon, any other portions of this Agreement; all of which will remain binding on the parties and continue to be given full force and effect.

20.4 Assignment. Neither Whitsons nor the SFA may assign or transfer this Agreement, or any part thereof, without the written consent of the other Party, except the parties may assign this Agreement to an affiliated company or wholly owned subsidiary without prior approval and without being released from any of their responsibilities hereunder.

20.5 Captions. All captions in this Agreement are intended solely for the convenience of the parties and none shall be deemed to affect the meaning or construction of any provision of this Agreement.

20.6 Construction and Effect. No failure of either party to exercise any power reserved to it by this Agreement or to insist upon strict compliance by the other Party with any obligation or condition hereunder and no custom or practice of the parties at variance with the terms hereof shall constitute a waiver of either Party's right to demand exact compliance with any of the terms of this contract. Waiver by either Party of any particular default shall not affect or impair either Party's right to exercise any or all of its rights and powers herein, nor shall that constitute a waiver by that Party of any right hereunder, or of its right upon any subsequent breach or default to terminate this Agreement prior to the expiration of its terms.

20.7 Proprietary Materials. SFA acknowledges that the names, logos, service marks, trademarks, trade dress, trade names and patents, whether or not registered, now or hereafter owned by or licensed to Whitsons or its affiliated and parent companies (collectively "Marks") are proprietary Marks of Whitsons, and SFA will not use the Marks for any purpose except as expressly permitted in writing by Whitsons. Upon termination of this Agreement, SFA shall (a) immediately and permanently discontinue the use and display of any Marks and make or cause to be made such changes to the Premises as Whitsons shall reasonably direct so as to effectively distinguish the Premises from its former appearance (collectively "De-Image"), and (b) immediately remove and deliver to Whitsons all goods bearing any Marks. If SFA shall fail to De-Image the Premises within 30 days of the termination date, Whitsons and its agents shall have the right to enter the Premises and De-Image the Premises without prejudice to Whitsons' other rights and remedies.

20.8 Notices. If any notice or other correspondence is required to be delivered under this Agreement, it shall be given in writing, and shall be delivered personally, by overnight delivery service, or by United States registered or certified mail, postage prepaid with return receipt requested, in which event it shall be deemed given upon receipt, to the parties at the following addresses (or to such other address as a party may designate by notice).

To SFA:	Sudbury Public Schools ATTN: Donald R. Sawyer, Director of Business & Finance 40 Fairbank Road Sudbury, MA 01776 Email: donald_sawyer@sudbury.k12.ma.us
To Whitsons:	Whitsons New England, LLC ATTN: Kelly Friend, COO, Contract Management 1800 Motor Parkway Islandia, NY 11749

Email: friendk@whitsons.com

With a courtesy copy to the same address, attention: SVP, Administration and General Counsel, legal@whitsons.com

20.9 Waiver of Recovery. Each Party hereto waives its rights, and the rights of its subsidiaries and affiliates, to recover from the other Party hereto and its subsidiaries and affiliates for loss or damage to such Party's building, equipment, improvements and other property of every kind and description resulting from fire, explosion or other cause normally covered in standard broad form property insurance policies.

20.10 Confidentiality. In the course of providing the services hereunder, the Parties may be exposed to trade secrets or other confidential or proprietary information and materials of the other Party including, but not limited to, menus, recipes, signage, Food Service Program surveys and studies, management guidelines, procedures, operating manuals and software, all of which shall be identified as confidential ("**Confidential Information**"). The Parties agree to hold in confidence and not to disclose any Confidential Information during the Term of this Agreement and at all times thereafter, except that the Parties may use or disclose Confidential Information: (a) to its employees and affiliates or others to the extent necessary to render any Food Service hereunder, provided that the other Party is first notified of the information that will be provided to any party outside of this Agreement and provided further that such information is disclosed only after such outside party is required and agrees to maintain it in confidence as required hereunder; (b) to the extent expressly authorized by either Party in writing; (c) to the extent that at the time of disclosure, such Confidential Information is generally available or known to the public, or after disclosure hereunder becomes generally available or known to the public other than by breach of the terms of this Agreement; (d) that is in the possession of either Party at the time of disclosure and is not acquired directly or indirectly from the other Party; (e) that is subsequently received on a non-confidential basis from a third party having a right to provide such information; or (f) as required by law or court order during the course of a judicial or regulatory proceeding or as required by a government authority. The Parties agree not to photocopy or otherwise duplicate any Confidential Information without the express written consent of the other Party. Each Party's Confidential Information shall remain the exclusive property of the Party and shall be returned to the other Party upon termination or expiration of this Agreement, or at any time upon request.

20.11 IT Security. In connection with the services being provided hereunder, FSMC may need to operate certain information technology systems not owned by SFA ("**Non-Client Systems**"), which may need to interface with or connect to SFA's networks or information technology systems ("**SFA Systems**"). FSMC shall be responsible for all Non-SFA Systems, and SFA shall be solely responsible for SFA Systems, including taking the necessary security and privacy protections as are reasonable under the circumstances. If FSMC serves as the merchant-of-record for any credit or debit card transactions in connection with any of the services provided hereunder, then FSMC will be responsible for complying with all applicable laws, regulations and payment card industry data security standards related to the protection of cardholder data ("**Data Protection Rules**"). If Non-SFA Systems interface with or connect to SFA Systems, then SFA agrees to implement forthwith upon request from FSMC, at its own expense, the changes to the SFA Systems that FSMC reasonably requests and believes are necessary or prudent to ensure FSMC compliance with the Data Protection Rules. Each Party shall indemnify, defend and hold harmless the other Party from all claims, liabilities, damages and costs (including reasonable lawyer's fees) to the extent caused by the indemnifying Party's failure to comply with its obligations in this section.

20.12 Remedies. In the event of any breach of this Agreement, the Parties shall be entitled to equitable relief in addition to all other remedies otherwise available to it at law. This provision shall survive the termination or expiration of this Agreement.

20.13 Amendments to the Agreement. The Parties cannot alter any provision in this Agreement that is required by any law, rule or regulation. The Parties cannot otherwise amend or alter this Agreement, except as to minor, non-substantive provisions or issues that do not materially affect the scope of work or the cost of the Agreement. The Parties must mutually agree, in a written document signed by both parties and attached to this Agreement, to amend, add, or delete any Section, Exhibit or Appendix. Any amendment to this Agreement shall become effective at the time specified in the amendment.

20.14 Counterparts. This Agreement may be executed in one or more counterparts. Each such executed counterpart and facsimile, digital or electronic signatures shall be deemed to be an original, but all of which taken together shall constitute a single instrument.

20.15 Appropriation of Funds. SFA represents and warrants that it has received sufficient funding and allocation of funds to perform its obligations under this Agreement for the duration of the Initial Term. To the extent the SFA agrees to renew this Agreement in accordance with Section 3.1, the SFA represents and warrants that it will have received sufficient funding and allocation of funds to perform its obligations for such Renewal Term. SFA will pay all amounts hereunder that have accrued up to and including the effective date of any termination of this Agreement for all services provided hereunder, regardless of lack of funds or insufficient funds being appropriated to or budgeted by or for SFA for payment under this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as a sealed instrument as of the respective dates written below.

SUDBURY PUBLIC SCHOOLS

By: _____

Title: Director of Business & Finance

Date: 9/29/2022

WHITSONS NUTRITION, LLC

By: _____

Title: CFO

Date: 9/29/2022

APPENDIX A

Accounts Payable Cut-Off Schedule

Town of Sudbury Warrant Schedule
FY23

Submit Date	Pay Date
10/5/22	10/20/22
11/5/22	11/24/22
12/5/22	12/22/22
1/5/23	1/26/23
2/5/23	2/23/23
3/5/23	3/23/23
4/5/23	4/27/23
5/5/23	5/25/23
6/5/23	6/22/23
7/5/23	7/27/23

MASSACHUSETTS
Department of Elementary and Secondary Education

Wellesley Public Schools
Request for Proposal (RFP) / Contract

Food Service Management Companies
RFP Issuance School Year: 2024 - 2025
First School Year of Award: 2025 - 2026

Massachusetts Department of Elementary and Secondary Education
135 Santilli Highway, Everett, MA 02149
Phone 781-338-3000 TTY: N.E.T. Relay 800-439-2370
www.doe.mass.edu

MASSACHUSETTS
Department of Elementary and Secondary Education

This document was prepared by the
Massachusetts Department of Elementary and Secondary Education
Russell D. Johnston
Acting Commissioner

The Massachusetts Department of Elementary and Secondary Education, an affirmative action employer, is committed to ensuring that all of its programs and facilities are accessible to all members of the public.
We do not discriminate on the basis of age, color, disability, national origin, race, religion, sex, gender identity, or sexual orientation.
Inquiries regarding the Department's compliance with Title IX and other civil rights laws may be directed to the Human Resources Director, 135 Santilli Highway., Everett, MA 02149. Phone: 781-338-6105.

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Wellesley Public Schools
Request for Proposal (RFP) / Contract

Food Service Management Companies
SY 2024 – 2025

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-2817Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington,
D.C. 20250-9410; or

fax:
(833) 256-1665 or (202) 690-7442; or

email:
program.intake@usda.gov

This institution is an equal opportunity provider.

Table of Contents – Request for Proposal (RFP)

Section A	General Information
Section B	Qualifications
Section C	Specification
Section D	Proposal Format and Contents for Submission
Section E	Program Objectives and Evaluation Criteria

Table of Contents – Contract

Section I	Contract Terms and Conditions
Section II	Relationship of the Parties
Section III	Food Service Program
Section IV	USDA Foods
Section V	Equipment
Section VI	Facilities
Section VII	Sanitation and Safety
Section VIII	Employees
Section IX	Free and Reduce Price Lunch Policy and Charging Policy
Section X	Meals – Portions, Planning and Purchasing
Section XI	Food Inventory, Storage and Procurement
Section XII	Financial: Accounting, Reporting Systems, Records and Payment Terms
Section XIII	Licenses, Fees and Taxes
Section XIV	Performance Bond
Section XV	Insurance
Section XVI	Contract Term, Renewal and Termination
Section XVII	Special and General Condition

Table of Contents – Schedules

Schedule A	Division of Costs for the Food Service Program
Schedule B	Procurement Specifications
Schedule C	Price List (SY24-25)
Schedule D	Reimbursement Rates
Schedule E	Financial Schedule
Schedule F	Food Service Management Company (FSMC) Fee
Schedule G	Guaranteed Return

Table of Contents – Exhibits

Exhibit A	Schools/Enrollment/Attendance Factor/Free – Reduced Percentage/Serving Times/CNPs
Exhibit B	Reimbursement Claims for the Last 12 Months
Exhibit C	Meal Counts and Sales by School
Exhibit D	Current Employee Roster by title, Hours Worked by Location and Wage Scales
Exhibit F	Current Menus
Exhibit G	2023-2024 and 2024-2025 School Calendar
Exhibit H	Brief Narrative Concerning Cleaning, A La Carte, Vehicles, and Cash
Exhibit I	Sample SFA Monitoring FSMC Form
Exhibit J	Equipment Specifications
Exhibit K	Current FSMC Equipment Payment Schedule (if applicable)
Exhibit L	Accounts Payable Cut-off Schedule
Exhibit M	Scoring Committee Results Chart and Criteria Ratings Conversion Charts
Exhibit N	Certificate of Independent Price Determination Certification Regarding Debarment Certification Regarding Lobbying Disclosure of Lobbying Certification of Clean Air and Water Energy Policy and Conservation Act Non-Collusive Statement Tax Compliance Certification Foreign Corporation Certificate of Registration

Request for Proposal

Section A: General Information

A.1. Purpose of this request for proposal (RFP):

The organization or individual responding to this request will be referred to as the Food Service Management Company (FSMC) and the contract will be between the FSMC and Wellesley Public Schools hereafter referred to as the School Food Authority (SFA).

This solicitation is for the purpose of entering into a contract for the operation of a food service program for the SFA. Currently the SFA's food service program includes the following programs and options:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- A la Carte Food
- Vending Machine Items

Potential Future Programs

The SFA requires the FSMC proposal to include the following programs and options in their response:

- The SFA does not require any additional programs to be included in the response.

Proposals must be inclusive of all of the SFA's current programs. However, the SFA reserves the right to add and/or expand the federal CN program to provide the availability of food resources to children and students that can be served through these programs. Prior approval must be obtained by the State Agency before adding a CN program. The SFA also reserves the right to remove CN programs.

The FSMC will assume responsibility for the efficient management and consulting service of the food program including, but not limited to: menus, purchasing, receiving, storing, setting up cafeteria lines, counter service, cleanup, sanitation, training, hiring and supervising personnel, and presenting food in a way to create optimum student participation at the schools listed in **Exhibit A**.

A.2. Issuing Office

Wellesley Public Schools Business Office is the issuing office for this document and all subsequent addenda relating to it. The information provided herein is intended to assist the FSMC in the preparation of proposals necessary to properly respond to this RFP. The RFP is designed to provide interested FSMCs with sufficient information to submit proposals meeting minimum requirements but is not intended to limit a proposal's content or exclude any relevant or essential data there from. The FSMCs may expand upon the specification details to evidence service capability under any agreement within regulatory limits.

Questions related to any portion of this RFP must be directed in writing to the office noted above via mail, e-mail, or fax. **Responses will be provided only to written questions** submitted if provided in accordance with the timeline in Section A4.

A.3. Procurement Method

Procurement Method will be the Competitive Sealed Proposal (commonly known as a Request for Proposals or RFP). A Chief Procurement Officer (CPO) or other local official(s) with delegated authority is responsible for conducting/overseeing the procurement.

The RFP method differs from the traditional Invitation for Bid (IFB) method in the following ways:

- RFP requires a separate price and non-price proposal
- All comparative criteria used to evaluate proposals are included in the RFP

- Proposers are informed that the contract will be awarded to the proposal that is most advantageous to the SFA, taking into consideration all evaluation criteria including price, with price as the primary factor.

The contract will be a Cost-Reimbursable contract where the FSMC will be paid on the basis of the direct costs (food, labor and supplies) incurred plus fixed fees (Administrative Fee – corporate overhead costs and Management Fee – negotiated profit). Administrative and Management Fees must be itemized to ensure there are no duplicate charges.

A.4. Timeline: Response Due Date and Pre-Bid Conference

Number of Copies: Seven(7) (outlined in Section D1) of the proposal must be received, time and date stamped by the time clock at Location: Central Office Reception Area (40 Kingsbury Street) by Due Date: March 13, 2025 at Time: 10:00 AM. Any proposals en route, either in the mail or other locations in the SFA's offices will be ineligible for consideration. Emailed or faxed proposals WILL NOT be accepted.

Proposals will be made available for inspection onsite for a reasonable period of time after all proposals are opened and a determination made on the awarded vendor. RFP's will be opened privately and evaluated. Price Proposals are opened privately after proposal evaluations.

Unforeseeable Circumstances – If, at the time of the scheduled proposal submission date, Wellesley Public Schools are closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the proposal due date will be postponed until 10:00 AM on the next normal business day.

The proposal must be received at the office of:

Name	Cynthia D. Mahr
Title	Asst. Superintendent for Finance and Operations
Address (Street Name)	40 Kingsbury Street
Address (City, State)	Wellesley, MA
Address (Zip Code)	02481
Email Address	schoolbids@wellesleyma.gov
Telephone	781-446-6210
Fax	(781)446-6207

Date	**Description**
Date: February 14, 2025	Request for Proposals (RFP) Issued (RFP to be approved by MA DESE prior to issuing)

Date: February 20, 2025	Pre-Proposal Conference Time: 09:00 AM Attendance Required: Yes Address: 40 Kingsbury Street Floor/Room: Wellesley, MA 02481 City, State: Wellesley, MA Zip Code: 02481 A tour of SFA facilities immediately follows the Pre-Proposal Conference
Date: February 26, 2025	Questions from Bidders Due
Date: March 4, 2025	Responses from the SFA to the Bidders Questions Due (Written/Posted)
Date: March 13, 2025	Proposal Deadline Time: 10:00 AM
Date: March 13, 2025	Review and Evaluation of Proposals
Date: April 3, 2025	Award of Contract by School Committee
Date: April 25, 2025	Draft contract due to MA DESE
Date: June 6, 2025	Executed Contract due to MA DESE

A.5. Consideration and Rule for Award

1. The SFA may award a contract based upon the initial proposals received without discussion of such proposals with the proposer. Accordingly, each initial proposal should be submitted with the most favorable price (Guaranteed Return) and service standpoint.
2. In accordance with 2 CFR § 200.319 and MA 30B, this procurement transaction will be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective evaluation of contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or requests for proposals must be excluded from competing for this contract.
    a. Prohibited restrictions to competition:
        i. Placing unreasonable requirements on firms in order for them to qualify to do business;
        ii. Requiring unnecessary experience and excessive bonding;
        iii. Noncompetitive pricing practices between firms or between affiliated companies;
        iv. Noncompetitive contracts to consultants that are on retainer contracts;
        v. Organizational conflicts of interest;
        vi. Specifying a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
        vii. Any arbitrary action in the procurement process.
3. In accordance with 2 CFR § 200.319(c), the SFA will not conduct the procurement process in a manner that uses statutorily or administratively imposed state, local or tribal geographic preferences in the evaluation of proposals, except in those cases where applicable federal statutes expressly permit such preferences.
4. The SFA reserves the right to cancel the solicitation when deemed in the best interest of the SFA.

5. The SFA reserves the right to waive any informality in any proposal or in any provision in the RFP.
6. The SFA will award the contract, in writing, to the responsible FSMC whose proposal is most responsive and advantageous to the SFA taking into consideration all evaluation criteria, with price as the primary factor. A responsible FSMC is one in which contractor integrity, compliance with public policy, record of past performance, and financial, technical and other resources indicate an ability to perform successfully under the terms and conditions required by this solicitation. A responsive proposal is one that conforms to all the material terms and conditions of the solicitation. 2 CFR § 200.320(b)(2)(iii)
7. FSMCs or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting proposals. Failure to do so will be at the FSMC's own risk and cannot secure relief on a plea of error. This must include the contract terms and conditions as noted in Section 1.
8. Under no circumstances will the SFA be responsible for the cost of preparing any proposal.
9. Payments from the non-profit school food service account are prohibited prior to approval by MA DESE **and** contract execution (signed by both the SFA and the FSMC).
10. Submitted proposals must not include overly responsive items including but not limited to: funding scholarship programs, purchasing or gifting tickets, providing monetary gifts for unsolicited equipment, etc. The practice of including a requirement in solicitation documents or including contract clauses for the delivery of unsolicited funds, services, or items for anything that does not directly benefit the non-profit school food service account is unallowable. 2 CFR § 225 Appendix A(C)(1)(b)**.**
11. Contract Award Protest: The SFA shall act in accordance with 2 CFR § 200.318(k). Any action, which diminishes full and open competition, seriously undermines the integrity of the procurement process and may subject the SFA to contract award protests. SFAs are responsible for properly responding to protests and concerns raised by potential FSMCs. Pursuant to 2 CFR § 200.318(k), SFAs must in all instances disclose all information regarding a protest to the MA DESE. SFA's are highly encouraged to attach their contract award protest procedures to their RFP.
12. SFA will conduct this procurement in accordance with its Code of Conduct that prohibit a real or apparent conflict of interest and disciplinary action to be applied for violations of such standards. 2 CFR §200.318(c) and Chapter 268A Conflict of Interest Law.
13. SFA must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
14. A cost plus a percentage of cost and/or "cost-plus-a-percentage-of-income" provision will not be used in the award of this contract [2 CFR §200.324(d)] [7 CFR 210.16(c)].
15. The SFA must make available upon request, for the USDA or state agency, pre-procurement review, procurement documents, such as RFPs or independent cost estimates.

	MINIMUM EVALUATION CRITERIA	YES	NO	Proposal Page # *(FSMC must enter)*
1	Does the FSMC have a minimum of three(3) year(s) experience in managing K-12 school food service programs with at least two districts of comparable enrollment to the Wellesley Public Schools?			
2	Has the FSMC conditioned or qualified the proposal beyond prescribed limits or instructions?			
3	Has the FSMC confirmed an on-site Food Service Director with at least one(1) year(s) of experience in K-12 food service and meets USDA Professional Standards?			
4	The FSMC shall not have defaulted on any school food service contract within five years prior to the proposal date.			
5	Is the average lunch participation rate at the proposer's comparable district sites for the SY2024-2025 at minimum forty(40)%?			
6	Are the following materials/documents included with the proposal?			
	• Bid Bond			
	• Performance bond (if required) or Consent of Surety			
	• Non-Collusion Statement			
	• Tax-Compliance Certification			
	• Certificate of Insurance			
	• Recommended School Staffing Schedules			
	• Company Organization Chart			
	• Description of Marketing and Merchandising Programs			
	• Description of Food Handling/Sanitation Program			
	• Description of Nutrition Education/Awareness Program			
	• Description of Employee Training Programs			
	• Description of Accounting Program			
	• Resume for Food Service Director			
	• Client List of similar sized districts over past 3 years (including all districts from New England and New York)			
	• 21 Day Cycle Menus (H.S., Middle, Elementary)			
	• Daily Menu Pattern (H.S., Middle, Elementary)			
	• Summary of Experience			
	• Plan of Services			
	• Proof of Visitation			

	• Last Audited Financial Statement			
	• Complete Description of Employee Benefits with related employee costs			
	• Support Staff Visitation Schedule			
	• Certificate of Independent Price Determination			
	• Certification of Clean Air and Water			
	• Energy Policy and Conservation Act			
	• Certification Regarding Debarment / Foreign Corporation Certificate of Registration			
7	Please list Additional LEA-Defined Minimum Criteria below			
	There are no additional minimum criteria.			

A.6. Award Criteria

1. It is the intent of the SFA to select the proposal that will best meet its needs and is most advantageous to the nonprofit school food service program of the SFA, with the highest guaranteed return. All responsive proposals will be evaluated and ranked. The contract will then be awarded to the company submitting the top-ranked proposal with price (highest guaranteed return) as the primary determining factor.
2. Proposals will be scored by a committee using the evaluation criteria.
3. The committee must be comprised of three (3) or more qualified evaluators.
4. Each evaluator must score each proposal individually.
5. Evaluator ratings will be converted to a score to facilitate identifying the overall vendor rating by criteria. (**See Exhibit M - Scoring Committee Results Chart).**
6. The overall vendor criteria ratings shall then be converted to a score to facilitate identifying the overall vendor score **(See Exhibit M - Criteria Ratings Conversion Chart)**.
7. Vendor proposals with an overall rating of Highly Advantageous (HA) will move to the price (Guaranteed Return) evaluation stage. If there are no vendors rated Highly Advantageous, the LEA reserves the right to move Advantageous vendors to the price (Guaranteed Return) evaluation stage.
8. The Highly Advantageous vendor with the highest Guaranteed Return will be awarded the contract **(See Contract Term and Conditions)**.

Evaluation Criteria

All bidders will respond to this section by including, in your submittal, detailed evidence of the items below in the form of backup documentation. Each proposal will be evaluated using the following ratings, where applicable:

Highly Advantageous (HA)
Advantageous (A)
Not Advantageous (NA)
Unacceptable (U)

Criteria will be evaluated using the above 4 ratings in accordance with MA 30B.

The following comparative evaluation criteria will be those utilized in the selection process. They are presented as a guide in understanding the District's requirements and expectations and are not presented in order of importance. Proposers are solely responsible for completely responding to all requests and requirements of this RFP.

1. **General Experience – Demonstrated experience providing the services outlined in this RFP to other jurisdictions.** *(FSMC must add page number: _____).*

   Highly Advantageous: The proposer has at least ten(10) or more year(s) of K-12 school food service experience working with two or more districts providing the same services as outlined in this RFP.

   Advantageous: The proposer has at least five(5) year(s) but less than ten(10) of experience working with two or more districts providing the same services as outlined in this RFP.

   Not Advantageous: The proposer has at least three(3) year(s) but less than five(5) experience working with two or more districts providing the same services as outlined in this RFP.

   Unacceptable: The proposer has less than three(3) year(s) of experience working with two or more districts providing the same services as outlined in this RFP.

2. **Reference Satisfaction – Satisfaction of SFA selected proposer references with school food service operations performed by the proposer, including but not limited to guaranteed return, implementation, customer service, quality of meals, and reporting.** *(FSMC must add page number: _____).*

   Highly Advantageous: All five(5) references stated that the FSMC met or exceeded expectations in all contract years and achieved all other contract requirements and delivery specifications.

   Advantageous: At least three(3) but less than five(5) references stated that the FSMC met or exceeded expectations in all contract years and achieved all other contract requirements and delivery specifications.

   Not Advantageous: At least two(2) but less than three(3) references stated that the FSMC met or exceeded expectations in all contract years and achieved all other contract requirements and delivery specifications.

   Unacceptable: Less than two(2) references stated that the FSMC met or exceeded expectations in all contract years and achieved all other contract requirements and delivery specifications.

3. **Operations – Reasonableness and reliability of proposed management and operational programs.** *(FSMC must add page number: _____).*

   Highly Advantageous: The proposal contains a detailed, logical, and highly efficient scheme for management and operation of the school food service program, that addresses all of the required issues, with a clear and logically consistent relationship between costs and operational assumptions, with a sound and realistic implementation plan and schedule (reasonableness of staffing levels, startup and transition plan, and contingency plans).

   Advantageous: The proposal contains a credible scheme for management and operation of the school food service program that addresses all of the required issues, with a somewhat clear and consistent relationship between costs and operational assumptions, with a reasonable implementation plan and schedule.

   Not Advantageous: The proposal is not sufficiently detailed to fully evaluate, or the plan for management and operation of the school food service program and does not contain all the components necessary to produce satisfactory results that addresses all required issues, the relationship between costs and operational assumptions are unclear, the implementation plan and schedule is questionable.

4. **Relevant Experience of the Food Service Director** *(FSMC must add page number: _____).*

   Highly Advantageous: The Food Service Director has five(5) year(s) of experience in the school food service industry in providing school food services to comparable districts of size and scope to the SFA and meets the new USDA Hiring Standards for School Nutrition Program Directors.

Advantageous: The Food Service Director has at least three(3) year(s) and less than five(5) year(s) of experience in the school food service industry in providing school food services to comparable districts of size and scope to the SFA and meets the new USDA Hiring Standards for School Nutrition Program Directors.

Not Advantageous: The Food Service Director has at least one(1) year(s) and less than three(3) year(s) of experience in the school food service industry in providing school food services to comparable districts of size and scope to the SFA and meets the new USDA Hiring Standards for School Nutrition Program Directors.

Unacceptable: The Food Service Director has less than one(1) year(s) in the school food service industry in providing school food services to comparable districts of size and scope to the SFA and meets the new USDA Hiring Standards for School Nutrition Program Directors.

5. **Proposed Menus** *(FSMC must add page number: _____).*

Highly Advantageous: The proposed menus exceed the requirements of CNP for nutrition content, provide contemporary, popular selections including an emphasis on fresh fruits and vegetables.

Advantageous: The proposed menus meet the requirements of CNP for nutrition content, provide contemporary, popular selections including an emphasis on fresh fruits and vegetables.

Not Advantageous: Nutrition content meets CNP requirements, however, the proposed menus are repetitive and do not include contemporary, popular selections.

Unacceptable: Nutrition content does not meet CNP requirements.

6. **Marketing and Merchandising** *(FSMC must add page number: _____).*

Highly Advantageous: The proposal provides for an aggressive, contemporary marketing and merchandising program with proven participation and financial results in at least three school districts of similar size and scope as the SFA's foodservice program.

Advantageous: The proposal provides for a marketing and merchandising program with proven participation and financial results in two or fewer school districts of similar size and scope as the SFA's foodservice program.

Not Advantageous: The proposal provides for a minimal marketing and merchandising program with limited or no proven track record.

7. **Financial Stability – Evidence that the Proposer has sufficient financial strength and ability to provide services required in this RFP.** *(FSMC must add page number: _____).*

Highly Advantageous: Audited financial statement indicates that Proposer has the financial capabilities to provide quality services to the district while adhering to the scope of work.

Advantageous: The audited financial statement indicates that the Proposer has some financial limitations to provide satisfactory services to the district and will only be able to partially adhere to the scope of work and provide quality services.

Not Advantageous: The audited financial statement indicates that the Proposer has significant financial limitations to provide satisfactory services to the district and will only be able to partially adhere to the scope of work and provide quality services.

Unacceptable: The audited financial statement indicates that the Proposer has significant financial limitations and will not be able to provide satisfactory services to the district and will be unable to adhere to the scope of work and provide quality services.

8. **Employee Training** *(FSMC must add page number: _____).*

Highly Advantageous: Training materials and programs are comprehensive, and the frequency of training is at least ten(10) times per school year and ensures staff is current on all school food service procedures and safety protocols.

Advantageous: Training materials and programs are comprehensive, and the frequency of training is six(6) to ten(10) times per school year and ensures staff is current on all school food service procedures and safety protocols.

Not Advantageous: Training materials and programs are basic, and the frequency of training is two(2) to six(6) times per school year and reflects only the minimum necessary to run a school food service program.

Unacceptable: Training materials and programs are basic, and the frequency of training is less than two(2) times per school year.

9. **Student Participation** *(FSMC must add page number: _____).*

Highly Advantageous: The average lunch participation rate at the proposer's comparable sites (based upon the five(5) SFA selected references) for SY2023-2024 is sixty(60)% or higher.

Advantageous: The average lunch participation rate at the proposer's comparable sites (based upon the five(5) SFA selected references) for SY2023-2024 school year is at least fifty(50)% but less than sixty(60)%.

Not Advantageous: The average lunch participation rate at the proposer's comparable sites (based upon the five(5) SFA selected references) for SY2023-2024 is forty(40)% up to fifty(50)%.

Unacceptable: The average lunch participation rate at the proposer's comparable sites (based upon the five(5) SFA selected references) for the SY2023-2024 school year is less than forty(40)%.

10. **Additional Evaluation Criteria** *(FSMC must add page number: _____).*

--- 10.1 The Food Service Management Company (FSMC) is required to submit a plan for ensuring the General Manager is accountable for ensuring meal pattern compliance across all locations. (FSMC must add page number: _____) ---

Highly Advantageous: The FSMC provided a detailed, actionable plan to ensure the General Manager is accountable for meal pattern compliance at all locations.

The plan includes clear monitoring mechanisms, regular audits or check-ins, and consequences for non-compliance.

The FSMC also outlines specific training or resources to ensure the General Manager□s success in overseeing compliance.

Advantageous: The FSMC provided a detailed, actionable plan to ensure the General Manager is accountable for meal pattern compliance at all locations.

The plan includes monitoring mechanisms, audits or check-ins, and consequences for non-compliance.

The FSMC also outlines specific training or resources to ensure the General Manager□s success in overseeing compliance.

Not Advangeous: The FSMC provided a plan to ensure the General Manager is accountable for meal pattern compliance at all locations.

The plan includes monitoring mechanisms, audits or check-ins, and consequences for non-compliance.

The FSMC also outlines training or resources to ensure the General Manager□s success.

Unacceptable: The FSMC did not submit a plan for General Manager accountability regarding meal pattern compliance.

--- 10.2 The Food Service Management Company (FSMC) is required to detail how they will partner with the Wellesley Public Schools to minimize and address student meal debt. (FSMC must add page number: _____) ---

Highly Advantageous: The FSMC provided a detailed, proactive plan for how they will partner with the Wellesley Public Schools to address student meal debt, including specific actions for communication, prevention, and debt reduction.

The plan includes clear strategies for identifying students with debt, regular monitoring, and follow-up procedures to support students and families.

The FSMC outlines a collaborative approach with the Wellesley Public Schools on establishing appropriate meal debt policies, ensuring sensitive communication with students and families, and implementing clear, actionable steps for resolving debts.

Advantageous: The FSMC provided a clear plan for how they will partner with the Wellesley Public Schools to address student meal debt, with general strategies for identifying and communicating with students and families about outstanding balances.

The plan includes some methods for tracking debt and actions for reducing or eliminating it but may lack full detail on regular monitoring or communication strategies.

Not Advangeous: The FSMC provided a plan, but it lacks specific actions or details on how they will partner with the Wellesley Public Schools to address student meal debt.

The plan is vague about how debt will be monitored, how families will be communicated with, or how solutions will be implemented, making the approach unclear or incomplete.

Unacceptable: The FSMC did not submit a plan for how they will partner with the Wellesley Public Schools to address student meal debt.

--- 10.3 The AccuClaim system assesses the FSMC□s ability to meet the National School Lunch Program (NSLP) standards based on its compliance with the NSLP in the school districts the FSMC has put forward as a reference. The following criteria will be based on the 2025 (DESE Due Date February 7, 2025) AccuClaim submissions. The FSMC will submit the reports for all sites operated by the FSMC in the school districts listed as a reference in this RFP. (FSMC must add page number: _____) ---

Highly Advantageous: AccuClaim: Of the 13 Meal Counting and Claiming System criteria and the 2 Readily Observable General Areas criteria for each school building, the FSMC's reference school districts reported less than 5% (aggregate) of items requiring a Corrective Action Plan.

Advantageous: AccuClaim: Of the 13 Meal Counting and Claiming System criteria and the 2 Readily Observable General Areas criteria for each school building, the FSMC's reference school districts reported more than 5% and less than 10% (aggregate) of items requiring a Corrective Action Plan.

Not Advangeous: AccuClaim: Of the 13 Meal Counting and Claiming System criteria and the 2 Readily Observable General Areas criteria for each school building, the FSMC's reference school districts reported more than 10% and less than 15% (aggregate) of items requiring a Corrective Action Plan.

Unacceptable: AccuClaim: Of the 13 Meal Counting and Claiming System criteria and the 2 Readily Observable General Areas criteria for each school building, the FSMC's reference school districts reported more than 15% (aggregate) of items requiring a Corrective Action Plan.

--- 10.4 The Board of Health Food Establishment Inspection Report notes violations to the FDA food code. Food safety is critical for the operation of a school food service program. The following criteria will be based on the Board of Health Food Establishment Inspection Report for the fall 2025. The FSMC will submit the reports for all sites operated by the FSMC in the school districts listed as a reference in this RFP. (FSMC must add page number: _____) ---

Highly Advantageous: Based on the most recent Board of Health Food Establishment Inspection Report, the number of violated provisions related to foodborne illness risk factors and interventions (as noted in items 1 through 29) for each of the FSMC's reference school districts reported less than 5% (aggregate) of items are out of compliance across all sites.

Advantageous: Based on the most recent Board of Health Food Establishment Inspection Report, the number of violated provisions related to foodborne illness risk factors and interventions (as noted in items 1 through 29) for each of the FSMC's reference school districts reported more than 5% and less than 10% (aggregate) of items are out of compliance across all sites.

Not Advangeous: Based on the most recent Board of Health Food Establishment Inspection Report, the number of violated provisions related to foodborne illness risk factors and interventions (as noted in items 1 through 29) for each of the FSMC's reference school districts reported more than 10% and less than 15% (aggregate) of items are out of compliance across all sites.

Unacceptable: Based on the most recent Board of Health Food Establishment Inspection Report, the number of violated provisions related to foodborne illness risk factors and interventions (as noted in items 1 through 29) for each of the FSMC's reference school districts reported more than 15% (aggregate) of items are out of compliance across all sites.

--- 10.5 The Evaluation Committee will conduct interviews with all Proposers who meet the minimum criteria and are responsive to the RFP. Each interview will include a standardized set of ten (10) questions, prepared in advance by the Evaluation Committee, and asked to all Proposers. Questions asked during the interview process will be provided in writing to all interviewed FSMC at the conclusion of the interviews. ---

Highly Advantageous: The proposed General Manager, Regional Manager, and at least one senior management representative from the FSMC were present.

The FSMC team communicated a comprehensive plan of action with clarity and professionalism and not simply a sales pitch.

The proposed General Manager actively participated in the interview process.

The FSMC team was fully responsive to all ten (10) questions.

The FSMC confirmed that the proposed General Manager would be employed in Wellesley for at least one year if awarded the contract.

Advantageous: The proposed General Manager and Regional Manager were present.

The FSMC team communicated a comprehensive plan of action with clarity and professionalism and not simply a sales pitch.

The proposed General Manager participated in the interview process.

The FSMC team was fully responsive to at least seven (7) of the ten (10) questions.

The FSMC confirmed that the proposed General Manager would be employed in Wellesley for at least one year if awarded the contract.

Not Advangeous: The proposed General Manager and Regional Manager were present.

The FSMC team communicated a plan of action with clarity and professionalism and not simply a sales pitch.

The proposed General Manager participated, but was not the prominent voice, in the interview process.

The FSMC team was fully responsive to at least four (4) of the ten (10) questions.

The FSMC confirmed that the proposed General Manager would be employed in Wellesley for at least six months if awarded the contract.

Unacceptable: The FSMC did not participate in the interview process.

A.7. Oral Presentations

1. An oral presentation by a FSMC may be required to supplement a proposal. These presentations, if required:
    a. will be scheduled by the SFA subsequent to the receipt of proposals and prior to the award;
    b. the FSMCs will not be allowed to alter or amend their proposals through the presentation process;
    c. the oral presentation will only be used for clarification purposes and to allow for Q&A; and
    d. Oral Presentations will not be scored.

A.8. Site Visits to similar FSMC sites shall be scheduled as required.

A.9. A mandatory tour of SFA facilities will be scheduled immediately after the Pre-Proposal Conference.

A.10. The Contract will be for a one-year period (beginning July 1, 2025 and ending June 30, 2026) with the option for up to four(4) additional one-year renewals; for a maximum total of five(5) years. **Note: MA 30B requires the approval of the governing body for any contract beyond 3 years.**

SECTION B: Qualifications for consideration
The following qualifications and conditions must be met and/or addressed in the FSMC's proposal:

B.1. The FSMC must be of sufficient size and expertise to furnish the resources needed to manage and Continuously improve the food services operation. The qualification data shall be submitted by each FSMC along with the sealed proposal.

1. The FSMC must be licensed to do business in the state of Massachusetts.

2. The FSMC or its principles must have been doing business for two consecutive years or more with school districts.

3. If a performance bond is required (see section XIV Performance Bond), the FSMC must be able to provide a performance bond should the FSMC be awarded the contract. A surety letter from an acceptable bonding or surety company indicating ability to obtain the bond must be included with the proposal.

4. Annual reports of financial statements certified by a licensed public accountant for the last year must be included with the proposal along with a three (3) year financial summary.

B.2. The FSMC must have extensive involvement and experience in the school food services field in the areas of: designing and planning serving and dining areas; selecting and procuring commodities and food service equipment; nutrition; menu planning; on-site production; quality control; employee supervision; staff and management training; employee motivation; marketing and public relations.

B.3. All proposals shall be valid and may not be withdrawn for sixty (60) days after submission.

B.4. Bonding Requirement

The FSMC shall submit with its proposal, a bid guarantee for 25% of the total budgeted costs (expenses) in the form of a firm commitment such as a bid bond, certified check, cashier's check or postal money order. Bid guarantees will be returned to:(a) unsuccessful FSMCs after award of the contract; and (b) the successful FSMC upon execution of such further contractual documents (e.g., insurance coverage) and bonds as required by the proposal.

SECTION C: Specifications

C.1. The SFA participates in the programs noted in Section A1. USDA Foods from the Federal Food Distribution Program are available for use in programs noted in Section A1 and it is the intent of the SFA that such items be included in the menus to the greatest extent possible.

C.2. The FSMC shall meet all requirements of the USDA programs noted in Section A1, and any other requirements promulgated by the state of Massachusetts. The FSMC shall provide all meals in accordance with all applicable meal patterns for age and grade groupings. This may include preschool meal patterns.

C.3. The FSMC costs shall include all expenses associated with the operation of the food service program as submitted in the financial budget of the RFP (e.g. on-site costs, food costs, labor costs, value of USDA Foods used, management fee and administrative fee).

C.4. The FSMC shall receive an Administrative Fee and Management Fee for its service.

C.5. The FSMC shall submit a budget to the Business Manager or equivalent, upon request, to be used by the SFA in its budget process and to demonstrate its ability to meet the guaranteed financial agreement.

C.6. Meal prices shall be approved by the SFA. The SFA shall retain ultimate control over meal prices and any other related or appropriate elements of the food service program.

C.7. The FSMC shall supply with this proposal a full description of the proposed benefit package, including but not limited to, levels of coverage, co-pay features and any other options and limitations.

C.8. The FSMC shall procure products based on the specifications established in Schedule B. FSMC must include, as part of the RFP response, a specifications sheet with grade, weight, nutritional qualities, and item labels for all products not included in the SFA's Schedule B.

C.9. All proposals shall include a completed Schedule E.

C.10. Tax-Exempt Municipality/School: Purchases of goods and services by the SFA are exempt from the payment of Federal Excise Tax and Sales Tax, and any such taxes must not be included in any price computations, nor can any such taxes be passed on to the SFA. A copy of the MA Tax Exemption Certificate will be provided upon award of contract.

C.11. Terms of the contract are listed in Section 1 of Contract Terms and Conditions; however, the SFA may develop additional terms and or conditions with the successful FSMC, derived from the program objectives and or specifications listed in section D and E respectively, through negotiation and shall be consistent with the rights reserved by the SFA as described herein. Any additional terms or conditions must not conflict with any of the terms set forth in Section 1 and must be consistent with all applicable laws and regulations.

C.12. Equipment

The FSMC shall provide a proposal for any necessary equipment.

The SFA is not requesting any equipment purchases in this RFP.

If the contract is terminated or not renewed the SFA can retain the property and continue to make payments in accordance with the amortization schedule.

C.13. Additional specifications requested by SFA. If there are no other specifications, indicate no additional specifications.

- Adherence to the Health and National School Lunch Program Regulations:
-
- The Wellesley Public Schools expect the FSMC will maintain compliance with the NSLP requirements in all aspects of the program with a focus on meal counting, eligibility determinations, and meal component guidelines. As a means of reviewing adherence to aspects of the NSLP program, Wellesley Public Schools requires the submission of all school AccuClaim reports from the 2025 filing (DESE February 7, 2025 deadline) for all school locations included in the FSMC reference list.
-
- Food safety is critical for the health and safety of staff and students. The local Board of Health inspection reports provide insight into the FSMC□s handling of food safety, compliance with food handling regulations, and the ability to improve or correct deficiencies noted during inspections. FSMC should detail how staff are trained on food safety practices, including ongoing professional development. Wellesley Public Schools requires the submission of all school Board of Health inspection reports for school year 2024-2025 for all school kitchen locations included in the FSMC reference list. If there are multiple inspections this school year, the Wellesley Public Schools requests the first inspection reports for school year 2024-2025.
-
- The FSMC will comply with all WPS food-related policies, specifically the WPS Wellness Policy and Guidelines. The SFA shall provide copies of relevant policies to the FSMC.
-
- The FSMC will actively participate in an advisory board composed of parents, teachers, and students to assist in menu planning. It is expected that the advisory board will meet three times per school year. In addition, the FSMC General Manager will participate on the district□s Wellness Committee.
- Financial Calculations - Part One:
-
- All FSMC financial projections should utilize participation estimates no higher than 55%. FSMCs that model financial proposals with a participation factor higher than 55% will be deemed non-responsive.
-
- Food costs must be at least 45% of the annual budget recommended by the FSMC.
- Nutritional Quality:
-
- 1. Ingredients must meet or exceed USDA National School Lunch Program (NSLP) and School Breakfast Program (SBP) requirements for nutritional standards.
-
- 2. Preference will be given to whole, minimally processed ingredients that are free from artificial flavors, colors, sweeteners, and preservatives.
-
- Sustainability:
-
- 1. Ingredients should align with the district□s commitment to sustainability, including locally sourced (within 250 miles when possible) and seasonal products when possible.
-
- 2. The FSMC is encouraged to use products certified as organic, non-GMO, and/or responsibly sourced.
-
- Cultural Relevance and Diversity:
-
- 1. The FSMC is expected to incorporate ingredients that reflect the cultural preferences and diversity of the Wellesley community.
-

- 2. The use of specialty and ethnic ingredients should align with menu planning to create authentic and appealing meal options.
-
- The Wellesley Public Schools budget will pay the following items directly from the non-profit Food Service Revolving Fund from the guaranteed maximum return. The amounts listed are the expected costs for the initial year of the contract.
-
- a. Equipment repairs (estimated cost □ $5,000);
- b. Point-of-sale system (software and components - $10,000);
- c. Digital signage board software for the Wellesley Middle School ($1,000);
- d. Transportation of meals between Wellesley Middle School and the six (6) elementary schools each school day (driver salaries and fuel - $31,145);
- e. Online ordering system (elementary) (software - $1,500);
- f. Equipment replacement purchases (estimated cost - $25,000);
- g. Composting kitchen scraps (estimated cost - $30,000); and
- h. Food rescue (estimated cost - $1,800).
-
- On an annual basis, equipment replacement prioritization will be a collaborative discussion with the FSMC, Wellesley Facility Management Department, Wellesley Board of Health, and Wellesley Public Schools.
-
- Meals per Labor Hour (MPLH) is a critical metric for evaluating productivity and production efficiency in food service programs. The Wellesley Public Schools operates with both a conventional (raw food preparation) and convenience (processed foods) system.
-
- FSMCs are required to address the following in their bid responses:
-
- MPLH Expectations: Clearly outline the assumptions used in determining these values, including factors like staffing levels, meal equivalents, and operational efficiencies.
-
- Wellesley Public Schools requires a minimum of 2 staff members work at each location
-
- MPLH Calculation: Explain how MPLH will be calculated on a monthly basis, including details on data collection methods and reporting frequency. Highlight any tools or technology the FSMC will use to track and analyze MPLH.
-
- Improvement Strategies: Describe how the FSMC will monitor and adjust staffing and production processes to optimize MPLH over the course of the contract. Include a plan for training staff to improve efficiency and productivity while maintaining food quality and safety.
-
- Important Note: Financial data (e.g., labor costs or detailed budgetary projections) should not be included in the Non-Price Proposal section. The district is solely seeking the number of meals/meal equivalents and associated MPLH figures in this section.
- Financial Calculations □ Part Two:
-
- The FSMC will provide information related to financial bonuses recommended by the company for their employees who will be working in Wellesley Public Schools. The FSMC will detail:
-
- a. Which positions are eligible for bonuses and reasoning.
- b. The type of bonuses offered (attendance, performance, etc.).
- c. Criteria used to determine bonus eligibility.
-
- The Wellesley Public Schools will approve the bonus structure and maximum allowable amounts to be paid as part of the agreed upon annual budget. No bonuses can be paid outside of this annual agreement.

-
- The price proposal should identify the bonus total recommended in the initial contract year. The FSMC should include the information above as part of their price proposal.
-
- The use of commodities and the USDA Department of Defense (DoD) Fresh Fruit and Vegetable Program provides a cost-effective means to access food products for use in the Wellesley Public Schools. The FSMC will detail how they monitor the availability of these products and maximize the districts entitlement allotment.
-
- The FSMC shall provide Wellesley Public Schools with a copy of the annual Workers Compensation and Unemployment Insurance premiums each year of the contract prior to the contract/amendment being executed.
- Financial Calculations Part Three:
-
- When school is in session, the Wellesley elementary schools serve breakfast Monday Friday and lunch on Mondays, Tuesdays, Thursdays, and Fridays. All elementary schools have a shortened day on Wednesdays with a cold lunch option. Should this change during the contract period, the FSMC and the Wellesley Public Schools discuss the financial and operational impacts prior to implementation.
-
- Milk deliveries are accepted at all school locations. All other deliveries are limited to the Middle and High Schools (food, commodities, paper, etc.). Food and related paper products are transported in Cambros (or other wheel containers) by the Wellesley Public Schools Transportation staff.
-
- Wellesley Public Schools is responsible for establishing the selling prices, including price adjustments, for all reimbursable and non-reimbursable meals/milk and non-program food sales (including a la carte, vending, and adult meals). The district will consult with the FSMC in advance of setting selling prices. Student and adult meals prices have been set for school year 2025-2026 and are included as an attachment.
- Transitional Plan:
-
- Provide a transition plan to include detailed identification of tasks, timelines, and resources required to ensure a seamless continuity of operations between 7/1/25 and 8/30/25.
- FSMC Staffing Part One:
-
- The FSMC shall have the sole responsibility to compensate its employees and new employees as they are hired, including all applicable taxes, insurance, and worker's compensation and security screenings as required by Massachusetts law. Personnel employed by the FSMC are the sole responsibility of the FSMC and are not employees of the SFA.
-
- The FSMC shall adhere to state and federal regulations in screening prospective employees by complying with criminal background check/finger printing regulations required by law for all new hires and shall provide copies to WPS. No FSMC employee may start work at any SFA site without explicit confirmation from the Wellesley Public Schools Human Resources Office.
-
- The FSMC will comply with all federal and state wage/hours employment requirements including I9 requirements.
- FSMC Staffing Part Two:
-
- It is the responsibility of the FSMC to ensure that all OSHA and Hazardous Communications Act regulations in relation to this work are adhered to.
-
- All FSMC staff assigned to each school will be knowledgeable on the use of all emergency switches and fire and safety devices in the kitchen and cafeteria areas.
-
- As Wellesley Public Schools pays all FSMC expenses under a cost-reimbursable contract, the Assistant Superintendent for Finance and Operations, or designee, shall be actively engaged in all

collective bargaining strategies and compensation decisions for the FSMC. Contracts shall not be finalized without Wellesley□s approval.

- The Wellesley Public Schools will have final approval regarding the hiring of the FSMC□s Food Service Director. In the event FSMC wishes to hire a new site director, FSMC must provide written notice to Wellesley Public Schools. The FSMC will identify a minimum of three the candidates qualified and experienced as a Food Service Director candidate. Wellesley Public Schools will interview the candidates and provide a decision to FSMC within ten (10) business days from its receipt of written notice. Any site director proposed by FSMC must meet the minimum hiring qualifications in 7 C.F.R. § 210.30.

- Wellesley Public Schools may request, in writing, the removal of any employee of the FSMC who violates health requirements or conducts himself or herself in a manner that is detrimental to the well-being of the students, provided such request is not in violation of any federal, state, or local employment law. FSMC must immediately act on such request, making a final determination within five (5) business days. In the event of the removal or suspension of any such employee, FSMC will immediately restructure the food service staff without disruption of service.

- The Wellesley Public Schools is responsible for the processing of all Free and Reduced-Price Meal applications.

- The Wellesley Public Schools expects all FSMC staff to complete and pass a food safety certification program (i.e. ServSafe Manager) within 30 days of employment. At each serving time, at least one member of the staff must have an active certification. If the FSMC has an alternative to ServSafe, please provide an explanation in the RFP.

- FSMC's record keeping, reporting, and accounting system must satisfy federal and/or state requirements and articulate how daily meal count and cash records are maintained. Describe month-end reporting procedures, including internal inventory counts, edit check worksheets, and manager's reports.

- The district must be able to tie the monthly invoices back to individual transaction details (invoice and payroll record level) to ensure data accuracy; compliance with the district□s sales tax exemption; and expense allowability. Individual bills must identify discounts, rebates, and other applicable credits.

- The FSMC shall provide Wellesley an outline of the FSMC training programs for food service workers and management personnel.
- Sustainability Commitment □ Part One:

- Sustainability is a priority for the Wellesley Public Schools. The Food Service Management Company (FSMC) is expected to prioritize operations that:
- □ Limit food waste.
- □ Reduce packaging, particularly the use of plastic.
- □ Prioritize recycling and composting.
- □ Review procurement practices to eliminate the presence of polyfluoroalkyl (PFAs) substances in all purchased supplies.

- Composting Food Waste and Reusing Purchased but Untouched Items
- The FSMC will support Wellesley Public Schools in achieving its goal of minimizing food waste and repurposing food when possible. This effort will include the following:

- Composting Food Waste (Paid by WPS Through Food Service Revolving Account):

- 1. Kitchen Scraps Management
- The FSMC will place all kitchen scraps into composting bins located at Wellesley Middle School and High School.

- 2. Composting Bins
- The Wellesley Public Schools Facility Management Department will supply the composting bins and handle the daily transportation of the bins into and out of the kitchen area.
-
- Reusing Purchased but Untouched Items (Paid by WPS Through Food Service Revolving Account):
- To further reduce food waste, the FSMC will collaborate with Rescuing Leftover Cuisine (RLC) (rescuingleftovercuisine.org) or a similar organization. The FSMC will ensure that all leftover items deemed undesirable by students (but still safe and consumable) are donated to support individuals and communities in need. The FSMC school-based staff member will be responsible for the safe collection and packaging of the materials for pick-up by the food rescue personnel.
-
- Food Recovery Process
- Unwanted and Unserved Items Collection: Unopened milk cartons, whole fruits, packaged snacks, and other safe-to-consume items will be collected in designated bins. This includes all unserved prepared foods i.e. sandwiches, hamburgers, etc.)
-
- Safe Packing Standards: Items will be handled and packed following strict food safety guidelines to maintain freshness and quality.
-
- Scheduled Pickups: RLC volunteers will coordinate with FSMC to schedule regular pickups from participating schools or Wellesley Middle School.
-
- Community Impact Reporting: The FSMC and RLC will collaborate to measure program success, including the volume of donated food and the number of individuals served.
-
- Additionally, the FSMC is encouraged to explore opportunities to limit plastics further and implement recycling programs, such as Nex-Trex, to ensure that any unavoidable plastic waste is recycled responsibly.
- Sustainability Commitment Part Two:
-
- Reusable Containers (To Be Determined If Implemented):
- The district is exploring the feasibility of piloting reusable containers for serving meals to students. However, due to the lack of in-house dishwashing capabilities, the district would need to contract with a third-party provider for these services. Industrial warewashing services could be used to wash and sanitize reusable school lunch trays and hinged containers.
-
- The FSMC, Assistant Superintendent for Finance and Operations, Director of Finance and Business Operations, Facility Management Department Custodial Services Manager, and the Town s Sustainability Coordinators will meet quarterly to review ongoing sustainability efforts and discuss potential changes throughout the five-year contract. No changes will be implemented until financial impacts are assessed and the implementation plans are approved by both the FSMC and Wellesley Public Schools.

SECTION D: Proposal Format and Contents

Proposals must be concise and in outline format. Pertinent supplemental information should be referenced and included as attachments. Limit responses to pertinent information; the SFA is not interested in receiving marketing material; reports or other extraneous information. All proposals must include/address the following:

D.1. Proposal Submittal

Proposals consist of two parts: a Price Proposal and a Non-Price Proposal. In accordance with Massachusetts General Laws (M.G.L.) Chapter 30B and 2 CFR 200, respondents must submit separate Price and Non-Price proposals in separately sealed envelopes. Each envelope must be marked as follows:

"Price Proposals for RFP/CONTRACT FOOD SERVICE MANAGEMENT COMPANIES" #

"Non-Price Proposal for RFP/CONTRACT FOOD SERVICE MANAGEMENT COMPANIES" #

Required for Both Price and Non-Price Proposal Submissions: Total number of copies: Seven(7) (one original and remainder are photocopies) submitted separately in a sealed envelope and marked as stated above. A separate CD or thumb drive should be provided for the Price Proposal and the Non-Price Proposal.

Price and Non-Price Proposals must be signed as follows:

- If the FSMC is an individual, by her/him personally;
- If the FSMC is a partnership, by the name of the partnership, followed by the signature of each general partner; and
- If the FSMC is a corporation, by the name of the corporation, followed by the signature of an authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation with the corporate seal affixed.

[Non-Price] Proposal Contents (D2 – D11)

Wellesley Public Schools is requesting the Non-Price Proposal be submitted bound or in a binder with tabs indicating which exhibit letter the information being provided corresponds to in vendor's proposal submission.

For example:
Tab 1: Exhibit A Schools/Enrollment/Attendance Factor/Free – Reduced Percentage/Serving Times/CNPs

Forms included in this RFP or separately attached by the SFA must be completed by the FSMC. FSMC must seek clarification of interpretation (as necessary) prior to submission of proposal.

D.2. Letter of Transmittal, which includes:

1. An introduction of the FSMC.
2. The name, address, and telephone number of the person to be contacted, along with others who are authorized to represent the company in dealing with the SFA and RFP.
3. An expression of the FSMC's ability and desire to meet the requirements of the RFP, and a positive assertion of the FSMC's intention to do so.
4. Any other responsive information not otherwise included in the proposal.

D.3. Executive Summary, which includes:

1. Briefly describes the FSMC's approach to the proposal and clearly indicates any options or alternatives.
2. Indicates any major requirements that cannot be met by the FSMC.
3. Highlights the major features of the proposal and identifies any supporting information considered pertinent and responsive.

D.4. Experience, References and Service Capability

1. Describe the FSMC's experience in managing food service operations in public schools or comparable experience.
2. Include a Client List of similar sized districts over past 3 years (including all districts from New England and New York). List contact names, titles, addresses and telephone numbers of SFA administrators. Poor references may be a basis for determination that the vendor is not a responsible bidder. The SFA will choose the five(5) references from this list to contact relative to the evaluation criteria.
3. Provide documentation on any accounts lost or not renewed and the reasons for such during the last five years.
4. Include a resume or listing of the qualifications for the proposed Food Service Director for the SFA which must meet USDA Professional Standards.
5. Include the resume and background of person who will supervise the work of the Food Service Director and how the FSMC will ensure optimal performance.
6. Include a table of the FSMC organization and a plan for managing, supervising, and staffing.
7. Include a FSMC organization chart including all positions that are non-school based.

8. Include a transition plan, which shall indicate the activities, procedures, timetable, and support personnel involved in the implementation of services.

D.5. Financial Condition

1. Provide the most recent audited financial statement.

D.6. Accounting and Reporting Systems

1. Describe complete accounting procedures used to address:
    a. Inventory control and management including purchasing.
    b. Method of collecting, reconciling, and reporting sales.
    c. Internal control of cash handling.
    d. Internal audit procedures.
    e. All regular accounting forms used, with detailed explanations.
    f. All regular reports used, with detailed explanations.
2. Provide examples of the reports the FSMC will provide the SFA and the frequency of each. List other assistance the FSMC will provide the SFA (any costs, if applicable, should be detailed in the Price Proposal).
3. Provide a sample of a monthly invoice to the SFA.
4. Describe the FSMC's process for reporting rebates, discounts, and credits on monthly invoices. Provide a detailed sample.

D.7. Personnel Management and Training

1. Describe the FSMC's personnel management philosophy, particularly regarding food service directors and their relationship to existing staff.
2. Describe training and development programs provided for employees and management personnel to meet the USDA Professional Standards for School Nutrition Professions requirements.
3. Explain how the FSMC works to improve employee morale and reduce turnover.
4. Describe the FSMC's employee evaluation process (include forms) and disciplinary action process (include forms).
5. Describe the proposed benefits package for employees.

D.8. Innovation and Promotion of the School Lunch Program

1. Describe how the FSMC's proposed school food service program for the SFA differs from the SFA's current school food service program. Describe the benefits of the proposed program. Describe how the FSMC would implement changes with specific, relevant examples. The proposal must include a staffing model.
2. Describe how the FSMC proposes to expand the SFA's participation in purchasing local foods as defined in D10.
3. Describe how the FSMC would involve employees to use their expertise and experience in making future innovations.
4. Provide examples of service and merchandising programs.
5. Describe the FSMC's philosophy regarding promotion (increasing awareness and participation) of the school food service program. How would the FSMC implement this philosophy in our SFA? Provide specific, relevant examples.

D.9. Involvement of Students, Staff and Patrons

1. Describe the FSMC's philosophy and plans regarding involvement of students, teachers, building administrators and parents in program evaluation, menu development, menu item preference and acceptance and discussion of nutritional issues, etc.
2. Provide specific, relevant examples of involvement effort and results, by other SFA clients, where applicable.

D.10. Menu Selection, Use of USDA Foods, Food Quality and Portion Size

1. Describe the FSMC's philosophy regarding each of the following:
    a. Menu selection.
    b. Use of USDA foods.
    c. Food Quality.
    d. Portion Quantities.
    e. Procurement and use of locally grown and produced foods as noted in Schedule B. Describe how the FSMC would increase the amount of locally grown and produced food, reduce the amount of processed

food, provide understandable and easily accessible information on the nutritional value and ingredients of menus and increase the number of "green cafeterias".

i. Locally grown and produced foods are defined as:
Grown within 250 miles of SFA address at 40 Kingsbury Street, Wellesley, MA 02481

2. Supply sample menus to be implemented including portion sizes. Prepare sample menus using FSMC-Developed Menus.

[Price] Proposal Contents (D11 – D12):

D.11. Bid Bond

1. The FSMC shall submit with its proposal, a bid guarantee for five percent (5%) of the total budgeted costs (expenses) in the form of a firm commitment such as a bid bond, certified check, cashier's check or postal money order. Bid guarantees will be returned to: (a) unsuccessful FSMCs after award of the contract; and(b) to the successful FSMC upon execution of such further contractual documents (e.g., insurance coverage) and bonds as required by the proposal.

D.12 Price/Cost Information

1. List and describe all costs to the SFA for any Management Fee (FSMC's profit) to be charged as a flat rate or on a per meal basis - Schedule F.
2. List and describe all costs to the SFA for the Administrative Fee (FSMC's overhead and other off-site costs not otherwise paid by the SFA) to be charged as a flat rate or on a per meal basis - Schedule F.
3. If consulting services are not covered in Administrative Fee, list those services along with the extra charges.
4. Guaranteed Return – Schedule G.
5. List payment terms and arrangements.
6. Complete budgeted financial forms provided in Schedule E and provide a summary of the following:
    a. Financial Budget Projections;
    b. Income Summary;
    c. Labor Cost Summary: Management/Administrative/Clerical; and
    d. Miscellaneous Expense Summary.

SECTION E: Program Objectives

The successful FSMC shall conduct the food service program in a manner which best fulfills the following program objectives. All FSMC's submitting proposals must first meet minimum requirements.

E.1. To provide appealing and nutritionally sound meals, compliant with all USDA regulations including all aspects of the Healthy, Hunger-Free Kids Act of 2010 and an a la carte program for students as economical as possible. In order to offer a la carte food service, the FSMC must also offer reimbursable meals per 7 CFR 210.16(a). The FSMC must also offer breakfast and lunch at no cost to all students regardless of eligibility per Massachusetts General Law Part 1, Title XII, Chapter 69, Section C as amended in FY 2023 per HD4572 Section 13.

E.2. To promote nutritional awareness and interface with the SFA's academic and instructional programs in health and nutrition.

E.3. To increase participation at all levels of the program by improving food quality; sourcing locally grown foods; effectively maintaining equipment and facilities; engaging students, parents, and the school community in the food service program; planning and implementing successful menus and menu variation; and implementing effective marketing techniques.

E.4. To provide a management staff and structure, with the necessary expertise to ensure that the school food program is consistently of the highest quality and held in positive regard by students, staff, and the public.

E.5. To utilize a formal structure and routinely and continuously gather input from students, staff, the public and food service employees to ensure the most effective and efficient operation possible.

E.6. To establish and conduct management and staff training programs, which will ensure staff development, proper supervision, adherence to health code requirements, and consistent quality control both in production and service that meets or exceeds the USDA Professional Standards for Food Service Professionals.

E.7. To provide a financial reporting system that meets federal and state requirements.

E.8. To provide SFA Administration with monthly operating statements and information regarding the food service program.

Contract Terms and Conditions

SECTION I: General

1.1 The FSMC shall comply with all laws, as amended, ordinances, rules, and regulations of all applicable federal, state, county, and city governments, bureaus, and agencies, regarding purchasing, sanitation, health, and safety of the food service operations including those requirements and regulations, instructions and policies, adopted by the Massachusetts Department of Elementary and Secondary Education and the United States Department of Agriculture and any conditions or amendments thereto. The FSMC shall procure and maintain all necessary licenses and permits. The SFA shall cooperate, as necessary, for the FSMC's compliance and procurement efforts. **The FSMC shall conduct program operations in accordance with 7 CFR Sections: (check all that apply)**

- 210 (National School Lunch Program)
- 220 (School Breakfast Program)
- 245 (Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools)
- 250 (Donation of Foods for Use in the USDA Food Distribution Program)
- FNS instructions and policies

The SFA reserves the right to add and/or expand the federal CN program to provide the availability of food resources to children and students that can be served through these programs. Prior approval must be obtained by the State Agency before adding a CN program. The SFA also reserves the right to remove CN programs.

1.2 The SFA shall retain control of the quality, extent and general nature of the food service program and prices to be charged. 7 CFR§210.16(a)(4)

1.3 The SFA shall be entitled to all receipts of the food service program.

1.4 All net income accruing to the SFA from the food service program shall remain in the program and be deposited by the FSMC into the nonprofit school food service account.

1.5 The FSMC shall be an independent contractor and not an employee of the SFA; nor are the employees of the FSMC employees of the SFA.

1.6 The FSMC, as an independent contractor, shall have the exclusive right to operate the school food service program and/or special milk program on behalf of the SFA.

SECTION II: Relationship of the Parties

2.1 The FSMC shall be an independent contractor and shall retain control over its employees and agents. Nothing in this contract shall be deemed to create a partnership, agency, joint venture, or landlord-tenant relationship.

2.2 FSMC Responsibilities.

A. The FSMC shall maintain such records as the SFA will need to support its Claim for Reimbursement; make all records available to the SFA upon request; and retain all records for a period of for a period of 6 years from the end of the contract for inspection and audit by representatives of the SFA, State Agency (SA), USDA and Office of Inspector General, at any reasonable time and place. In instances where audit findings have not been resolved, the records must be retained beyond the 6-year period until resolution of the issues raised by the audit. These records will be maintained at the school food service offices. [Recordkeeping, 2CFR§200.334, §210.16(c)(1), 7CFR §250.53(11) and 7CFR §210.23(c)]

B. The FSMC shall, to the maximum extent possible, utilize USDA Foods made available by the SFA solely for the purpose of providing benefits for the SFA's food service operation. [7 CFR § 210.16(a)(6)]

C. The FSMC shall prepare and serve a variety of appetizing, high quality, wholesome, and nutritious meals and a la carte items for the SFA's students, employees, and visitors in accordance with the terms and conditions of this contract. The FSMC agrees that it will perform the work described in this contract in full compliance with all applicable laws, rules, and regulations adopted or promulgated by any federal or state regulatory body or governmental agency.

D. The FSMC agrees to meet all requirements and performance standards that may be specified by rule or regulation by any administrative officials or bodies charged with enforcement of any state or federal laws on the subject matter of this contract.

E. The FSMC agrees to assume full responsibility for the payment of all contributions, assessments, both state and federal, including, but not limited to, wages, pension benefits, federal, state and local employment taxes, unemployment taxes, social security, and worker's compensation costs, as to all employees engaged by it in the performance of the contract.

F. The FSMC agrees to furnish the SFA, upon request, a certificate or other evidence of compliance with state or federal laws regarding contributions, taxes, and assessments on payrolls.

2.3 SFA Responsibilities.

A. The SFA shall ensure that the food service operation is in conformance with the *Child Nutrition Programs Permanent Agreement* and any addenda. [7 CFR § 210.16(a)(2)]

B. The SFA shall monitor the food service operation through periodic on-site visits to ensure the food service is in conformance with program regulations. [7 CFR § 210.16(a)(3)] SFA shall monitor each site a minimum of twice per school year.

C. The SFA shall retain control of the quality, extent, and general nature of its food service and the prices to be charged for meals. [7 CFR § 210.16(a)(4)]

D. The SFA shall retain signature authority on the *Child Nutrition Programs Permanent Agreement* and any addenda, free and reduced-price policy statement and Claims for Reimbursement. [7 CFR § 210.16(a)(5)]

E. The SFA shall retain title to all USDA Foods and ensure that all USDA Foods: are made available to the FSMC, including processed USDA Foods; accrue only to the benefit of the SFA's nonprofit school food service account; are fully utilized therein; and that all refunds, discounts, rebates and credits received from processors are retained by the SFA. [7 CFR § 210.16(a)(6)]

F. The SFA shall establish and maintain an advisory board composed of parents, teachers, and students to assist in menu planning. [7 CFR § 210.16(a)(8)]

G. The SFA shall make reasonable modifications with regard to all matters under its supervision and control, and the FSMC shall comply with them as soon as reasonably possible after proper notification is given.

H. The SFA shall retain control of the nonprofit school food service account and overall financial responsibility for the nonprofit food service operation, including control for setting of all prices, including price adjustments, for meals served under the nonprofit school food service account, including but not limited to, pricing for reimbursable meals, a la carte service, vending machines, and adult meals. [7 CFR §210.16(a)(4)]

I. The SFA shall retain signature authority and responsibility for all contractual agreements in connection with the school child nutrition programs. [7 CFR § 210.21]

J. The SFA shall ensure prompt resolution of findings from program administrative reviews and audit findings. [7 CFR § 210.9(b)(17)]

K. The SFA shall maintain responsibility for the implementation of the free and reduced-price policy. [7 CFR § 245]

L. The SFA shall develop, distribute, and collect the parent letter and application for free and reduced-price meals (as appropriate). [7 CFR § 245.6]

M. The SFA shall determine eligibility and verify applications for free and reduced-price meals benefits and conduct any hearings related to such determinations. [7 CFR § 245.6, 6a, 7, 10]

N. The SFA shall assure that the maximum amount of USDA Foods are received and utilized by the FSMC. [7 CFR § 210.9(b)(15)]

O. The SFA shall maintain responsibility for procuring processing agreements, private storage facilities, or any other aspect of financial management relating to USDA Foods. [7 CFR § 250.15]

SECTION III: Food Service Program

3.1 The FSMC shall prepare and serve meals for the schools listed on Exhibit A (Schools/Enrollment/Attendance Factor/Free – Reduced Percentage/Serving Times/Child Nutrition Programs). The SFA is allowed to add schools to this contract as required up to a 10% increase in the number of schools in Exhibit A

3.2 All meals will be provided in accordance with the approved calendar, attached as Exhibit F. For the first twenty-one (21) days of food service, the FSMC will adhere to the 21-day cycle menu agreed upon by FSMC and the SFA. Changes thereafter may only be made with approval of the SFA. [7 CFR § 210.16 (b)(1)]

A. The SFA shall administer the application process for all free and reduced-price meals and shall establish and notify parents and guardians of program criteria for eligible students. Both the SFA and the FSMC shall be responsible for protecting the anonymity of students receiving free or reduced-price meals. [7 CFR § 210.16 (a)(5)]

3.3 In cooperation with the SFA, the FSMC shall conduct on-going nutrition awareness programs for students, teachers, parents, and other interested parties.

3.4 The FSMC shall, in accordance with SFA policy, program and regulations, supply special diets, per 7 CFR 210.10(m) and 7 CFR 220.8(m), for students where medically necessary and/or when prescribed by a licensed physician.

3.5 The FSMC shall cooperate with the SFA's Advisory Board, consisting of students, parents, SFA staff, and a FSMC representative in developing menus and other food service program initiatives.

3.6 Upon request by the SFA, the FSMC shall provide catered food service at times and prices mutually agreed upon. The SFA may obtain outside catering services if a price cannot be agreed upon or the FSMC cannot provide the service. USDA Foods will not be used for catering. The FSMC shall provide the SFA with copies of invoices within ten (10) days after the end of each month. Catering invoices must be reflective of actual catering costs plus a reasonable profit. Catering services must be paid from an account other than the non-profit school food service account. All catering revenues are to be retained in the Non-Profit School Food Service Account.

3.7 If participating in the Fresh Fruit and Vegetable Program (FFVP)

A. FSMC will ensure it documents allowable costs to include but not limited to; actual labor costs, administrative costs and fresh fruit and vegetable costs.
B. FSMC and SFA will ensure no more than ten percent (10%) of each awarded school's grant will be claimed for administrative costs (planning and managing the program).
C. C. FSMC will ensure it expends all FFVP funds received per school.

3.8 If operating SFSP and CACFP a food service management company may not subcontract for the total meal, with or without milk, or for the assembly of the meal. 7 CFR 225.6(h)(2)(ii) and7 CFR 226.21(e)

3.9 Summer Food Service (if applicable)

A. Dates of participation: N/A
B. FSMC shall deliver meals to each of the annually selected and approved sites.

Section IV: USDA Foods

4.1 The FSMC will provide the following services in relation to USDA Foods *(Check only those duties below that the FSMC will provide):*

- Preparing and serving meals.
- Ordering or selection of USDA Foods, in coordination with SFA in accordance with 7 CFR § 250.58(a).
- Storage and inventory management of USDA Foods in accordance with 7 CFR § 250.52.
- Payment of processing fees and/or submittal of refund requests to a processor on behalf of the SFA, or remittance of refunds for the value of USDA Foods in processed end products to the SFA, in accordance with subpart C of 7 CFR § 250.

4.2 The FSMC must credit the SFA for the value of all USDA Foods received for use in the SFA's meals service in a school year (including both entitlement and bonus foods) and including the value of USDA Foods contained in processed end products if the FSMC procures processed end products on behalf of the SFA or acts as an intermediary in passing the USDA Foods value in processed end products on to the SFA.

4.3 The FSMC shall credit for USDA Foods by disclosure, i.e., the FSMC shall credit the SFA for the value of USDA Foods by disclosing, in its billing for food costs submitted to the SFA, the savings resulting from the receipt of USDA Foods for the billing period. Crediting by disclosure does not affect the requirement that the FSMC shall only bill the SFA for net allowable costs. The FSMC shall use either the USDA's cost-per-pound donated food prices posted annually by the USDA (generated on or about November 15th), or the most recently published cost per-pound price in the USDA donated foods catalog to report the value of USDA Foods in its disclosure of the value of USDA Foods to the SFA in its invoices.

4.4 Any activities relating to donated foods that the food service management company will be responsible for, in accordance with §250.50(d), and assurance that such activities will be performed in accordance with the applicable requirements in 7 CFR 250.

4.5 The food service management company will use all donated ground beef and ground pork products, and all processed end products, in the recipient agency's food service.

4.6 The food service management company will use all other donated foods or will use commercially purchased foods of the same generic identity, of U.S. origin, and of equal of better quality than the donated foods, in the recipient agency's food service.

4.7 The FSMC must meet the general requirements in 7 CFR § 250.14(a) for the storage and inventory management of USDA Foods. In accordance with 7CFR §250.52(b), the FSMC may store and inventory donated foods together with foods it has purchased commercially for the SFA's use, unless this is specifically prohibited in its contract. It may store and inventory such foods together with other commercially purchased foods only to the extent that such a system ensures compliance with the requirements for the use of donated foods in 7CFR §250.51(d). Additionally, the FSMC must ensure that its system of inventory management does not result in the SFA being charged for USDA Foods.

4.8 The FSMC must return all unused USDA Foods, including but not limited to ground beef, ground pork, and processed end products to the SFA when the contract terminates, is not extended, or renewed.

4.9 The SFA must ensure that the FSMC has credited it for the value of all USDA Foods received for use in the SFA's meal service in the school year. The FSMC agrees to cooperate and provide information reasonably requested by the SFA.

4.10 The FSMC must ensure compliance with the requirements of subpart C of 7 CFR § 250 and with the provisions of the distributing and/or the SFA's processing agreements in the procurement of processed end products on behalf of the SFA and will ensure crediting of the SFA for the value of USDA Foods contained in such end products at the processing agreement value.

4.11 The FSMC shall not enter into the processing agreement with the processor required in subpart C of 7 CFR § 250.

4.12 The distributing agency, sub-distributing agency, or SFA, the Comptroller General, the USDA, or their duly authorized representatives, may perform on-site reviews of the FSMC's food service operation, including the review of records, to ensure compliance with requirements for the management and use of USDA Foods.

4.13 The FSMC shall maintain records to document its compliance with 7 CFR § 250.54(b).

4.14 Any extension or renewal of the contract is contingent upon fulfillment of all provisions in this contract relating to USDA Foods.

4.15 The FSMC must maintain the following records relating to the use of USDA Foods:

A. The USDA Foods and processed end products received from, or on behalf of, the SFA, for use in the SFA's food service operations;

B. Documentation that it has credited the SFA for the value of all USDA Foods received for use in the SFA's food service operations in the school year, including, in accordance with the requirements in 7 CFR §250.51(a), the value of USDA Foods contained in processed end products; and

C. Documentation of its procurement of processed end products on behalf of the SFA, as applicable.

4.16 The SFA shall ensure that the FSMC is in compliance with the requirements of this section through its monitoring of the food service operation, as required in 7 CFR §§ 210, 225, or 226, as applicable.

4.17 The SFA shall conduct a reconciliation at least annually (and upon termination of the contract) to ensure that the FSMC has credited it for the value of all USDA Foods received for use in the SFA's food service in the school year, including, in accordance with the requirements in 7 CFR §250.51(a), the value of USDA Foods contained in processed end products.

4.18 All USDA Foods received by the SFA and made available to the FSMC shall accrue only to the benefit of the SFA's non-profit school food service program and shall be used therein.

4.19 The FSMC shall have records available to substantiate the use of USDA Foods in reimbursable meal pattern meals.

4.20 The FSMC shall select, accept and use in as large quantities as may be used in SFA's non-profit school food service program, the type and quantities of available federally donated commodities, subject to the approval of the SFA.

4.21 Title of products purchased or processed using USDA Foods must remain within the SFA. Any charges incurred by the FSMC when processing or purchasing products containing government commodities shall be processed for payment by the FSMC and charged back to the SFA as a food cost.

SECTION V: Equipment

5.1 The SFA is not requesting any equipment purchases in this RFP.

5.2 The FSMC may only charge the SFA for reasonable, necessary and allocable purchases.

5.3 The FSMC may recommend to the SFA the purchase of new or replacement equipment as needed. The FSMC shall account for all equipment and protect it from pilferage or destruction, and will coordinate the repair or replacement of any equipment not functioning properly with the designated SFA personnel that has repair responsibility.

5.4 The FSMC shall operate and care for all equipment and food service areas (walls, windows, lights, etc.) in a clean, safe and healthy condition in accordance with standards acceptable to the SFA and comply with all applicable laws, ordinances, rules and regulations of federal, state and local authorities, normal wear and tear excepted.

5.5 The FSMC shall notify the SFA of any equipment belonging to the FSMC on SFA premises within ten (10) days of its placement on the SFA premises.

5.6 The FSMC, upon termination of the contract, shall surrender all equipment and furnishings belonging to the SFA and/or purchased through this agreement in good repair and condition, normal wear and tear excepted.

5.7 The SFA shall be responsible for repairs to all permanent fixtures such as faucets, lights, sewers, air conditioning, heating and all other electrical work not considered as being food equipment.

5.8 The SFA shall be responsible for any losses which may arise due to equipment malfunction or loss of electrical power not within the control of the FSMC.

5.10 The SFA shall not be responsible for loss or damage to equipment owned by the FSMC and located on the SFA premises except for loss or damage caused by SFA beyond normal wear and tear.

5.11 The SFA will provide the initial physical inventory of supplies and equipment available for use by the FSMC.

5.12 The SFA shall furnish and install any equipment or make any structural changes needed to comply with federal, state, and local laws.

5.13 Each party shall, at no cost to the other, make all repairs, alterations, modifications, or replacements which may be necessary to correct any conditions of premises or equipment owned, leased or controlled by such Party which violate applicable building, sanitation, health, or safety law, ordinance, rule or regulation.

5.14 All food preparation and serving equipment owned by the SFA shall remain on the premises of the SFA unless otherwise stated in writing by the SFA.

5.15 If required, the SFA shall provide transportation vehicles and transportation equipment to be used in the food service programs. Maintenance, fuel, insurance, and equipment for transportation shall be the responsibility of the SFA.

SECTION VI: Facilities

6.1 The SFA shall furnish at its expense, space, light, heat, power, hot and cold water and other utilities as are necessary for the operation of the food services to be furnished hereunder.

6.2 The SFA shall make available without cost to the FSMC, areas of the premises agreeable to both parties in which the FSMC shall render its services; such areas as are reasonably necessary for providing efficient food service. The SFA is responsible for maintaining the facilities in a good state of repair and free from vermin.

6.3 The SFA retains the right to rent food service facilities during non-school hours or weekends, provided that such rental does not interfere with the normal food service operation. When such activities take place, the SFA may require that a member(s) of the food service staff designated by the resident manager be on duty and be reimbursed. If the SFA approves the use of the facilities for extracurricular activities before or after the SFA's regularly scheduled meal periods, the SFA shall return facilities and equipment to the FSMC in the same condition as received, normal wear and tear excepted.

6.4 The FSMC shall not use the SFA's facilities to produce food, meals or services for other organizations without the approval of the SFA. If such usage is mutually agreeable, there shall be a signed agreement which stipulates the fees to be paid by the FSMC to the SFA for such facility usage.

6.5 The SFA shall have unlimited access to all areas used by the FSMC for purposes of inspections and audits.

6.6 The SFA shall provide suitable office facilities to the FSMC, including furniture and equipment, for use by the FSMC in performance of this contract. The FSMC shall take reasonable care of the office facilities and equipment and shall return them to the SFA in good condition upon termination of this contract, normal wear and tear excepted.

SECTION VII: Sanitation and Safety

7.1 The FSMC shall be responsible for usual and customary cleaning and sanitation of the SFA's food service facilities to include - housekeeping, preparation, storage, and equipment. The FSMC will also adjust practices and operation of equipment as required.

7.2 The FSMC shall be responsible for housekeeping and sanitation in areas used for food preparation, storage, and service, and shall clean and sanitize dishes, pots, pans, utensils, equipment, and similar items.

7.3 The FSMC shall comply with all local and state sanitation requirements in the preparation and service of food.

7.4 The FSMC shall maintain safety programs for employees as required by federal, state, and local authorities, including the FSMC's corporate policies.

7.5 The FSMC shall place garbage and trash in appropriate containers in the designated areas.

7.6 The FSMC shall cooperate in the SFA recycling program.

7.7 The FSMC shall clean the kitchen area, equipment, including but not limited to sinks, counters, tables, chairs, silverware, and utensils.

7.8 The SFA shall designate a refuse collection area and the FSMC shall be responsible for transporting refuse to the designated refuse collection area. The SFA shall remove all garbage and trash from the designated areas.

7.9 The SFA shall be responsible for cleaning of floors in the dining, serving and kitchen areas, walls, ceilings, tables and chairs in the cafeteria/dining area.

7.10 The SFA shall be responsible for painting and miscellaneous repairs within the kitchen and dining areas.

7.11 The SFA shall be responsible for the required cleaning and maintenance of dining areas, as well as periodic cleaning of all ceiling and light fixtures, air ducts, and hood vent systems (as per local ordinance). The SFA shall also provide and maintain adequate fire extinguishing equipment for food service areas and provide necessary pest control. If the SFA is unable to perform any of its responsibilities described in this paragraph, the FSMC may, with the written approval of the SFA, temporarily assume those responsibilities and shall bill the SFA for any costs incurred.

7.12 The SFA shall provide, at the SFA's expense, maintenance personnel and outside maintenance services, parts, and supplies as is necessary to properly maintain the food service facilities and equipment.

7.13 The SFA shall obtain necessary health permits and certification for its facilities. The premises and equipment provided by each party in performance of this contract shall comply with all applicable building, safety, sanitation, and health laws; and shall satisfy all permit requirements, ordinances, rules, and regulations, including the federal Occupational Health and Safety Act of 1970 or applicable state act and standards promulgated thereunder. The FSMC shall take reasonable and proper care of all premises and equipment in its custody and control and shall use them in a manner that will not cause violation of applicable laws, ordinances, rules, and regulations, including any reporting and record-keeping requirements. If at any time the FSMC is notified by an authorized government agency that the SFA's premises or equipment are not in compliance with any law, ordinance, rule, or regulation, the FSMC shall immediately inform the SFA of such notification.

SECTION VIII: Employees

8.1 The FSMC shall provide sufficient and qualified management and professional employees to manage the food service operations and supervise all employees employed therein who meet the USDA Professional Standards for Food Service Professionals.

8.2 It is expressly understood that all presently employed (SFA and/or FSMC) food service employees will be given the opportunity to interview for positions within the SFA as employees of the FSMC.

All non-management food service employees shall be employees of the FSMC.

8.3 The SFA does not utilize student workers in the food service program.

8.4 The FSMC shall prepare and process the payroll for and shall pay its employees directly. The FSMC further warrants that it shall withhold or pay as appropriate all applicable federal and state employment taxes and payroll insurance with respect to its employees, specifically including, but not limited to, any income, social security, and unemployment taxes and workers' compensation payments.

8.5 Contract Work Hours and Safety Standards Act: The FSMC and its employees shall comply with all wage and hours of employment requirements of federal and state laws and regulations, including the Contract Work Hours and Safety Standards Act, Appendix II to § 200 (E) 40 U.S.C. 3701-3708. All employees of the FSMC shall be paid in accordance with the Fair Labor Standards Act, as amended and any other applicable statutes. In addition, the FSMC will comply with all applicable federal and state employment statutes, including those statutes pertaining to labor relations.

8.6 The FSMC shall establish schedules, wage rates, and benefit programs for all employees.

8.7 The FSMC shall have the sole responsibility to compensate its employees, including all applicable taxes, insurances and worker's compensation and shall be solely responsible for any losses incurred by the SFA, resulting from dishonest, fraudulent or negligent acts on the part of its employees or agents. The FSMC is required to provide a fidelity bond for all FSMC employees.

8.8 The FSMC shall procure Workers' Compensation Insurance or shall maintain a system of self-insurance in conformance with applicable state law covering its employees and shall provide proof of such coverage or system to the SFA.

8.9 The FSMC shall maintain its own personnel policies and fringe benefits for its employees. The FSMC shall supply with this proposal a full description of the proposed benefit package, including but not limited to, levels of coverage, co-pay features and any other limitations.

8.10 The FSMC must provide a resident Food Service Director who will be approved by the SFA and will be responsible for directing the food services program and implementing cooperatively agreed upon strategies for maximizing participation in the Child Nutrition Programs. The Director shall be available to meet with

principals, students, and staff to determine ways to improve the program. The Director must also be available to participate in town or state meetings when food service matters are to be discussed with appropriate notice given.

8.11 The FSMC shall instruct its employees to abide by the policies, rules and regulations, with respect to its use of District premises as established by SFA from time to time and which are furnished in writing to the FSMC.

8.12 Civil Rights: The FMSC here by agrees that it will comply with:

i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000 det seq.);
ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (August 11,2000);
vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance. By accepting this assurance, the FSMC agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the FSMC, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the FSMC.

8.13 The FSMC shall be responsible for obtaining any necessary fingerprint clearances for its employees as required by law. The FSMC shall provide all necessary forms and/or documentation for such employees to the SFA.

8.14 The FSMC shall ensure that all food service employees comply with the rules of the MA DESE regarding fingerprinting and criminal background checks. (MGL Ch 71 sec.38R)

8.15 The FSMC shall comply with all rules policies, processes and guidance pertaining to all MA DESE Civil Rights Complaint Procedures.

SECTION IX: Free and Reduced Price Policy Statement and Written Charge Policy

9.1 The written policy of the SFA requiring feeding of students who qualify for free, reduced, or full price meals, shall apply to the FSMC's food service operation. The policy is on file in the SFA office. The SFA shall be responsible for the implementation of this policy.

9.2 The FSMC will be responsible for implementing policies covering free, reduced price, and full price meals and milk programs for those students designated by the SFA as meeting federal and state agency requirements for those programs. All such meals shall be served and accounted for in a manner approved by the SFA so as to protect the anonymity of the recipients. Meals shall be served, and proper, accurate pupil participation records shall be maintained by the FSMC.

9.3 Per USDA Policy SP46-2016, the SFA shall have a written student meal charge policy, that ensures a "transparent approach to the issue", on file in the SFA office. The SFA shall be responsible for the implementation of this policy and supply the FSMC with a written copy. The FSMC will work with the SFA to administer policy.

SECTION X: Meals – Planning and Procurement

10.1 The FSMC may recommend meal prices for approval by the SFA. The FSMC shall not alter the prices once approved without prior notice and approval by the SFA. [7 CFR §210.16(a)(4)] The SFA shall retain control of the quality, extent, and general nature of its food service, and the prices to be charged the children for meals.

10.2 The FSMC shall submit with the proposal a twenty-one (21) day cycle menu and a Daily Menu Pattern for the SFA's schools. The FSMC must adhere to this cycle for the first twenty-one (21) days of meal service; thereafter, changes may be made with the mutual agreement of the SFA and the FSMC. However, the menu standard as presented in the first twenty-one (21) day menu and the Daily Menu Pattern, must be maintained as to type and quality of meal service. The Daily Menu Pattern should clearly indicate the number and type of choices and offerings that will be offered at all grade levels.

10.3 The FSMC shall be responsible for purchasing standards and specifications to bring about the best quality and price for the food service program. The FSMC shall comply with the grade, purchase unit, style, weight, ingredients, formulations, etc., for foods served as agreed upon with the SFA. The minimum procurement specifications are listed on **Schedule B**.

10.4 The FSMC shall serve reimbursable meal pattern lunches pursuant to the NSLP. For purposes of this proposal, lunch prices as per attached listing shall be used as a guide for calculations **(reference Schedule C)**.

10.5 The FSMC may offer a choice of reimbursable meal pattern lunches and shall provide specified types of service as listed in **Exhibit A**.

10.6 The FSMC shall provide condiments and utensils as needed.

10.7 The FSMC shall use the SFA's facilities for the preparation of food to be served in the designated serving areas. This may include cafeterias, classrooms, hallways etc.

10.8 The FSMC shall promote maximum participation in the Child Nutrition Programs.

10.9 BUY AMERICAN PROVISION: The SFA and FSMC shall purchase, to the maximum extent practicable, domestic commodities or products which are either an agricultural commodity produced in the United States (U.S.) or a food product processed in the U.S. substantially using agricultural commodities produced in the U.S. for use in meals served in the SFA's Child Nutrition Programs in compliance with the Buy American Provision under 7 CFR § 210.21(d)(2) and 7 CFR § 250. FNS Policy Memo SP 38-2017 Exceptions to the Buy American Provision should be used as a last resort; however, an alternative or exception may be approved upon request. To be considered for the alternative or exception, the request must be submitted in writing to a designated official, a minimum of 5 day(s) in advance of delivery. The request must include:

A. Alternative substitute (s) that are domestic and meet the required specifications:
    i. Price of the domestic food alternative substitution (s); and
    ii. Availability of the domestic alternative substitute (s) in relation to the quantity ordered.
B. Reason for exception: limited/lack of availability or price (include price);
    i Price of the domestic food product; and
    ii Price of non-domestic product that meets the required specification of the domestic product

10.10 The FSMC is prohibited from directly or indirectly restricting the sale or marketing of fluid milk at any time or in any place on school premises or at any school-sponsored event. [7 CFR 210.21(e)]

SECTION XI: Food Inventory and Storage

11.1 The FSMC shall purchase all food and non-food commodities at the lowest price possible, consistent with maintaining quality standards. The SFA retains the right to verify these standards.

11.2 Ownership of beginning and ending inventory of food and supplies, including USDA Foods, shall remain with the SFA.

11.3 The FSMC shall maintain adequate storage practices, inventory, and control of USDA Foods in conformance with SFA's agreement with the MA DESE.

11.4 The SFA and FSMC shall conduct a joint inventory of existing food and operational supplies at both the beginning and the end of this contract. If the ending inventory is less than the value of the beginning inventory the FSMC will credit the SFA for the difference. The cost of food and operational supplies ordered by the FSMC on behalf of the SFA in performance of this contract shall be paid for by the FSMC and the FSMC shall then be reimbursed for those costs incurred. The inventory of food and operational supplies shall remain the SFA's property.

11.5 The SFA and the FSMC shall inventory the equipment and USDA Foods owned by the SFA at the beginning of the contract year, including, but not limited to, consumable and non-consumable flatware, trays, china, glassware and food. The FSMC shall be responsible for reimbursing the SFA for all shortages noted on the year-end inventory.

SECTION XII: Financial: Accounting, Reporting Systems, Records, and Payment Terms

12.1 The FSMC shall assume accountability and responsibility for daily bookkeeping and recording functions, including state and federal reimbursements at a minimum:

A. Monthly Profit and Loss Statements
B. Annual Budgeting
C. Perpetual Inventory – Costs and Controls
D. Preparation of records for annual audit by SFA
E. USDA Foods Entitlement Summary Reports
F. Department of Defense (DoD Fresh) Program Reports
G. Usage Reports from K-12 Services and Processor Link demonstrating actual usage of pounds sent to processors
H. State reporting of Quarterly YTD Profit and Loss Statements and

I. State reporting of an Annual Balance Sheet.

12.2 The FSMC shall prepare information necessary for CNP claims for reimbursement from state and federal agencies and maintain such records, as the SFA will need to support its claims for reimbursement under the Child Nutrition Programs. The SFA shall retain signature authority on the MA DESE-SFA Agreement for Child Nutrition Programs (ED-099), including all addenda, free and reduced price policy statement and claims for reimbursement. The FSMC shall report the claim information to the SFA promptly at the end of each month or more frequently as specified by the SFA. [7 CFR § 210.16(c)(1)]

12.3 The FSMC shall maintain such records (supported by invoices, receipts, or other evidence) as the SFA will need to meet monthly reporting responsibilities and shall submit monthly operating statements, and particular records, in a format and timeline approved by the SFA. Reimbursement for direct expenses will only be allowed if previously included in the original or amended budget submitted to the SFA.

A. The FSMC shall maintain records to support all allowable expenses appearing on the monthly operating statement in an orderly fashion according to expense categories.
B. The FSMC shall provide monthly and other reports to the SFA, which describes operating costs, meals per labor hour, meals served, etc.
C. The FSMC shall provide the SFA with a year-end financial statement.

12.4 The FSMC shall bill the SFA for the actual direct costs of operation incurred at the close of each month of program operation.

12.5 The SFA shall designate by name and title the employee whose responsibility it shall be to manage the SFA/FSMC contract and to ensure the SFA meets all its responsibilities hereunder.

Name and Title: Cynthia Mahr, Assistant Superintendent for Finance and Ops

12.6 Books and records of the FSMC pertaining to the foodservice operations shall be available at the SFA for a minimum of six (6) years, plus the current year, from the date of the final payment to which they pertain, for inspection and audit by either state, or federal representatives and auditors. In instances where audit findings have not been resolved, the records must be retained beyond the 6-year period until resolution of the issues raised by the audit.

12.7 Allowable Costs.

A. Allowable costs will be paid from the nonprofit school food service account to the FSMC net of all discounts, rebates and other applicable credits accruing to or received by the FSMC or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the SFA.

B. The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account).

C. The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification.

D. The FSMC's determination of its allowable costs must be made in compliance with the applicable USDA and Program regulations and Office of Management and Budget cost circulars as detailed in 2 CFR§200.

E. The FSMC must identify the amount of each discount, rebate and other applicable credit, with the exception of the FSMC's prompt payment discounts for payments made to vendors, on bills and invoices presented to the SFA for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. All payment discounts, rebates and allowances obtained from vendors must be credited to the SFA's food services account.

F. The frequency of reporting this information must be monthly.

G. The FSMC must disclose and credit discounts, rebates, and other applicable credits allocable to the contract that are not reported prior to the conclusion of the contract.

H. The FSMC must maintain documentation of cost and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, MA DESE, or the USDA. The FSMC shall return the value of all discounts, rebates and all other applicable credits allocable to the contract to the SFA.

12.8 The FSMC shall submit monthly operating statements to the SFA. This statement shall reflect all activity for the previous calendar month.

12.9 Invoice Due Date. Invoices submitted to the SFA by the FSMC will be paid within thirty (30) days of receipt.

12.10 The FSMC shall submit supporting documents and invoice to the SFA monthly for the following direct, actual costs, Administrative Fee and Management Fee:

A. The actual and direct costs for the wages, taxes, and benefits of the FSMC employees at each site, food service director and other management employees on the FSMC's payroll.
Number of employees that are employed by the SFA and paid directly by the SFA: 1

B. Direct operating costs paid by the FSMC arising from performance of this contract. Direct operating costs are defined as:
- food and supply purchases by the FSMC necessary to perform this contract
- food service program travel and mileage costs incurred
- advertising and promotions within the SFA
- the FSMC's insurance necessary for performance of this contract;
- service business and occupation tax
- employee training and development costs
- laundry, linen, and uniforms
- licenses and permits for performance of this contract; and
- USDA Foods delivery and storage fees.

C. The FSMC's Management Fee (FSMC's profit) is:
TBD

D. The FSMC's Administrative Fee is:
TBD

The following functions are the FSMC's responsibility, and will be included in such fees:
- Corporate supervision;
- Financial reporting and analysis;
- Field auditing;
- Marketing Assistance; and
- Purchasing administration.

E. Per Meal Defined:
- 1 lunch or supper = 1 meal equivalent
- 3 breakfasts = 2 meal equivalents
- 3 snacks = 1 meal equivalent
- Nonprogram food sales = The total $ value of nonprogram sales divided by the current free lunch reimbursement rate + per meal commodity foods reimbursement

F. Fee Adjustments: Upon mutual written agreement of the SFA and the FSMC, the Management Fee and Administrative Fee may be adjusted annually. Such adjustment shall be by no more than the percentage of change in the Consumer Price Index ("CPI") for all Urban Consumers (CPI-U U.S. city average), Northeast Region, Food Away from Home for the preceding year (April – March). Upon acceptance by the SFA, such increase in fees shall be incorporated into any renewal of this contract.

G. The SFA does not participate in FFVP.

H. No payment shall be made for meals or snacks that are spoiled or unwholesome at the time of service, or do not meet specifications developed by the SFA, United States Department of Agriculture Child Nutrition meal requirements, or do not otherwise meet the requirements of this contract. [7 CFR § 210.16 (c)(3).]

I. Every payment obligation of the SFA under this contract is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this contract, this contract may be terminated by the SFA at the end of the period for which funds are available. No liability shall accrue to the SFA in the event this provision is exercised, and the SFA shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph. Notwithstanding the forgoing, the SFA shall be liable for the payment of services rendered up through and including the date of termination.

J. Guaranteed Return: The SFA and the FSMC shall work together to ensure a financially sound and well run food service operation. For the term of the contract, including renewal years the FSMC shall guarantee that the food service program will achieve financial:
TBD
If the annual financial return for the Food Service Program falls short of the FSMC's guaranteed minimum amount, the FSMC shall pay the difference to the SFA.

K. Force Majeure: Neither Party shall be responsible to the other for any losses or failure to perform its respective obligations under the Agreement (other than a payment obligation) when such failure is caused by conditions beyond the Party's control, and not due to the fault or negligence of such party, including, but not limited to, fire, explosion, water, Acts of God, civil disorder or disturbances, labor disputes, vandalism, war, riot, sabotage, weather and energy-related closings, pandemic, epidemic, governmental rules and regulations or like causes or the damage or destruction of real or personal property from such causes. In the event that either party ceases to perform its obligations under this Agreement due to the occurrence of a Force Majeure Event, the party shall; (a) as soon as practicable notify the other party in writing of the Force Majeure Event and its expected duration; and (b) take all reasonable steps to recommence performance of its obligations under this Agreement as soon as possible. The party shall not be relieved of its responsibility to fully perform as to all other commitments in the Agreement.

The party will not be liable for any failure of or delay in the performance of this agreement for the period that such failure or delay:

1. is beyond the reasonable control of a party,
2. materially affects the performance of any of its obligations under this agreement, and
3. could not reasonably have been foreseen or provided against, but
4. will not be excused for failure or delay resulting from only general economic conditions or other general market effects.

L. Unless otherwise expressly provided, the SFA and the FSMC shall remain responsible for all claims, liability, loss, and expense, including reasonable costs, collection expenses, and attorney's fees incurred, which arise by reasons of negligent or wrongful act or omission of the party, its agents, or its employees in the performance of its obligations under this agreement.

M. The FSMC accepts liability caused by FSMC negligence for claims assessed as a result of Federal/State reviews/audits, corresponding with the SFA's period of liability.

N. The FSMC accepts liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA donated foods.

O. Nonperformance. The FSMC shall pay the SFA any over claims due to FSMC negligence or noncompliance with regulations, including those over claims based on review or audit findings. This provision shall be based on the 6-year record retention period as established in MA 30B regulations or the SFA's established record retention timeframe, whichever is greater.

SECTION XIII: Licenses, Fees and Taxes

13.1 The SFA shall obtain and post all applicable health permits for its facilities and assure that all state and local regulations are being met by the FSMC preparing or serving meals at a SFA facility. [7 CFR § 210.16(a)(7)]

13.2 The FSMC shall comply with all health and safety regulations required by federal, state or local law and shall have state or local health certification for any facility outside the SFA in which it proposes to prepare meals or meal components and the FSMC shall maintain this health certification for the duration of the contract. The FSMC must meet all applicable state and local health regulations in preparing and serving meals at the SFA facility. [7 CFR § 210.16(c)(2)]

13.3 The FSMC shall comply with all building rules and regulations. SFA shall supply FSMC with copy of any written aforementioned documents.

SECTION XIV: Performance Bond

14.1 If operating SFSP for contracts over $100,000 as a condition to entry into this contract, the successful vendor shall provide to the SFA a performance bond equaling ten percent (10%) of the contract's value (total budgeted costs/expenses) associated with the Summer Food Service Program. This performance bond will guarantee the vendor's faithful performance. For the successful FSMC, the performance bond is required annually, in each year of the contract, to be submitted to the SFA Business Office within ten days of the awarding of the contract. 7 CFR Part 225.15(m) (5-7)

SECTION XV: Insurance

The FSMC shall maintain for the life of the contract, the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the state of Massachusetts with a rating by AM Best of "A" or better. A certificate of insurance indicating these amounts must be submitted at the time of award.

15.1 Comprehensive General Liability -$1,000,000 Combined Single Limit includes coverage for:

A. Premises-Operations,
B. Products/Completed Operations,
C. Contractual Insurance,
D. Broad Form Property Damage,
E. Independent Contractors,
F. Personal Injury, and G. Employee Dishonesty.

15.2 Automobile Liability
$1,000,000 combined Single Limit

15.3 Worker's Compensation and Employer's Liability

A. Worker's compensation - Statutory; and
B. Employer's Liability - $500,000.

15.4 The TBD and Town of Wellesley / Wellesley Public Schools shall be additional named insured's on Comprehensive General Liability, Auto, and Workers' Compensation (Employer's Liability Only) policies.

15.5 The contract of insurance shall provide for notice to the SFA of cancellation of insurance policies thirty (30) days before such cancellation is to take effect.

15.6 The FSMC agrees to indemnify and hold harmless the TBD and Town of Wellesley / Wellesley Public Schools and each of their respective members, employees, officers and agents from and against any claims, demands, losses, costs or liabilities for personal injury or property damage or any other loss which may result from the FSMC's performance or lack of performance of the Contract. Such "losses" shall include all reasonable attorney's fees and costs incurred in the representation of the Board, the Town, or any of their respective members, officers, employees or agents in any suit or claim arising from the FSMC's performance or lack of performance of the Contract or arising from the enforcement of this provision.

15.7 The FSMC shall obtain and keep in force during this contract, for the protection of the SFA and the FSMC, Comprehensive General Bodily Injury and Property Damage Liability Insurance in the combined single limit of $3,000,000.00 (no less than $1,000,000). That insurance shall include, but not be limited to, Personal Injury Liability, Broad Form Property Damage Liability, Blanket Contractual Liability, and Products Liability, covering only the operations of the FSMC under this contract, and shall deliver to the SFA a certificate evidencing such policies and coverage within thirty (30) days after the execution of this agreement by the parties. The insurance policies shall contain a covenant by the issuing company that the policies will not be canceled unless a thirty (30) day prior written notice of cancellation is given to the SFA. The policies for $3,000,000.00 coverage shall also name the SFA as an Additional Insured, but only with respect to operations of the FSMC under this agreement.

SECTION XVI: Contract Term, Renewal and Termination

16.1 This contract, dated TBD, is between TBD, the FSMC and TBD, the SFA.

A. This contract sets forth the terms and conditions upon which the SFA retains the FSMC to manage and operate the SFA's food service for the SFA's students, employees, and visitors.

B. The life of the contract shall be for a period of one year with the school year beginning on July 1, 2025, and ending June 30, 2026 with up to four(4), not to exceed four, one-year renewal(s), with mutual agreement between the SFA and the FSMC. [7 CFR § 210.16 (d)]

C. Contract documents are due to the State Agency for approval by April 25, 2025. Contract renewals are due to the State Agency by the first Friday in June in each subsequent term of the contract.

16.2 The contract cannot be assigned or otherwise transferred or conveyed by either party without the written consent of the other. Consideration for the contract renewal by the SFA and the FSMC will be made in compliance with the rules and regulations prescribed by the USDA.

16.3 Neither the FSMC nor the SFA shall be responsible for any losses if the fulfillment of the terms of the contract should be delayed by wars, acts of public enemies, strikes, fires, floods, act of God, or any acts not within the control of either the FSMC or the SFA, and which by the exercise of due diligence it is unable to prevent.

16.4 If both parties agree to a contract renewal, the parties will work together to gather and complete all required documents for submission. The SFA will be responsible for submitting all contract renewal documents to the MA DESE.

16.5 Recovery of prior year FSMC losses from current year food service program surpluses is unallowable.

TERMINATION

16.6 With the exception of payment obligations for prior performance under this contract, neither party shall be liable for the failure to perform their respective obligations under this contract when such failure is caused by fire, explosion, water, act of God, civil disorder, strikes, vandalism, war, riot, sabotage, weather and energy related closings, governmental rules or regulations, or other like causes beyond the reasonable control of such

party, nor for any real or personal property destroyed or damaged due to such causes. The FSMC shall resume food service operations as soon as possible.

16.7 Either party may terminate the contract for cause by giving sixty (60) days' notice in writing to the other party of its intention to do so. [7 CFR § 210.16 (d)]

16.8 If a cure or remedy is found for the termination request by mutual agreement of the contracting parties, the termination or non-renewal letter must be withdrawn in writing by the terminating party within the sixty (60) day period as described in paragraph 16.7 above. This letter should be counter-signed by the receiving party and the letter should become an amendment to this contract. [Appendix II to § 200]

16.9 The SFA may terminate the contract without cause. The SFA shall give no less than sixty (60) days written notice to the FSMC of its intention to terminate the contract without cause.

16.10 The right of termination referred to in this contract is not intended to be exclusive, and is in addition to any other rights available to either party at law or in equity. If the FSMC breaches a material provision of the contract and fails to cure such breach within sixty (60) days after receiving written notice of such breach the SFA may elect to pursue any available legal, contractual or administrative remedy or the following sanctions: (i) for a first violation, a written reprimand; (ii) for a second violation, a $10,000.00 penalty; and (iii) for a third violation, a $25,000.00 penalty. For the purposes of the foregoing, a single violation means an event of the same or similar kind, without regard for the duration or number of personnel, equipment, students or meals involved. [Appendix II to § 200 (A)] 7 CFR Part 210.16(b)(2)

16.11 The FSMC shall ensure, upon termination or completion of contract, the SFA is provided with the following documents in accordance with 7 CFR 210.23(c) or the SFA's established record retention timeframe, whichever is greater: production records, menus, all documents to support monthly claims, all documents to support the use of USDA Foods, professional development training records, CEP data, PLE Tool data, all documents related to free/reduced meal application process including certification and verification (if applicable), and access to any documents and or recipes requested for an administrative review.

16.12 A waiver of any failure under this contract shall neither be construed as, nor constitute a waiver of, any subsequent failure. This contract supersedes all prior negotiations, representations, or agreements. The Article and Paragraph headings are used solely for convenience and shall not be deemed to limit the subject of the Articles and Paragraphs or be considered in their interpretation. The appendices referred to herein are made part of this contract by the respective references to them. This contract may be executed in several counterparts, each of which shall be deemed an original.

16.13 The parties cannot alter any provision in this agreement that is required by any law, rule or regulation. The parties cannot otherwise amend or alter this agreement, except as to minor, non-substantive provisions or issues that do not materially affect the scope of work or the cost of the contract.

16.14 Notification of Termination. The MA DESE shall be notified immediately of termination action and reason for termination.

16.15 The parties agree that the terms of this contract shall be in accordance with the RFP published by the SFA and any amendments to the RFP, and the proposal submitted by the FSMC are incorporated into this contract. In the event the contradictory statements are contained in the RFP, the FSMC proposal, and this contract, the following order of precedence shall apply: Amendments to contract, contract, Amendments to RFP, RFP, FSMC proposal.

SECTION XVII: Federal Requirements

17.1 Clean Air Act – Federal Water Pollution Control Act. In performance of this contract, the FSMC shall comply with Section 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738, and EPA

regulations 40 CFR § 15, et seq. Environmental violations shall be reported to the USDA and US EPA Assistant Administrator for Enforcement, and the FSMC agrees not to utilize a facility listed on the EPA's "List of Violating Facilities". [Appendix II to CFR § 200 (G)]

17.2 Energy Policy and Conservation Act. The SFA and the FSMC shall recognize mandatory standards and policies relating to energy efficiency, which are contained in the state conservation plan issued in compliance with the Energy Policy and Conservation Act. [42 U.S.C. 6201]

17.3 Equal Employment Opportunity. The FSMC shall comply with the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

17.4 Davis-Bacon Act. In performance of this contract, the FSMC shall be compliant with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148), Copeland "Anti-Kickback" Act (40 U.S.C. 3145) and MA Prevailing Wage Law Ch.149 Section 27.

17.5 Debarment and Suspension. The FSMC shall complete and submit to the SFA the Certification Regarding Debarment. The certification must accompany each amendment for all additional one-year renewals. Debarment, Suspension, Ineligibility and Voluntary Exclusion,2 CFR § 180 as adopted and modified by USDA regulations at 2 CFR § 417 – The SFA must check the Excluded Parties List System (EPLS), collect a certification, or include a clause in the contract. [Appendix II to CFR § 200 (H), Executive Orders 12549 and 12689]

17.6 Byrd Anti-Lobbying Amendment. Pursuant to section 1352, Title 31, US Code, the FSMC shall complete and submit a Certificate Regarding Lobbying and a Disclosure of Lobbying Activities to the SFA. These certifications must accompany each amendment for all additional one-year renewals. [Appendix II to CFR § 200 (I)]

17.7 Rights to Inventions Made Under a Contract or Agreement. In performance of this contract, the FSMC shall comply with the requirements of 37 CFR Part 401.

SECTION XVIII: Special and General Conditions

18.1 Confidential/Proprietary Information

A. The FSMC and SFA shall designate any information they consider confidential or proprietary, including recipes, surveys and studies, management guidelines, operating manuals, and similar documents which it regularly uses in the operation of their business or which they develop independently during the course of this contract. Information so designated and identified shall be treated as confidential by the FSMC and SFA, and the FSMC and SFA shall exercise the same level of care in maintaining the confidences of the other party as they would employ in maintaining their own confidences. All such materials shall remain the exclusive property of the party that developed them and shall be returned to that party immediately upon termination of this contract. Notwithstanding, the federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes: (a) the copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and (b) any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.[2 CFR § 200.315]

B. The FSMCs shall identify any specific information which the FSMC is claiming should not be disclosed to the public, along with a citation to the applicable provision of the Massachusetts Freedom of Information Act or other applicable statute on which the FSMC is basing its claim of confidentiality or non-disclosure. Information marked as "not to be disclosed to the public" must meet the standards set forth in the Freedom of Information Act. Provided that nothing herein shall be construed to relieve any SFA or the MA DESE from its obligations under any applicable freedom of information laws or other

legal obligations concerning document disclosure, including, but not limited to, civil discovery demands. In the event a request for information/documentation is made pursuant to the Massachusetts Freedom of Information Act (or other applicable statute or regulation), and the FSMC objects to the release of the requested information, the FSMC shall bear all reasonable costs and fees incurred in asserting such objection.

18.2 The FSMC shall adhere to all applicable laws, especially all Pure Food laws, and all related regulations prescribed by the Federal Government, the state of Massachusetts, and the local department of health. The FSMC will comply with the rules and regulations as set up by the SFA and with state and/or own laws, etc., covering and controlling food services at the facilities.

18.3 No alterations, changes or improvements shall be made to the areas granted to the FSMC without obtaining prior written permission of the SFA with the final decision as to the alterations, changes or improvements reserved solely for the SFA.

18.4 Any silence, absence or omission from these specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail, and that only material (food, supplies, etc.) and workmanship of a quality that would normally be specified by the SFA are to be used.

18.5 Notice/Communication: Any notice or communication required or permitted under this contract shall be in writing and shall be delivered personally or sent by United States registered or certified mail, postage prepaid and return receipt requested, addressed to the other party as follows:

A. Notices to the SFA:

Name	TBD
Attn	Cynthia Mahr, Assistant Superintendent for Finance and Ops
Address	TBD
	TBD

B. Notices to the FSMC:

Name	TBD
Attn	TBD
Address	TBD
	TBD

AND

Name	TBD
Attn	TBD
Address	TBD
	TBD

E-mail communication may also be allowable under the terms of this contract. Other persons or places may also be designated, in writing, by either of the parties, during the term of this contract. Notices shall be effective when received. Sent notices will be considered received forty-eight (48) hours after they are deposited in the United States mail.

SO AGREED:

Signature of Food Service Management Company's Authorized Representative	Title	Date

TBD

Printed Name of Food Service Management Company's Authorized Representative

Signature of School Food Authority's Authorized Representative	Title	Date

TBD

Printed Name of School Food Authority's Authorized Representative

Schedule A – Division of Costs for the Food Service Program

Schedule A to be completed as part of the RFP by the SFA

FOOD	**FSMC**	**SFA**
Food Purchasing	X	
Processing of Invoices	X	
Payment of Invoices	X	
USDA Administrative Charges	X	
USDA Processing Charges	X	
USDA Delivery Charges	X	

LABOR	**FSMC**	**SFA**
Payment of Hourly Full-Time Wages	X	
Payroll Taxes of Hourly Employees	X	
Fringe Benefits and Insurance of Hourly Employees	X	
Preparation of Hourly Employees' Payroll	X	
Processing of Hourly Employees' Payroll	X	
Workers' Compensation for Hourly Employees	X	

ADDITIONAL ITEMS	**FSMC**	**SFA**
China/Silver/Glassware – Original Purchase to Inventory Level Required for Operation		X
China/Silver/Glassware – Replacement During Operation		X
Telephone		X
Removal of Trash and Garbage from Kitchen		X
Removal of Trash and Garbage from Premises		X
Replacement of Expendable Equipment (Pots, Pans, etc.)		X
Replacement of Non-Expendable Equipment		X
Products and Public Liability Insurance		X
Cost of Repairing Equipment		X
Uniforms	X	
Local Travel (Intra-District and Banking Reimbursement)	X	
Vehicle		X

Schedule A (continued)

Schedule A to be completed as part of the RFP by the SFA

SUPPLIES	FSMC	SFA
Detergent and Cleaning Supplies	X	
Paper Supplies	X	
Menu Paper and Printing	X	
Postage	X	
Taxes/Licenses	X	
Pest Control		X
Utilities		X

CLEANING	FSMC	SFA
Ceiling, Light Fixtures and Fans		X
Dishwashing	X	
Equipment	X	
Hoods		X
Floors		X
Rest Rooms		X
Vent from Hoods to Outside		X
Walls	X	
Kitchen/Serving Area Equipment	X	
Cafeteria/Serving Area Equipment	X	
Dining Area/Tables and Chairs	X	

Schedule B – Procurement Specifications

Schedule B to be completed as part of the RFP by the SFA
**The minimum requirement as specified below are USDA foods minimum specifications*

PRODUCT	**MINIMUM REQUIREMENTS**
Dairy Products	Grade A
Meat	USDA Grade Choice
Fish	U.S. Government Inspected
Poultry	USDA Grade A
Canned Fruits & Vegetables	U.S. Grade A Choice
Fresh Fruits & Vegetables	U.S. No. 1 Grade
Frozen Fruit & Vegetables	USDA Grade A
Bread	Packaged bread and buns to be manufacturer dated for freshness
Milk	Grade A
Ice Cream	Grade A
SFA Defined Products:	SFA Defined Minimum Requirement:
Meat and Poultry	All meat and poultry products shall be processed under continuous inspection of the USDA. Only meat and poultry with the following grade standards shall be used: Beef (USDA Choice of Better), Pork (USDA Grade 1), Veal (USDA Choice), Poultry Chicken (Fryers) (USDA Grade A), Fowl (USDA A or B), Turkey (USDA A or B).
Cured Processed Meats	Bologna, frankfurters, luncheon meats, salami, and others shall be made from beef and/or poultry and meet all requirements for that product. No variety of meats, fillers, extenders, non-fat milk solids, or cereal will be allowed.
Non-Cured Meal Products	Fillers not approved as a protein source by the USDA and Food Nutrition Service may not be included as cooked meat weight.
Fish and Seafood	Frozen fish and seafood ingredients shall be manufactured under continuous inspection by the US Department of Commerce: Grade A.
Dairy Products	USDA Grade A. Cheese food and cheese spread are not permitted. Cheese alternatives may be used.
Vegetables	All frozen vegetables shall be USDA, Grade A. All fresh vegetables must be ready for consumption per USDA Food Buying Guide.
Fruits	Canned or Frozen: USDA Grade A Fancy. Must comply to standards to identify for the product and provisions of the Food, Drug, and Cosmetic Act and must be packed in water or their natural juices. Fresh fruit: USDA Fancy or Grade 1. Size must provide at least one-half cup fruit equivalency. Fruit juice: USDA Grade A.
Bread	Packaged bread and buns must be dated for freshness by the manufacturer.

Compostable Materials (Reimbursable Cost to the FSMC)	To ensure environmentally responsible practices, all materials used by the FSMC to serve prepared foods to students□including trays, boats, utensils, napkins, and other items□will be BPI-certified compostable products, verified through www.bpiworld.org.□□The FSMC will collaborate with Wellesley Public Schools and the district□s composting contractor to ensure all materials meet required compostable standards. This partnership will adapt to any changes in acceptable materials or composting requirements over the duration of the contract.
Limit Plastic Use (Reimbursable Cost to the FSMC):	To minimize the use of plastics in the food service program, the Food Service Management Company (FSMC) will sell and offer items in the following environmentally conscious ways:□□□ Milk: Served in cartons; alternatives may be considered if they meet NSLP guidelines.□□ Water and Seltzer Water: Aluminum cans□□ Juice and Other Beverages: Primarily in aluminum cans, though plastic may be allowed if no other sustainable options exist.□□ Pump condiments (i.e. ketchup, mustard) will replace single use packages.□□ No straws (plastic or compostable).□□Over the course of the contract, we would like to partner with the FSMC to identify ways to reduce the reliance on plastic use, including alternatives to individually wrapped items (i.e. cookies, fruit).

Schedule C – Price List (2024– 2025)

Schedule C to be completed as part of the RFP by the SFA and must be used in conjunction with Schedule E.

SCHEDULE C - PRICE LIST				
SCHOOL	*STUDENTS*	*ADULTS*		
	MILK	*BREAKFAST*	*LUNCH*	*MILK*
ELEMENTARY SCHOOLS	Price: 0.75	Price: 3.00	Price: 5.50	Price: 0.75
MIDDLE SCHOOLS	Price: 0.75	Price: 3.00	Price: 5.50	Price: 0.75
HIGH SCHOOLS	Price: 0.75	Price: 3.00	Price: 5.50	Price: 0.75

Schedule D – Reimbursement Rates **Rates as of 7/1/2024**

The rates provided are inclusive of the additional state supplemental funding provided for all NSLP schools in Massachusetts as part of the legislative action requiring National School Lunch Program lunches and School Breakfast Program breakfasts be offered at no cost. Schedule D is included as part of the RFP and must be used in conjunction with Schedule E.

1. National School Lunch Program

	Regular Rates	Severe Need Rates*
Free	4.48	4.50

*In districts participating in the National School Lunch Program with 60 percent or greater free and reduced participation during the second prior year.

2. School Breakfast Program

	Regular Rates	Severe Need Rates*
Free	2.37	2.84

*Severe Need Rates are available to schools where, in the second prior year,40 percent or more of the students received lunches free or at a reduced price.

3. After-School Snack Program

Rates	
Paid	.11
Reduced	.60
Free	1.21

4. Nine Cents Certification: $0.09

   This district is eight-cent certified

5. Effective USDA Foods Rate: $.3650

Schedule E – Financial Schedule

***Please note: This form must be completed by the FSMC and submitted separately in the sealed Price Proposal Envelope.**

Projected Revenue

Cafeteria Sales: (Lunch)

Student Paid Meals:				
	_____Elementary Schools	@$_____	=	$_____
	_____Middle Schools	@$_____	=	$_____
	_____High Schools	@$_____	=	$_____
Student Reduced Price:	_____District-wide	@$_____	=	$_____
Student a la Carte:		@$_____	=	$_____
Adult Lunches:		@$_____	=	$_____
Adult a la Carte:		@$_____	=	$_____

Cafeteria Sales: (Breakfast)

Student Paid Meals:				
	_____Elementary Schools	@$_____	=	$_____
	_____Middle Schools	@$_____	=	$_____
	_____High Schools	@$_____	=	$_____
Student Reduced Price:	_____District-wide	@$_____	=	$_____

Special Functions:		
Bank Interest		$_____
Other Income		$_____
Other Income		$_____
Subtotal Sales		$_____ (A)

Anticipated Reimbursement Federal & State (Lunch)				
	_____District-wide Paid Meals	@$_____	=	$_____
	_____Reduced Price	@$_____	=	$_____
	_____Free	@$_____	=	$_____
		Subtotal Lunch Reimbursement		$_____ (B)
Anticipated Reimbursement Federal & State (Breakfast)				
	_____District-wide Paid Meals	@$_____	=	$_____
	_____Reduced Price	@$_____	=	$_____
	_____Free	@$_____	=	$_____
		Subtotal Breakfast Reimbursement		$_____ (C)
Anticipated Reimbursement Federal (SFSP)				
	_____Breakfast	@$_____	=	$_____
	_____Lunch and Supper	@$_____	=	$_____
	_____Snack	@$_____	=	$_____
		Subtotal SFSP	=	$_____ (D)
		Total Income (A+B+C+D)		$_____

Projected Expenses				
Food				
Student Lunches	_____Meals	@$_____	=	$_____
Student Breakfasts	_____Meals	@$_____	=	$_____
Adult Lunches	_____Meals	@$_____	=	$_____
Employee Lunches	_____Meals	@$_____	=	$_____
Districtwide a la Carte				$_____
Special Functions				$_____
USDA Processing Charges				$_____
USDA Donated Foods Value				$_____
			Net Food Cost	$_____ (E)

Labor	
Hourly Wages: (Employee schedules, work hours and rates of pay must be attached)	
Administration/Clerical	$_____
Food Service Workers	$_____
Other: _____	$_____
Other: _____	$_____
Salaries: (Employee schedules, work hours and rates of pay must be attached)	
Management	$_____
Other: _____	$_____
Other Payroll Costs	
Employee Fringe Benefits	$_____
Other Expenditures	
Auto Allowance	$_____
Cafeteria Supplies (paper, cleaning, etc.)	$_____
Commodity Delivery	$_____
General Support and Administrative Expense	$_____
Depreciation	$_____
Equipment Rental	$_____
Insurance	$_____
Menu/Ticket Printing	$_____
Office Supplies	$_____
Performance Bond	$_____
Promotions	$_____
Replacements	$_____
Stationary/Postage	$_____
Telephone	$_____
Uniforms/Laundry	$_____
Manuals	$_____
Miscellaneous	$_____
Other	$_____
Total Labor and Other Expenses	$_____ (F)

***Management Fee**				
Monthly Flat Rate				$_____
OR				
Cents per Meal (Complete Calculation Below)				
*Student Annualized Meals		@$_____	=	$_____
			Total Management Fee	$_____(G)

Total Number of Reimbursable Meals
Expense Total $_____ (E+F+G)
Profit/Loss (SUBSIDY) $_____
*Student Annualized Meals = the number of reimbursable meals + (the $ amount of adult and a la carte sales) divided by (the current free lunch reimbursement rate + the per meal commodity [USDA Foods] reimbursement).
**In accordance with Section 12.10 E of this RFP the Meal Equivalency Rate used in the Contract shall be adjusted annually and must be set no lower than the current free lunch reimbursement rate plus the commodity (USDA Foods) reimbursement rate.
**Annualized a la Carte
Meal Equivalent = The total $ value of a la carte and adult meals divided by the current free lunch reimbursement rate + per meal commodity foods reimbursement = $_____

Schedule F – Food Service Management Company (FSMC) Fee

***Please note: This form must be completed by the FSMC and submitted separately in the sealed Price Proposal Envelope.**

Fee Components

The FSMC's fees must be inclusive of all general and administrative fees, as well as profit, and in compliance with USDA rules and regulations.

In addition to the above requirements and any other requirements included in the Agreement, the following costs MAY NOT be included in any other expense charged to the SFA other than as indicated in the chart under paragraph 2 herein.

1. Menu development specific to the operation
2. Management meetings, and/or management development program specific to the operation
3. Nutrition education materials and program expense
4. Facilities layout and design services specific to the operation
5. Cost of developing training or procedures manuals
6. Food service control forms and supplies
7. Materials for food service promotions
8. All purchasing services
9. Education provided through classroom programs, parent/teacher meetings and school food service advisory committee meetings
10. All accounting and bookkeeping
11. All payroll reporting, recording and documentation including the issuance of weekly payroll checks for food service management company employees
12. Supply of all administrative, dietetic, nutritional, sanitation and personnel advice
13. Visitation/coverage by corporate chef during school food service promotions
14. Visitation/coverage by a principal or other executive of the food service management company 15. Other Fees not outlined by this RFP that are included in the fee must be delineated and listed below:

Fee Structure: Please mark the table below with an X for the components that make up the Administrative Fee/Management Fee or are to be directly billed to the SFA from the items listed above. Labor and food production costs are covered later in this section.

Administrative Fee: The FSMC shall charge the SFA [CHECK ONE AND INSERT $]

◯ a fee of $_____ per month for _____ months during each year of the contract. The fee represents the FSMC overhead expenses listed below

OR

◯ a fee of $_____ per meal/meal equivalent. Meal equivalents shall be determined by:

- 1 lunch or supper = 1 meal equivalent
- 3 breakfasts = 2 meal equivalents
- 3 snacks = 1 meal equivalent
- Nonprogram food sales = The total $ value of nonprogram sales divided by the current free lunch reimbursement rate + per meal commodity foods reimbursement

The fee represents the FSMC overhead expenses listed below.

AND/OR

Management Fee: The FSMC shall charge the SFA [CHECK ONE AND INSERT $]

◯ a fee of $_____ per month for _____ months during each year of the contract. The fee represents the FSMC Profit

OR

◯ a fee of $_____ per meal/meal equivalent. Meal equivalents shall be determined by:

- 1 lunch or supper = 1 meal equivalent

- 3 breakfasts = 2 meal equivalents
- 3 snacks = 1 meal equivalent
- Nonprogram food sales = The total $ value of nonprogram sales divided by the current free lunch reimbursement rate + per meal commodity foods reimbursement

The fee represents the FSMC Profit.

Management and/or Administrative Fee Proposal: _____, food service management company (hereinafter referred to as the FSMC), agrees to operate the school food service program of the SFA TBD, a federal Child Nutrition Program School Food Authority (hereinafter referred to as the SFA) as described in the SFA's Request for Proposal (RFP) specifications for the 2024 - 2025 school year and for renewal years.

Renewal Year 1: 07/01/2026 to 06/30/2027

Renewal Year 2: 07/01/2027 to 06/30/2028

Renewal Year 3: 07/01/2028 to 06/30/2029

Renewal Year 4: 07/01/2029 to 06/30/2030

This is subject to subsequent negotiated one-year extensions of the agreement. Notwithstanding any contrary understanding or interpretation, the term of this agreement shall be one year, as required by USDA. This agreement may be renewed for one-year terms for up to four(4) additional years.

Fee Adjustments: Upon mutual written agreement of the SFA and the FSMC, the Management Fee and Administrative Fee may be adjusted annually. Such adjustment shall be by no more than the percentage of change in the Consumer Price Index ("CPI") for all Urban Consumers (CPI-U U.S. city average), Northeast Region, Food Away from Home for the preceding year (April – March). Upon acceptance by the SFA, such increase in fees shall be incorporated into any renewal of this contract.

Schedule G – Guaranteed Return

***Please note: This form must be completed by the FSMC and submitted separately in the sealed Price Proposal Envelope.**

Guaranteed Return: The SFA and the FSMC shall work together to ensure a financially sound and well run food service operation. For the term of the contract, including renewal years the FSMC shall guarantee that the food service program will achieve financial: *(select one option)*

◯ Breakeven: defined as "generated program revenues will be sufficient to cover all actual and direct operating costs incurred.

◯ Surplus: defined as "generated program revenues will exceed all actual and direct operating costs incurred. Dollar Value: _____

◯ Deficit: defined as "generated program revenues will not be sufficient to cover all actual and direct operating costs incurred. Dollar Value: _____

Actual and direct operating costs are as described in paragraphs 12.10A - E above.

If the annual financial return for the Food Service Program falls short of the FSMC's guaranteed minimum amount, the FSMC shall pay the difference to the SFA.

Exhibit M – Scoring Committee Results Chart and Criteria Ratings Conversion Charts Example

***Please Note: This example is based upon a Scoring Committee with three members. If your scoring committee has a different number of members, Individual Criteria Rating/Values and Overall Rating Ranges must be adjusted.**

Committee Results Chart - Vendor Name:

Criteria	Committee Member 1	Committee Member 2	Committee Member 3	Committee Member	Total	Overall Rating*
General Experience						
Reference Satisfaction						
Operations						
Relative Experience (FSD)						
Menus						
Marketing/Merchandising						
Financial Stability						
Employee Training						
Student Participation						
				Total Overall	**Rating**	

Criteria	
Highly Advantageous - HA	
Advantageous - A	
Not Advantageous - NA	
Unacceptable - U	

See **Criteria Ratings Conversions Chart to determine **Overall Rating***

Criteria Ratings Conversion Chart

Criteria Rating	Value	Individual Criteria Rating/Value
Highly Advantageous	4	12 – 11 points
Advantageous	3	10 – 8 points
Not Advantageous	2	7 – 5 points
Unacceptable	1	4 – 3 points

**Each committee member criteria score will be converted into a point value*

**Point values for all committee members will be combined to identify an overall score for a particular criterion for a given vendor*

Exhibit M – Scoring Committee Results Chart and Criteria Ratings Conversion Charts

Overall Ratings Ranges Chart

Criteria Rating	Overall Rating Ranges	Vendor Names
Highly Advantageous*	36 - 32	
Advantageous	31 – 23	
Not Advantageous	22 – 14	
Unacceptable	13 – 0	

**Only Overall Ratings of Highly Advantageous move forward to the Price Evaluation Stage. If there are no vendors rated Highly Advantageous, the LEA reserves the right to move Advantageous vendors to the price (Guaranteed Return) evaluation stage.*

Overall Ratings Ranges Chart

Vendor Names	Criteria Points*	Guaranteed Return - Highest* (1st) to Lowest (4th)

**Ties on the Guaranteed Return are broken by the highest Criteria Points*

**Ties on both Guaranteed Return and Criteria Points are broken by lowest Management Fee*

****If the Guaranteed Return is Unacceptable for these vendors, the LEA reserves the right to go to the Advantageous vendor(s)***

EXHIBIT N

Non-Collusion Statement, Tax Compliance Certification, Certificate of Independent Price Determination, Certification of Clean Air and Water, Energy Policy and Conservation Act, Certification Regarding Debarment, Foreign Corporation Certificate of Registration, Certification Regarding Lobbying, Disclosure of Lobbying

Non-Collusion Affidavit
Food Service Program

By submission of this proposal, the FSMC certifies that:

a. This proposal has been independently arrived at without collusion with any other proposer, competitor, potential proposer or potential competitor.

b. This proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of the proposals for the work to be performed or the goods to be sold, to any other proposer, competitor, potential proposer or potential competitor.

c. No attempt has been made, or will be made, to induce any other person to submit or not to submit a proposal. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

d. The person signing this proposal certifies that he/she has fully informed himself/herself regarding the accuracy of the statements contained in this certification, and under penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder, as well as the person signing in his/her behalf.

e. That below is a certified copy of the resolution authorizing the execution of the certificate by the signatory of this proposal on behalf of the corporate proposer.

Signature of the person authorized to submit this proposal

Typed or printed name of signatory and title

Date

Resolve that _____ be authorized to sign and submit the proposal of this corporation _____ for the Food Service Management Program at the TBD.

Tax Compliance Certification

Pursuant to M.G.L. c. 62C §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

State tax paid to _____ using Federal ID or SS# _____

_____
Company or Corporation

Dated: _____ _____
Authorized Official's Signature

Certificate of Independent Price Determination

Both the school food authority and the Food Service Management Company (FSMC)(offeror) shall execute this Certificate of Independent Price Determination.

	TBD
Name of FSMC	Name of School Food Authority

(A) By submission of this offer, the offeror certifies that in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

(1) The prices in this offer have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening in the case of an advertised procurement, or prior to award in the case of a negotiated procurement, directly to any other offeror or to any competitor; and

(3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit an offer for the purpose of restricting competition.

(B) Each person signing this offer on behalf of the Food Service Management FSMC certifies that:

(1) He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to A.1. through A.3. above; or

(2) He or she is not the person in the offeror's organization responsible with the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to A.1.through A.3. above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to A.1. through A.3. above.

To the best of my knowledge, this food service management company (FSMC), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described on the attached sheet (if applicable).

Name of FSMC	Title and Signature of FSMC Authorized Representative	Date

In accepting this offer, the sponsor certifies that no representative of the sponsor has taken any action which may have jeopardized the independence of the offer referred to above.

TBD		
Name of SFA	Title and Signature of SFA Authorized Representative	Date

Clean Air and Water Certificate

Applicable if the contract exceeds $100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed $100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8(c)(1) or the Federal Water Pollution Control Act 33 1319(d) and is listed by EPA or the contract is not otherwise exempt. Both the School Food Authority (SFA) and Food Service Management Company (FSMC)(offeror) shall execute this Certificate.

NAME OF FOOD SERVICE MANAGEMENT COMPANY:
NAME OF SCHOOL FOOD AUTHORITY: TBD

THE FOOD SERVICE MANAGEMENT COMPANY AGREES AS FOLLOWS:

A. To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq. as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract.
B. That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.
C. To use his/her best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.
D. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.
E. THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:
    a. The term “Air Act” means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604)
    b. The term “Water Act” means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).
    c. The term “Clean Air Standards” means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d), an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively, of the Air Act (42 U.S.C. 1857c-6(c) or (d), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).
    d. The term “Clean Air Standards” means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).
    e. The term “Compliance” means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.
    f. The term “facility” means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased or supervised by the FSMC.

_____	_____	_____
Signature of Food Service Management Company’s Authorized Representative	Title	Date
_____	_____	_____
Signature of School Food Authority’s Authorized Representative	Title	Date

Energy Policy and Conservation Act

The Food Service Management Company (FSMC) and the School Food Authority (SFA) agree to comply with the Energy Policy and Conservation Act (P.L 94-163) as amended through P.L. 114-255 (enacted December 13, 2016) for the duration of the contract year. An addendum agreeing to comply with this policy and act must be renewed with each renewal amendment.

	TBD
FSMC	SFA
Authorized Signature	Authorized Signature
Title	Title
Date	Date

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

SFAs are required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules found at 2CFR 200.214 by doing any one of the following:

- Checking the Excluded Parties List found at the System for Award Management www.SAM.gov;
- Collecting a certification that the entity is neither excluded nor disqualified. Since a Federal certification form is no longer available, the grantee or sub-grantee electing this method must devise its own;
- Including a clause to this effect in the sub-grant agreement and in any procurement contract expected to equal or exceed $25,000, awarded by the grantee or a sub-grantee under its grant or sub-grant;
- Sub-grantee and contractors must obtain a DUNS Number. All Federal Government awards are required to have a DUNS number. To obtain a DUNS number, contact Dun and Bradstreet at 1-866-705-5711 or visit their website at https://eupdate.dnb.com/requestoptions.asp. There is no charge for a DUNS number. The DUNS number serves as a means of tracking and identifying applications for Federal assistance and is required on all applications for Federal assistance.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension. 2CFR 200.214 Suspension and Debarment. The regulations were published as Part III of the December 26, 2013, Federal Register (pages 78590-78691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant in unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

PR/Award Number or Project Name

Name and Title(s) of Authorized Representative(s)

Signature(s)

_____

Date

Foreign Corporation Certificate of Registration
(M.G.L. chapter 156D, Section 15.03; 950 CMR 113.48)

Foreign Corporation Certificate of Registration

Certification Regarding Lobbying

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding $100,000 in Federal Funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to tile the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding $100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Organization Name

Address

Name of Submitting Official

Title of Submitting Official

Signature

Date

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (see reverse for public burden disclosure) Approved by OMB 0348-0046

1. Type of Federal Action: ☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. Status of Federal Action: ☐ a. bid/offer/application ☐ b. initial award ☐ c. post-award	3. Report Type: ☐ a. initial filing ☐ b. material change **For material change only:** Year _____ quarter_____ Date of last report: _____

4. Name and Address of Reporting Entity:
____ Prime _____Sub-awardee Tier _____, if known:
Name: _____
Street 1: _____ Street 2: _____
City: _____ State: _____ Zip Code: _____
Congressional District, if known: _____

5. If Reporting Entity in No. 4 is Sub-awardee, Enter Name and Address of Prime:
Name: _____
Street 1: _____ Street 2: _____
City: _____ State: _____ Zip Code: _____
Congressional District, if known: _____

6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, *if applicable*: _____
8. Federal Action Number, if known:	9. Award Amount, if known: $ _____

10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI);
Prefix: _____ Last Name: _____ First Name: _____ MI: _____
Company Name: _____
Street 1: _____ Street 2: _____
City: _____ State: _____ Zip code: _____

10. b. Individuals Performing Services (including address if different from No. 10a) last name, first name, MI):
Prefix: _____ Last Name: _____ First Name: _____ MI: _____
Company Name: _____
Street 1: _____ Street 2: _____
City: _____ State: _____ Zip code: _____

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____
Federal Use Only	Authorized for Local Reproduction Standard Form – LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the sub awardee, e.g., the first subaward of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub awardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, Unites States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
    a. Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

The certifying official shall sign and date the form, print his/her name, title, and telephone number



According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

WELLESLEY PUBLIC SCHOOLS

Learning • Caring • Innovating

Exhibit A:

School Data

Enrollment, NSLP Participation, Lunch Periods

Exhibit A: Additional Information

School	January 2025 Enrollment	Attendance Factor	Free & Reduced Price %	NSLP	SBP
Bates	288	95.4%	4.05%	X	X
Fiske	281	95.0%	13.88%	X	X
Hardy	286	94.7%	7.38%	X	X
Hunnewell	293	95.6%	7.46%	X	X
Schofield	291	95.2%	12.37%	X	X
Sprague	288	95.5%	13.06%	X	X
Wellesley Middle	922	94.9%	9.08%	X	X
Wellesley High	1,264	94.1%	10.63%	X	X
Total	3,913		9.83%		

Lunch Periods

	Start Time	End Time	Grade Levels
Bates Elementary (K-5)			
Breakfast	8:15 AM	8:40 AM	All Grades
Lunch Period 1	11:45 AM	12:05 AM	Grade K and 1
Lunch Period 2	12:10 PM	12:30 PM	Grade 4 and 5
Lunch Period 3	12:35 PM	12:55 PM	Grade 2 and 3
Fiske Elementary (K-5)			
Breakfast	8:15 AM	8:40 AM	All Grades
Lunch Period 1	11:50 AM	12:10 PM	Grades 1 and 3
Lunch Period 2	12:15 PM	12:35 PM	Grades K and 5
Lunch Period 3	12:40 PM	1:00 PM	Grades 2 and 4
Hardy Elementary (K-5)			
Breakfast	8:15 AM	8:40 AM	All Grades
Lunch Period 1	11: 45 AM	12:05 PM	Grades 1 and 4
Lunch Period 2	12:10 PM	12:30 PM	Grades 3 and K
Lunch Period 3	12:35 PM	12:55 PM	Grades 2 and 5
Hunnewell Elementary (K-5)			
Breakfast	8:15 AM	8:40 AM	All Grades
Lunch Period 1	11:30 AM	11:50 AM	Grades K and 1
Lunch Period 2	11:50 AM	12:10 PM	Grades 2 and 5
Lunch Period 3	12:10 PM	12:30 PM	Grades 3 and 4
Schofield Elementary (K-5)			
Breakfast	8:15 AM	8:40 AM	All Grades
Lunch Period 1	11:40 AM	12:00 PM	Grades 1 and 2
Lunch Period 2	12:10 PM	12:30 PM	Grades 3 and 4
Lunch Period 3	12:40 PM	1:00 PM	Grades K and 5

Sprague Elementary (K-5)			
Breakfast	8:15 AM	8:40 AM	All Grades
Lunch Period 1	11:25 AM	11:45 AM	Grades K and 1
Lunch Period 2	11:55 AM	12:15 PM	Grades 2 and 3
Lunch Period 3	12:20 PM	12:40 PM	Grades 4 and 5
Wellesley Middle (6-8)			
Breakfast	7:30 AM	7:45 AM	All Grades
Lunch Period 1	11:25 AM	11:50 AM	Grade 6
Lunch Period 2	11:54 AM	12:19 PM	Grade 7: 2/week Grade 8: 4/week
Lunch Period 3	12:23 PM	12:48 PM	Grade 7: 4/week Grade 8: 2/week
Wellesley High (9-12)			
Breakfast	7:15 AM	8:30 AM	All Grades
Lunch Period 1	10:55 AM	11:24 AM	All Grades
Lunch Period 2	11:24 AM	11:53 AM	All Grades
Lunch Period 3	11:53 AM	12:22 PM	All Grades

Projected Enrollment

School	Grade Level	SY'26-27	SY'27-28	SY'28-29
Elementary	Kindergarten	238	271	264
	Grade 1	275	263	302
	Grade 2	318	298	284
	Grade 3	339	350	326
	Grade 4	311	352	362
	Grade 5	344	327	374
	Total	1,825	1,861	1,912
WMS	Grade 6	272	331	315
	Grade 7	291	270	330
	Grade 8	300	290	270
	Total	863	891	915
WHS	Grade 9	309	292	282
	Grade 10	286	301	284
	Grade 11	276	276	290
	Grade 12	302	281	281
	Total	1,173	1,150	1,137
District	Total	3,861	3,902	3,964

WELLESLEY PUBLIC SCHOOLS

Learning • Caring • Innovating

Exhibit B:

Reimbursement Claims for the last 12 Months

11-317 Wellesley Public Schools

*Claim DEC-2024 Claim 1, Rev 0 (APPROVED)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

Claim Month/Year : Dec 2024			
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	24657	0.0500	1232.85
Total Lunches (Federal - Base)	24657	0.4200	10355.94
Total Lunches (Federal - Severe Need)	0	0.0200	0.00
Total Lunches (Federal - PBF)	24657	0.0900	2219.13
Free Lunches	2777	4.0100	11135.77
Reduced Price Lunches	308	3.6100	1111.88
Paid Lunches/Free to Student Workers	21572		
Total Claim for Served Lunches			26055.57
Free Breakfasts	770	2.3700	1824.90
Reduced Breakfasts	86	2.0700	178.02
Free Breakfasts (Severe Need)	0	2.8400	0.00
Reduced Price Breakfast (Severe Need)	0	2.5400	0.00
Paid Breakfasts	2442	0.3900	952.38
Total Claim for Served Breakfasts	3298		2955.30
Free After School Snack All Free	0	1.2100	0.00
Free After School Snack Other	0	1.2100	0.00
Reduced Price After School Snack	0	0.6000	0.00
Paid After School Snack	0	0.1100	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			29010.87
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2700	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			12575.07
Section 11 - Federal			12247.65
State Share			1232.85
Breakfast - Federal			2955.30
Breakfast - State			0.00
Milk - Federal			0.00
Total			29010.87

11-317 Wellesley Public Schools

Claim: DEC-2024 Claim 1, Rev 0 (APPROVED)

State Free Meals Reimbursement

Meal Type	Meals Served	Rate	Amount
Reduced Price Lunch	308	0.40	123.20
Paid Lunch	21,572	4.01	86,503.72
Reduced Price Breakfast (Severe Need Sites)	0	0.30	0.00
Reduced Price Breakfast	86	0.30	25.80
Paid Breakfast (Severe Need Sites)	0	2.45	0.00
Paid Breakfast	2,442	1.98	4,835.16
Reduced Price After School Snack	0	0.61	0.00
Paid After School Snack	0	1.10	0.00
		Total	91,487.88

11-317 Wellesley Public Schools

*Claim NOV-2024 Claim 1, Rev 0 (PAID)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

Claim Month/Year : Nov 2024			
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	28046	0.0500	1402.30
Total Lunches (Federal - Base)	28046	0.4200	11779.32
Total Lunches (Federal - Severe Need)	0	0.0200	0.00
Total Lunches (Federal - PBF)	28046	0.0900	2524.14
Free Lunches	3087	4.0100	12378.87
Reduced Price Lunches	369	3.6100	1332.09
Paid Lunches/Free to Student Workers	24590		
Total Claim for Served Lunches			29416.72
Free Breakfasts	940	2.3700	2227.80
Reduced Breakfasts	87	2.0700	180.09
Free Breakfasts (Severe Need)	0	2.8400	0.00
Reduced Price Breakfast (Severe Need)	0	2.5400	0.00
Paid Breakfasts	3117	0.3900	1215.63
Total Claim for Served Breakfasts	4144		3623.52
Free After School Snack All Free	0	1.2100	0.00
Free After School Snack Other	0	1.2100	0.00
Reduced Price After School Snack	0	0.6000	0.00
Paid After School Snack	0	0.1100	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			33040.24
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2700	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			14303.46
Section 11 - Federal			13710.96
State Share			1402.30
Breakfast - Federal			3623.52
Breakfast - State			0.00
Milk - Federal			0.00
Total			33040.24

11-317 Wellesley Public Schools

Claim: NOV-2024 Claim 1, Rev 0 (PAID)

State Free Meals Reimbursement

Meal Type	Meals Served	Rate	Amount
Reduced Price Lunch	369	0.40	147.60
Paid Lunch	24,590	4.01	98,605.90
Reduced Price Breakfast (Severe Need Sites)	0	0.30	0.00
Reduced Price Breakfast	87	0.30	26.10
Paid Breakfast (Severe Need Sites)	0	2.45	0.00
Paid Breakfast	3,117	1.98	6,171.66
Reduced Price After School Snack	0	0.61	0.00
Paid After School Snack	0	1.10	0.00
		Total	104,951.26

11-317 Wellesley Public Schools

*Claim OCT-2024 Claim 1, Rev 0 (PAID)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

Claim Month/Year : Oct 2024			
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	37035	0.0500	1851.75
Total Lunches (Federal - Base)	37035	0.4200	15554.70
Total Lunches (Federal - Severe Need)	0	0.0200	0.00
Total Lunches (Federal - PBF)	37035	0.0900	3333.15
Free Lunches	4103	4.0100	16453.03
Reduced Price Lunches	522	3.6100	1884.42
Paid Lunches/Free to Student Workers	32410		
Total Claim for Served Lunches			39077.05
Free Breakfasts	1127	2.3700	2670.99
Reduced Breakfasts	128	2.0700	264.96
Free Breakfasts (Severe Need)	0	2.8400	0.00
Reduced Price Breakfast (Severe Need)	0	2.5400	0.00
Paid Breakfasts	3908	0.3900	1524.12
Total Claim for Served Breakfasts	5163		4460.07
Free After School Snack All Free	0	1.2100	0.00
Free After School Snack Other	0	1.2100	0.00
Reduced Price After School Snack	0	0.6000	0.00
Paid After School Snack	0	0.1100	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			43537.12
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2700	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			18887.85
Section 11 - Federal			18337.45
State Share			1851.75
Breakfast - Federal			4460.07
Breakfast - State			0.00
Milk - Federal			0.00
Total			43537.12

11-317 Wellesley Public Schools

Claim: OCT-2024 Claim 1, Rev 0 (PAID)

State Free Meals Reimbursement

Meal Type	Meals Served	Rate	Amount
Reduced Price Lunch	522	0.40	208.80
Paid Lunch	32,410	4.01	129,964.10
Reduced Price Breakfast (Severe Need Sites)	0	0.30	0.00
Reduced Price Breakfast	128	0.30	38.40
Paid Breakfast (Severe Need Sites)	0	2.45	0.00
Paid Breakfast	3,908	1.98	7,737.84
Reduced Price After School Snack	0	0.61	0.00
Paid After School Snack	0	1.10	0.00
		Total	137,949.14

11-317 Wellesley Public Schools

*Claim SEP-2024 Claim 1, Rev 0 (PAID)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

			Claim Month/Year : Sep 2024
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	36382	0.0500	1819.10
Total Lunches (Federal - Base)	36382	0.4200	15280.44
Total Lunches (Federal - Severe Need)	0	0.0200	0.00
Total Lunches (Federal - PBF)	36382	0.0900	3274.38
Free Lunches	3969	4.0100	15915.69
Reduced Price Lunches	602	3.6100	2173.22
Paid Lunches/Free to Student Workers	31811		
Total Claim for Served Lunches			38462.83
Free Breakfasts	979	2.3700	2320.23
Reduced Breakfasts	159	2.0700	329.13
Free Breakfasts (Severe Need)	0	2.8400	0.00
Reduced Price Breakfast (Severe Need)	0	2.5400	0.00
Paid Breakfasts	2378	0.3900	927.42
Total Claim for Served Breakfasts	3516		3576.78
Free After School Snack All Free	0	1.2100	0.00
Free After School Snack Other	0	1.2100	0.00
Reduced Price After School Snack	0	0.6000	0.00
Paid After School Snack	0	0.1100	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			42039.61
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2700	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			18554.82
Section 11 - Federal			18088.91
State Share			1819.10
Breakfast - Federal			3576.78
Breakfast - State			0.00
Milk - Federal			0.00
Total			42039.61

11-317 Wellesley Public Schools

Claim: SEP-2024 Claim 1, Rev 0 (PAID)

State Free Meals Reimbursement

Meal Type	Meals Served	Rate	Amount
Reduced Price Lunch	602	0.40	240.80
Paid Lunch	31,811	4.01	127,562.11
Reduced Price Breakfast (Severe Need Sites)	0	0.30	0.00
Reduced Price Breakfast	159	0.30	47.70
Paid Breakfast (Severe Need Sites)	0	2.45	0.00
Paid Breakfast	2,378	1.98	4,708.44
Reduced Price After School Snack	0	0.61	0.00
Paid After School Snack	0	1.10	0.00
		Total	132,559.05

11-317 Wellesley Public Schools

*Claim AUG-2024 Claim 1, Rev 0 (IN PROCESS)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

Claim Month/Year : Aug 2024			
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	4320	0.0500	216.00
Total Lunches (Federal - Base)	4320	0.4200	1814.40
Total Lunches (Federal - Severe Need)	0	0.0200	0.00
Total Lunches (Federal - PBF)	4320	0.0900	388.80
Free Lunches	458	4.0100	1836.58
Reduced Price Lunches	66	3.6100	238.26
Paid Lunches/Free to Student Workers	3796		
Total Claim for Served Lunches			4494.04
Free Breakfasts	64	2.3700	151.68
Reduced Breakfasts	9	2.0700	18.63
Free Breakfasts (Severe Need)	0	2.8400	0.00
Reduced Price Breakfast (Severe Need)	0	2.5400	0.00
Paid Breakfasts	110	0.3900	42.90
Total Claim for Served Breakfasts	183		213.21
Free After School Snack All Free	0	1.2100	0.00
Free After School Snack Other	0	1.2100	0.00
Reduced Price After School Snack	0	0.6000	0.00
Paid After School Snack	0	0.1100	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			4707.25
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2700	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			2203.20
Section 11 - Federal			2074.84
State Share			216.00
Breakfast - Federal			213.21
Breakfast - State			0.00
Milk - Federal			0.00
Total			4707.25

11-317 Wellesley Public Schools

Claim: AUG-2024 Claim 1, Rev 0 (IN PROCESS)

State Free Meals Reimbursement

Meal Type	Meals Served	Rate	Amount
Reduced Price Lunch	66	0.40	26.40
Paid Lunch	3,796	4.01	15,221.96
Reduced Price Breakfast (Severe Need Sites)	0	0.30	0.00
Reduced Price Breakfast	9	0.30	2.70
Paid Breakfast (Severe Need Sites)	0	2.45	0.00
Paid Breakfast	110	1.98	217.80
Reduced Price After School Snack	0	0.61	0.00
Paid After School Snack	0	1.10	0.00
		Total	15,468.86

11-317 Wellesley Public Schools

*Claim JUN-2024 Claim 1, Rev 0 (PAID)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

Claim Month/Year : Jun 2024			
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	11512	0.0500	575.60
Total Lunches (Federal - Base)	11512	0.4000	4604.80
Total Lunches (Federal - Severe Need)	0	0.0200	0.00
Total Lunches (Federal - PBF)	11512	0.0800	920.96
Free Lunches	1253	3.8500	4824.05
Reduced Price Lunches	198	3.4500	683.10
Paid Lunches/Free to Student Workers	10061		
Total Claim for Served Lunches			11608.51
Free Breakfasts	383	2.2800	873.24
Reduced Breakfasts	43	1.9800	85.14
Free Breakfasts (Severe Need)	0	2.7300	0.00
Reduced Price Breakfast (Severe Need)	0	2.4300	0.00
Paid Breakfasts	880	0.3800	334.40
Total Claim for Served Breakfasts	1306		1292.78
Free After School Snack All Free	0	1.1700	0.00
Free After School Snack Other	0	1.1700	0.00
Reduced Price After School Snack	0	0.5800	0.00
Paid After School Snack	0	0.1000	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			12901.29
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2625	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			5525.76
Section 11 - Federal			5507.15
State Share			575.60
Breakfast - Federal			1292.78
Breakfast - State			0.00
Milk - Federal			0.00
Total			12901.29

11-317 Wellesley Public Schools

Claim: JUN-2024 Claim 1, Rev 0 (PAID)

State Free Meals Reimbursement

Meal Type	Meals Served	Rate	Amount
Reduced Price Lunch	198	0.40	79.20
Paid Lunch	10,061	3.85	38,734.85
Reduced Price Breakfast (Severe Need Sites)	0	0.30	0.00
Reduced Price Breakfast	43	0.30	12.90
Paid Breakfast (Severe Need Sites)	0	2.35	0.00
Paid Breakfast	880	1.90	1,672.00
Reduced Price After School Snack	0	0.59	0.00
Paid After School Snack	0	1.07	0.00
		Total	40,498.95

11-317 Wellesley Public Schools

*Claim MAY-2024 Claim 1, Rev 0 (PAID)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

Claim Month/Year : May 2024			
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	36369	0.0500	1818.45
Total Lunches (Federal - Base)	36369	0.4000	14547.60
Total Lunches (Federal - Severe Need)	0	0.0200	0.00
Total Lunches (Federal - PBF)	36369	0.0800	2909.52
Free Lunches	4194	3.8500	16146.90
Reduced Price Lunches	587	3.4500	2025.15
Paid Lunches/Free to Student Workers	31588		
Total Claim for Served Lunches			37447.62
Free Breakfasts	1121	2.2800	2555.88
Reduced Breakfasts	139	1.9800	275.22
Free Breakfasts (Severe Need)	0	2.7300	0.00
Reduced Price Breakfast (Severe Need)	0	2.4300	0.00
Paid Breakfasts	2448	0.3800	930.24
Total Claim for Served Breakfasts	3708		3761.34
Free After School Snack All Free	0	1.1700	0.00
Free After School Snack Other	0	1.1700	0.00
Reduced Price After School Snack	0	0.5800	0.00
Paid After School Snack	0	0.1000	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			41208.96
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2625	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			17457.12
Section 11 - Federal			18172.05
State Share			1818.45
Breakfast - Federal			3761.34
Breakfast - State			0.00
Milk - Federal			0.00
Total			41208.96

11-317 Wellesley Public Schools

Claim: MAY-2024 Claim 1, Rev 0 (PAID)

State Free Meals Reimbursement

Meal Type	Meals Served	Rate	Amount
Reduced Price Lunch	587	0.40	234.80
Paid Lunch	31,588	3.85	121,613.80
Reduced Price Breakfast (Severe Need Sites)	0	0.30	0.00
Reduced Price Breakfast	139	0.30	41.70
Paid Breakfast (Severe Need Sites)	0	2.35	0.00
Paid Breakfast	2,448	1.90	4,651.20
Reduced Price After School Snack	0	0.59	0.00
Paid After School Snack	0	1.07	0.00
		Total	126,541.50

11-317 Wellesley Public Schools

*Claim APR-2024 Claim 1, Rev 0 (PAID)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

Claim Month/Year : Apr 2024			
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	28354	0.0500	1417.70
Total Lunches (Federal - Base)	28354	0.4000	11341.60
Total Lunches (Federal - Severe Need)	0	0.0200	0.00
Total Lunches (Federal - PBF)	28354	0.0800	2268.32
Free Lunches	3178	3.8500	12235.30
Reduced Price Lunches	343	3.4500	1183.35
Paid Lunches/Free to Student Workers	24833		
Total Claim for Served Lunches			28446.27
Free Breakfasts	815	2.2800	1858.20
Reduced Breakfasts	96	1.9800	190.08
Free Breakfasts (Severe Need)	0	2.7300	0.00
Reduced Price Breakfast (Severe Need)	0	2.4300	0.00
Paid Breakfasts	2023	0.3800	768.74
Total Claim for Served Breakfasts	2934		2817.02
Free After School Snack All Free	0	1.1700	0.00
Free After School Snack Other	0	1.1700	0.00
Reduced Price After School Snack	0	0.5800	0.00
Paid After School Snack	0	0.1000	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			31263.29
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2625	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			13609.92
Section 11 - Federal			13418.65
State Share			1417.70
Breakfast - Federal			2817.02
Breakfast - State			0.00
Milk - Federal			0.00
Total			31263.29

11-317 Wellesley Public Schools

Claim: APR-2024 Claim 1, Rev 0 (PAID)

State Free Meals Reimbursement

Meal Type	Meals Served	Rate	Amount
Reduced Price Lunch	343	0.40	137.20
Paid Lunch	24,833	3.85	95,607.05
Reduced Price Breakfast (Severe Need Sites)	0	0.30	0.00
Reduced Price Breakfast	96	0.30	28.80
Paid Breakfast (Severe Need Sites)	0	2.35	0.00
Paid Breakfast	2,023	1.90	3,843.70
Reduced Price After School Snack	0	0.59	0.00
Paid After School Snack	0	1.07	0.00
		Total	99,616.75

11-317 Wellesley Public Schools

*Claim MAR-2024 Claim 1, Rev 0 (PAID)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

Claim Month/Year : Mar 2024			
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	34203	0.0500	1710.15
Total Lunches (Federal - Base)	34203	0.4000	13681.20
Total Lunches (Federal - Severe Need)	0	0.0200	0.00
Total Lunches (Federal - PBF)	34203	0.0800	2736.24
Free Lunches	3741	3.8500	14402.85
Reduced Price Lunches	383	3.4500	1321.35
Paid Lunches/Free to Student Workers	30079		
Total Claim for Served Lunches			33851.79
Free Breakfasts	929	2.2800	2118.12
Reduced Breakfasts	121	1.9800	239.58
Free Breakfasts (Severe Need)	0	2.7300	0.00
Reduced Price Breakfast (Severe Need)	0	2.4300	0.00
Paid Breakfasts	2540	0.3800	965.20
Total Claim for Served Breakfasts	3590		3322.90
Free After School Snack All Free	0	1.1700	0.00
Free After School Snack Other	0	1.1700	0.00
Reduced Price After School Snack	0	0.5800	0.00
Paid After School Snack	0	0.1000	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			37174.69
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2625	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			16417.44
Section 11 - Federal			15724.20
State Share			1710.15
Breakfast - Federal			3322.90
Breakfast - State			0.00
Milk - Federal			0.00
Total			37174.69

11-317 Wellesley Public Schools

Claim: MAR-2024 Claim 1, Rev 0 (PAID)

State Free Meals Reimbursement

Meal Type	Meals Served	Rate	Amount
Reduced Price Lunch	383	0.40	153.20
Paid Lunch	30,079	3.85	115,804.15
Reduced Price Breakfast (Severe Need Sites)	0	0.30	0.00
Reduced Price Breakfast	121	0.30	36.30
Paid Breakfast (Severe Need Sites)	0	2.35	0.00
Paid Breakfast	2,540	1.90	4,826.00
Reduced Price After School Snack	0	0.59	0.00
Paid After School Snack	0	1.07	0.00
		Total	120,819.65

11-317 Wellesley Public Schools

*Claim FEB-2024 Claim 1, Rev 0 (PAID)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

Claim Month/Year : Feb 2024			
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	25543	0.0500	1277.15
Total Lunches (Federal - Base)	25543	0.4000	10217.20
Total Lunches (Federal - Severe Need)	0	0.0200	0.00
Total Lunches (Federal - PBF)	25543	0.0800	2043.44
Free Lunches	2791	3.8500	10745.35
Reduced Price Lunches	309	3.4500	1066.05
Paid Lunches/Free to Student Workers	22443		
Total Claim for Served Lunches			25349.19
Free Breakfasts	741	2.2800	1689.48
Reduced Breakfasts	80	1.9800	158.40
Free Breakfasts (Severe Need)	0	2.7300	0.00
Reduced Price Breakfast (Severe Need)	0	2.4300	0.00
Paid Breakfasts	2063	0.3800	783.94
Total Claim for Served Breakfasts	2884		2631.82
Free After School Snack All Free	0	1.1700	0.00
Free After School Snack Other	0	1.1700	0.00
Reduced Price After School Snack	0	0.5800	0.00
Paid After School Snack	0	0.1000	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			27981.01
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2625	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			12260.64
Section 11 - Federal			11811.40
State Share			1277.15
Breakfast - Federal			2631.82
Breakfast - State			0.00
Milk - Federal			0.00
Total			27981.01

11-317 Wellesley Public Schools

Claim: FEB-2024 Claim 1, Rev 0 (PAID)

State Free Meals Reimbursement

Meal Type	Meals Served	Rate	Amount
Reduced Price Lunch	309	0.40	123.60
Paid Lunch	22,443	3.85	86,405.55
Reduced Price Breakfast (Severe Need Sites)	0	0.30	0.00
Reduced Price Breakfast	80	0.30	24.00
Paid Breakfast (Severe Need Sites)	0	2.35	0.00
Paid Breakfast	2,063	1.90	3,919.70
Reduced Price After School Snack	0	0.59	0.00
Paid After School Snack	0	1.07	0.00
		Total	90,472.85

11-317 Wellesley Public Schools

*Claim JAN-2024 Claim 1, Rev 0 (PAID)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

			Claim Month/Year : Jan 2024
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	35687	0.0500	1784.35
Total Lunches (Federal - Base)	35687	0.4000	14274.80
Total Lunches (Federal - Severe Need)	0	0.0200	0.00
Total Lunches (Federal - PBF)	35687	0.0800	2854.96
Free Lunches	3727	3.8500	14348.95
Reduced Price Lunches	450	3.4500	1552.50
Paid Lunches/Free to Student Workers	31510		
Total Claim for Served Lunches			34815.56
Free Breakfasts	968	2.2800	2207.04
Reduced Breakfasts	82	1.9800	162.36
Free Breakfasts (Severe Need)	0	2.7300	0.00
Reduced Price Breakfast (Severe Need)	0	2.4300	0.00
Paid Breakfasts	2454	0.3800	932.52
Total Claim for Served Breakfasts	3504		3301.92
Free After School Snack All Free	0	1.1700	0.00
Free After School Snack Other	0	1.1700	0.00
Reduced Price After School Snack	0	0.5800	0.00
Paid After School Snack	0	0.1000	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			38117.48
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2625	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			17129.76
Section 11 - Federal			15901.45
State Share			1784.35
Breakfast - Federal			3301.92
Breakfast - State			0.00
Milk - Federal			0.00
Total			38117.48

11-317 Wellesley Public Schools

Claim: JAN-2024 Claim 1, Rev 0 (PAID)

State Free Meals Reimbursement

Meal Type	Meals Served	Rate	Amount
Reduced Price Lunch	450	0.40	180.00
Paid Lunch	31,510	3.85	121,313.50
Reduced Price Breakfast (Severe Need Sites)	0	0.30	0.00
Reduced Price Breakfast	82	0.30	24.60
Paid Breakfast (Severe Need Sites)	0	2.35	0.00
Paid Breakfast	2,454	1.90	4,662.60
Reduced Price After School Snack	0	0.59	0.00
Paid After School Snack	0	1.07	0.00
		Total	126,180.70

WELLESLEY PUBLIC SCHOOLS

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Exhibit C:

Meal Counts and Sales by School

Site Report

Massachusetts Department Of Elementary and Secondary Education
Supplement to Claim for Reimbursement
National School Lunch, Breakfast, Milk and Snacks Programs

Claim DEC-2024 Claim 1, Rev 0 (APPROVED)

☑ I have reviewed the number of meals entered and confirm them to be accurate.
Reviewed By: Michael Dennis, Date: 01/30/2025 12:04:33 PM

Sponsor: *Wellesley* Agreement Number: *11-317* Claim Month and Year: *December 2024*

Site # and Name	Enrollment	Avg Daily Att.	Operating Days			Number of Apps		Lunches Served to Students				Breakfasts Served to Students					After School Snacks Served to Students					Special Milk			Reimb Amt (State)	Status
			Lun.	Brk.	Snk.	Free	Redu.	Free	Redu.	Paid	Total	Free	Redu.	Paid	Total	Sev. Need Brk.	Free	Redu.	Paid	Total	All Free	Free	Paid	Total		
317-025 HUNNEWELL	292	279	11	0	0	20	2	151	18	1,471	1,640	0	0	0	0	N	0	0	0	0	N	0	0	0	1,506.89 (82.00)	DONE
317-020 JOHN E. HARDY	280	265	11	0	0	19	3	149	11	1,608	1,768	0	0	0	0	N	0	0	0	0	N	0	0	0	1,538.88 (88.40)	DONE
317-015 JOSEPH E. FISKE	282	268	11	0	0	35	4	302	32	1,694	2,028	0	0	0	0	N	0	0	0	0	N	0	0	0	2,360.82 (101.40)	DONE
317-005 KATHARINE LEE BATES	288	275	11	0	0	12	0	80	0	1,379	1,459	0	0	0	0	N	0	0	0	0	N	0	0	0	1,064.89 (72.95)	DONE
317-060 SCHOFIELD ELEMENTARY	290	276	11	14	0	28	4	174	21	1,319	1,514	102	17	608	727	N	0	0	0	0	N	0	0	0	2,059.74 (75.70)	DONE
317-900 SPRAGUE ELEMENTARY SCHOOL	289	276	11	0	0	35	2	228	15	1,498	1,741	0	0	0	0	N	0	0	0	0	N	0	0	0	1,856.34 (87.05)	DONE
317-405 WELLESLEY MIDDLE SCHOOL	920	873	13	14	0	80	8	714	90	6,232	7,036	293	30	1,024	1,347	N	0	0	0	0	N	0	0	0	7,932.27 (351.80)	DONE
317-505 WELLESLEY SR. HIGH SCHOOL	1,259	1,185	13	14	0	123	12	979	121	6,371	7,471	375	39	810	1,224	N	0	0	0	0	N	0	0	0	9,458.19 (373.55)	DONE
TOTALS**	3,900	3,697	13	14	0	352	35	2,777	308	21,572	24,657	770	86	2,442	3,298		0	0	0	0		0	0	0	27,778.02 (1,232.85)	

**Reimbursement amounts may differ due to rounding.

Errors or No Claims

[1] Provision 2 Breakfast Only [2] Provision 2 Lunch Only [3] Provision 2 Breakfast and Lunch [4] Community Eligibility Provision

Top of Page

Site Report

Massachusetts Department Of Elementary and Secondary Education
Supplement to Claim for Reimbursement
National School Lunch, Breakfast, Milk and Snacks Programs

Claim NOV-2024 Claim 1, Rev 0 (PAID)

☑ I have reviewed the number of meals entered and confirm them to be accurate.
Reviewed By: Laura Ball, Date: 12/30/2024 10:15:57 AM

Sponsor: *Wellesley* Agreement Number: *11-317* Claim Month and Year: *November 2024*

Site # and Name	Enrollment	Avg Daily Att.	Operating Days			Number of Apps		Lunches Served to Students				Breakfasts Served to Students					After School Snacks Served to Students					Special Milk			Reimb Amt (State)	Status
			Lun.	Brk.	Snk.	Free	Redu.	Free	Redu.	Paid	Total	Free	Redu.	Paid	Total	Sev. Need Brk.	Free	Redu.	Paid	Total	All Free	Free	Paid	Total		
317-025 HUNNEWELL	292	279	12	0	0	20	2	177	20	1,612	1,809	0	0	0	0	N	0	0	0	0	N	0	0	0	1,704.56 (90.45)	DONE
317-020 JOHN E. HARDY	280	266	12	0	0	19	3	170	11	1,808	1,989	0	0	0	0	N	0	0	0	0	N	0	0	0	1,735.80 (99.45)	DONE
317-015 JOSEPH E. FISKE	281	269	12	0	0	35	4	332	30	1,814	2,176	0	0	0	0	N	0	0	0	0	N	0	0	0	2,549.38 (108.80)	DONE
317-005 KATHARINE LEE BATES	288	274	12	0	0	12	0	85	0	1,480	1,565	0	0	0	0	N	0	0	0	0	N	0	0	0	1,139.00 (78.25)	DONE
317-060 SCHOFIELD ELEMENTARY	291	277	12	17	0	28	4	198	25	1,440	1,663	111	18	750	879	N	0	0	0	0	N	0	0	0	2,325.19 (83.15)	DONE
317-900 SPRAGUE ELEMENTARY SCHOOL	288	274	12	0	0	33	2	247	16	1,614	1,877	0	0	0	0	N	0	0	0	0	N	0	0	0	2,005.50 (93.85)	DONE
317-405 WELLESLEY MIDDLE SCHOOL	921	879	15	17	0	79	8	805	103	7,336	8,244	389	26	1,416	1,831	N	0	0	0	0	N	0	0	0	9,332.31 (412.20)	DONE
317-505 WELLESLEY SR. HIGH SCHOOL	1,258	1,171	15	17	0	118	13	1,073	164	7,486	8,723	440	43	951	1,434	N	0	0	0	0	N	0	0	0	10,846.20 (436.15)	DONE
TOTALS**	3,899	3,689	15	17	0	344	36	3,087	369	24,590	28,046	940	87	3,117	4,144		0	0	0	0		0	0	0	31,637.94 (1,402.30)	

**Reimbursement amounts may differ due to rounding.

Errors or No Claims

[1] Provision 2 Breakfast Only [2] Provision 2 Lunch Only [3] Provision 2 Breakfast and Lunch [4] Community Eligibility Provision

Top of Page

Site Report

Massachusetts Department Of Elementary and Secondary Education
Supplement to Claim for Reimbursement
National School Lunch, Breakfast, Milk and Snacks Programs

Claim: OCT-2024 Claim 1, Rev 0 (PAID)

☑ I have reviewed the number of meals entered and confirm them to be accurate.
Reviewed By: Laura Ball, Date: 12/12/2024 12:48:57 PM

Sponsor: *Wellesley* Agreement Number: *11-317* Claim Month and Year: *October 2024*

Site # and Name	Enrollment	Avg Daily Att.	Operating Days			Number of Apps		Lunches Served to Students				Breakfasts Served to Students					After School Snacks Served to Students					Special Milk			Reimb Amt (State)	Status
			Lun.	Brk.	Snk.	Free	Redu.	Free	Redu.	Paid	Total	Free	Redu.	Paid	Total	Sev. Need Brk.	Free	Redu.	Paid	Total	All Free	Free	Paid	Total		
317-025 HUNNEWELL	293	282	16	0	0	20	2	235	25	2,040	2,300	0	0	0	0	N	0	0	0	0	N	0	0	0	2,205.60 (115.00)	DONE
317-020 JOHN E. HARDY	280	273	16	0	0	18	3	213	16	2,324	2,553	0	0	0	0	N	0	0	0	0	N	0	0	0	2,213.92 (127.65)	DONE
317-015 JOSEPH E. FISKE	278	270	16	0	0	34	4	424	42	2,368	2,834	0	0	0	0	N	0	0	0	0	N	0	0	0	3,297.20 (141.70)	DONE
317-005 KATHARINE LEE BATES	287	278	16	0	0	12	0	89	0	1,827	1,916	0	0	0	0	N	0	0	0	0	N	0	0	0	1,334.05 (95.80)	DONE
317-060 SCHOFIELD ELEMENTARY	291	282	16	20	0	27	4	251	39	1,868	2,158	145	27	733	905	N	0	0	0	0	N	0	0	0	2,933.29 (107.90)	DONE
317-900 SPRAGUE ELEMENTARY SCHOOL	289	279	16	0	0	33	2	302	26	2,062	2,390	0	0	0	0	N	0	0	0	0	N	0	0	0	2,523.78 (119.50)	DONE
317-405 WELLESLEY MIDDLE SCHOOL	920	891	20	20	0	78	8	1,102	148	10,221	11,471	475	26	2,044	2,545	N	0	0	0	0	N	0	0	0	12,780.24 (573.55)	DONE
317-505 WELLESLEY SR. HIGH SCHOOL	1,262	1,194	20	20	0	117	13	1,487	226	9,700	11,413	507	75	1,131	1,713	N	0	0	0	0	N	0	0	0	14,397.29 (570.65)	DONE
TOTALS**	3,900	3,749	20	20	0	339	36	4,103	522	32,410	37,035	1,127	128	3,908	5,163		0	0	0	0		0	0	0	41,685.37 (1,851.75)	

**Reimbursement amounts may differ due to rounding.

Errors or No Claims

[1] Provision 2 Breakfast Only [2] Provision 2 Lunch Only [3] Provision 2 Breakfast and Lunch [4] Community Eligibility Provision

Top of Page

Site Report

Massachusetts Department Of Elementary and Secondary Education
Supplement to Claim for Reimbursement
National School Lunch, Breakfast, Milk and Snacks Programs

Claim SEP-2024 Claim 1, Rev 0 (PAID)

☑ I have reviewed the number of meals entered and confirm them to be accurate.
Reviewed By: Michael Dennis, Date: 11/22/2024 11:52:11 AM

Sponsor: *Wellesley* Agreement Number: *11-317* Claim Month and Year: *September 2024*

Site # and Name	Enrollment	Avg Daily Att.	Operating Days			Number of Apps		Lunches Served to Students				Breakfasts Served to Students					After School Snacks Served to Students					Special Milk			Reimb Amt (State)	Status
			Lun.	Brk.	Snk.	Free	Redu.	Free	Redu.	Paid	Total	Free	Redu.	Paid	Total	Sev. Need Brk.	Free	Redu.	Paid	Total	All Free	Free	Paid	Total		
317-025 HUNNEWELL	293	283	16	0	0	21	2	199	19	1,986	2,204	0	0	0	0	N	0	0	0	0	N	0	0	0	1,990.62 (110.20)	DONE
317-020 JOHN E. HARDY	280	274	16	0	0	20	2	183	15	2,171	2,369	0	0	0	0	N	0	0	0	0	N	0	0	0	1,996.17 (118.45)	DONE
317-015 JOSEPH E. FISKE	278	268	16	0	0	35	5	345	43	2,226	2,614	0	0	0	0	N	0	0	0	0	N	0	0	0	2,871.82 (130.70)	DONE
317-005 KATHARINE LEE BATES	286	281	16	0	0	12	0	68	0	1,721	1,789	0	0	0	0	N	0	0	0	0	N	0	0	0	1,185.07 (89.45)	DONE
317-060 SCHOFIELD ELEMENTARY	291	283	16	20	0	27	7	247	54	1,765	2,066	108	34	533	675	N	0	0	0	0	N	0	0	0	2,773.28 (103.30)	DONE
317-900 SPRAGUE ELEMENTARY SCHOOL	291	283	16	0	0	36	2	312	23	1,920	2,255	0	0	0	0	N	0	0	0	0	N	0	0	0	2,484.20 (112.75)	DONE
317-405 WELLESLEY MIDDLE SCHOOL	926	902	20	20	0	83	10	1,076	184	10,392	11,652	402	46	939	1,387	N	0	0	0	0	N	0	0	0	12,335.69 (582.60)	DONE
317-505 WELLESLEY SR. HIGH SCHOOL	1,264	1,206	16	16	0	137	18	1,539	264	9,630	11,433	469	79	906	1,454	N	0	0	0	0	N	0	0	0	14,583.66 (571.65)	DONE
TOTALS**	3,909	3,780	20	20	0	371	46	3,969	602	31,811	36,382	979	159	2,378	3,516		0	0	0	0		0	0	0	40,220.51 (1,819.10)	

**Reimbursement amounts may differ due to rounding.

Errors or No Claims

[1] Provision 2 Breakfast Only [2] Provision 2 Lunch Only [3] Provision 2 Breakfast and Lunch [4] Community Eligibility Provision

Top of Page

Site Report

Massachusetts Department Of Elementary and Secondary Education
Supplement to Claim for Reimbursement
National School Lunch, Breakfast, Milk and Snacks Programs

Claim AUG-2024 Claim 1, Rev 0 (IN PROCESS)

☑ I have reviewed the number of meals entered and confirm them to be accurate.
Reviewed By: Laura Ball, Date: 12/12/2024 12:51:29 PM

Sponsor: *Wellesley* Agreement Number: *11-317* Claim Month and Year: *August 2024*

Site # and Name	Enrollment	Avg Daily Att.	Operating Days			Number of Apps		Lunches Served to Students				Breakfasts Served to Students					After School Snacks Served to Students					Special Milk			Reimb Amt (State)	Status
			Lun.	Brk.	Snk.	Free	Redu.	Free	Redu.	Paid	Total	Free	Redu.	Paid	Total	Sev. Need Brk.	Free	Redu.	Paid	Total	All Free	Free	Paid	Total		
317-025 HUNNEWELL	294	278	2	0	0	15	2	13	3	192	208	0	0	0	0	N	0	0	0	0	N	0	0	0	169.04 (10.40)	DONE
317-020 JOHN E. HARDY	281	271	2	0	0	9	2	12	0	222	234	0	0	0	0	N	0	0	0	0	N	0	0	0	167.46 (11.70)	DONE
317-015 JOSEPH E. FISKE	277	264	2	0	0	24	3	31	4	226	261	0	0	0	0	N	0	0	0	0	N	0	0	0	271.86 (13.05)	DONE
317-005 KATHARINE LEE BATES	287	276	2	0	0	9	0	8	0	184	192	0	0	0	0	N	0	0	0	0	N	0	0	0	130.00 (9.60)	DONE
317-060 SCHOFIELD ELEMENTARY	295	287	2	3	0	23	5	26	5	180	211	3	4	25	32	N	0	0	0	0	N	0	0	0	255.06 (10.55)	DONE
317-900 SPRAGUE ELEMENTARY SCHOOL	290	281	2	0	0	31	1	34	2	183	219	0	0	0	0	N	0	0	0	0	N	0	0	0	255.25 (10.95)	DONE
317-405 WELLESLEY MIDDLE SCHOOL	929	910	3	3	0	74	11	156	24	1,527	1,707	26	3	28	57	N	0	0	0	0	N	0	0	0	1,661.52 (85.35)	DONE
317-505 WELLESLEY SR. HIGH SCHOOL	1,280	1,252	3	3	0	127	15	178	28	1,082	1,288	35	2	57	94	N	0	0	0	0	N	0	0	0	1,581.06 (64.40)	DONE
TOTALS**	3,933	3,819	3	3	0	312	39	458	66	3,796	4,320	64	9	110	183		0	0	0	0		0	0	0	4,491.25 (216.00)	

**Reimbursement amounts may differ due to rounding.

Errors or No Claims

[1] Provision 2 Breakfast Only [2] Provision 2 Lunch Only [3] Provision 2 Breakfast and Lunch [4] Community Eligibility Provision

Top of Page

Site Report

Massachusetts Department Of Elementary and Secondary Education
Supplement to Claim for Reimbursement
National School Lunch, Breakfast, Milk and Snacks Programs

Claim JUN-2024 Claim 1, Rev 0 (PAID)

☑ I have reviewed the number of meals entered and confirm them to be accurate.
Reviewed By: Laura Ball, Date: 08/12/2024 12:11:53 PM

Sponsor: *Wellesley* Agreement Number: *11-317* Claim Month and Year: *June 2024*

Site # and Name	Enrollment	Avg Daily Att.	Operating Days			Number of Apps		Lunches Served to Students				Breakfasts Served to Students					After School Snacks Served to Students					Special Milk			Reimb Amt (State)	Status
			Lun.	Brk.	Snk.	Free	Redu.	Free	Redu.	Paid	Total	Free	Redu.	Paid	Total	Sev. Need Brk.	Free	Redu.	Paid	Total	All Free	Free	Paid	Total		
317-050 ERNEST F. UPHAM	138	137	7	0	0	12	0	59	0	472	531	0	0	0	0	N	0	0	0	0	N	0	0	0	482.03 (26.55)	DONE
317-025 HUNNEWELL	203	197	7	0	0	13	0	58	0	677	735	0	0	0	0	N	0	0	0	0	N	0	0	0	576.10 (36.75)	DONE
317-020 JOHN E. HARDY	228	222	7	0	0	14	3	88	13	831	932	0	0	0	0	N	0	0	0	0	N	0	0	0	831.01 (46.60)	DONE
317-015 JOSEPH E. FISKE	317	308	7	0	0	31	4	156	27	1,224	1,407	0	0	0	0	N	0	0	0	0	N	0	0	0	1,369.11 (70.35)	DONE
317-005 KATHARINE LEE BATES	257	253	7	0	0	9	0	31	0	701	732	0	0	0	0	N	0	0	0	0	N	0	0	0	470.71 (36.60)	DONE
317-060 SCHOFIELD ELEMENTARY	300	294	7	9	0	25	5	112	19	874	1,005	44	10	203	257	N	0	0	0	0	N	0	0	0	1,176.41 (50.25)	DONE
317-900 SPRAGUE ELEMENTARY SCHOOL	298	292	7	0	0	32	1	140	7	914	1,061	0	0	0	0	N	0	0	0	0	N	0	0	0	1,072.43 (53.05)	DONE
317-405 WELLESLEY MIDDLE SCHOOL	927	901	8	9	0	92	13	387	80	2,932	3,399	213	14	404	631	N	0	0	0	0	N	0	0	0	4,064.35 (169.95)	DONE
317-505 WELLESLEY SR. HIGH SCHOOL	997	955	7	9	0	125	14	222	52	1,436	1,710	126	19	273	418	N	0	0	0	0	N	0	0	0	2,283.54 (85.50)	DONE
TOTALS**	3,665	3,559	8	9	0	353	40	1,253	198	10,061	11,512	383	43	880	1,306		0	0	0	0		0	0	0	12,325.69 (575.60)	

**Reimbursement amounts may differ due to rounding.

Errors or No Claims

[1] Provision 2 Breakfast Only [2] Provision 2 Lunch Only [3] Provision 2 Breakfast and Lunch [4] Community Eligibility Provision

Top of Page

Site Report

Massachusetts Department Of Elementary and Secondary Education
Supplement to Claim for Reimbursement
National School Lunch, Breakfast, Milk and Snacks Programs

Claim MAY-2024 Claim 1, Rev 0 (PAID)

☑ I have reviewed the number of meals entered and confirm them to be accurate.
Reviewed By: Laura Ball, Date: 06/13/2024 09:06:59 AM

Sponsor: *Wellesley* Agreement Number: *11-317* Claim Month and Year: *May 2024*

Site # and Name	Enrollment	Avg Daily Att.	Operating Days			Number of Apps		Lunches Served to Students				Breakfasts Served to Students					After School Snacks Served to Students					Special Milk			Reimb Amt (State)	Status
			Lun.	Brk.	Snk.	Free	Redu.	Free	Redu.	Paid	Total	Free	Redu.	Paid	Total	Sev. Need Brk.	Free	Redu.	Paid	Total	All Free	Free	Paid	Total		
317-050 ERNEST F. UPHAM	138	134	17	0	0	12	0	153	0	1,052	1,205	0	0	0	0	N	0	0	0	0	N	0	0	0	1,167.45 (60.25)	DONE
317-025 HUNNEWELL	204	196	17	0	0	13	0	132	0	1,447	1,579	0	0	0	0	N	0	0	0	0	N	0	0	0	1,266.12 (78.95)	DONE
317-020 JOHN E. HARDY	229	220	17	0	0	14	3	194	24	1,787	2,005	0	0	0	0	N	0	0	0	0	N	0	0	0	1,792.10 (100.25)	DONE
317-015 JOSEPH E. FISKE	316	304	17	0	0	31	4	348	54	2,866	3,268	0	0	0	0	N	0	0	0	0	N	0	0	0	3,094.74 (163.40)	DONE
317-005 KATHARINE LEE BATES	256	248	17	0	0	9	0	80	0	1,749	1,829	0	0	0	0	N	0	0	0	0	N	0	0	0	1,185.92 (91.45)	DONE
317-060 SCHOFIELD ELEMENTARY	300	290	17	22	0	25	5	278	53	1,939	2,270	107	40	693	840	N	0	0	0	0	N	0	0	0	2,929.25 (113.50)	DONE
317-900 SPRAGUE ELEMENTARY SCHOOL	298	290	17	0	0	32	1	363	15	2,301	2,679	0	0	0	0	N	0	0	0	0	N	0	0	0	2,735.22 (133.95)	DONE
317-405 WELLESLEY MIDDLE SCHOOL	927	890	21	22	0	92	13	1,274	235	9,164	10,673	514	37	696	1,247	N	0	0	0	0	N	0	0	0	12,348.35 (533.65)	DONE
317-505 WELLESLEY SR. HIGH SCHOOL	1,320	1,247	21	22	0	125	14	1,372	206	9,283	10,861	500	62	1,059	1,621	N	0	0	0	0	N	0	0	0	12,871.36 (543.05)	DONE
TOTALS**	3,988	3,819	21	22	0	353	40	4,194	587	31,588	36,369	1,121	139	2,448	3,708		0	0	0	0		0	0	0	39,390.51 (1,818.45)	

**Reimbursement amounts may differ due to rounding.

Errors or No Claims

[1] Provision 2 Breakfast Only [2] Provision 2 Lunch Only [3] Provision 2 Breakfast and Lunch [4] Community Eligibility Provision

Top of Page

Site Report

Massachusetts Department Of Elementary and Secondary Education
Supplement to Claim for Reimbursement
National School Lunch, Breakfast, Milk and Snacks Programs

Claim: APR-2024 Claim 1, Rev 0 (PAID)

☑ I have reviewed the number of meals entered and confirm them to be accurate.
Reviewed By: Wen Cobb, Date: 05/22/2024 03:22:24 PM

Sponsor: *Wellesley* Agreement Number: *11-317* Claim Month and Year: *April 2024*

Site # and Name	Enrollment	Avg Daily Att.	Operating Days			Number of Apps		Lunches Served to Students				Breakfasts Served to Students					After School Snacks Served to Students					Special Milk			Reimb Amt (State)	Status
			Lun.	Brk.	Snk.	Free	Redu.	Free	Redu.	Paid	Total	Free	Redu.	Paid	Total	Sev. Need Brk.	Free	Redu.	Paid	Total	All Free	Free	Paid	Total		
317-050 ERNEST F. UPHAM	139	132	13	0	0	12	0	107	0	784	891	0	0	0	0	N	0	0	0	0	N	0	0	0	839.63 (44.55)	DONE
317-025 HUNNEWELL	203	190	13	0	0	13	0	91	0	1,093	1,184	0	0	0	0	N	0	0	0	0	N	0	0	0	918.67 (59.20)	DONE
317-020 JOHN E. HARDY	229	217	13	0	0	14	2	159	20	1,417	1,596	0	0	0	0	N	0	0	0	0	N	0	0	0	1,447.23 (79.80)	DONE
317-015 JOSEPH E. FISKE	316	298	13	0	0	30	4	243	34	2,116	2,393	0	0	0	0	N	0	0	0	0	N	0	0	0	2,201.49 (119.65)	DONE
317-005 KATHARINE LEE BATES	255	242	13	0	0	9	0	67	0	1,268	1,335	0	0	0	0	N	0	0	0	0	N	0	0	0	898.75 (66.75)	DONE
317-060 SCHOFIELD ELEMENTARY	301	286	13	17	0	25	4	230	29	1,546	1,805	87	24	667	778	N	0	0	0	0	N	0	0	0	2,351.29 (90.25)	DONE
317-900 SPRAGUE ELEMENTARY SCHOOL	298	285	13	0	0	32	0	259	0	1,721	1,980	0	0	0	0	N	0	0	0	0	N	0	0	0	1,947.55 (99.00)	DONE
317-405 WELLESLEY MIDDLE SCHOOL	926	880	16	17	0	90	9	944	126	7,228	8,298	336	26	486	848	N	0	0	0	0	N	0	0	0	9,054.38 (414.90)	DONE
317-505 WELLESLEY SR. HIGH SCHOOL	1,352	1,259	16	17	0	124	10	1,078	134	7,660	8,872	392	46	870	1,308	N	0	0	0	0	N	0	0	0	10,186.60 (443.60)	DONE
TOTALS**	4,019	3,789	16	17	0	349	29	3,178	343	24,833	28,354	815	96	2,023	2,934		0	0	0	0		0	0	0	29,845.59 (1,417.70)	

**Reimbursement amounts may differ due to rounding.

Errors or No Claims

[1] Provision 2 Breakfast Only [2] Provision 2 Lunch Only [3] Provision 2 Breakfast and Lunch [4] Community Eligibility Provision

Top of Page

Site Report

Massachusetts Department Of Elementary and Secondary Education
Supplement to Claim for Reimbursement
National School Lunch, Breakfast, Milk and Snacks Programs

Claim: MAR-2024 Claim 1, Rev 0 (PAID)

☑ I have reviewed the number of meals entered and confirm them to be accurate.
Reviewed By: Wen Cobb, Date: 04/24/2024 01:18:42 PM

Sponsor: *Wellesley* Agreement Number: *11-317* Claim Month and Year: *March 2024*

Site # and Name	Enrollment	Avg Daily Att.	Operating Days			Number of Apps		Lunches Served to Students				Breakfasts Served to Students					After School Snacks Served to Students					Special Milk			Reimb Amt (State)	Status
			Lun.	Brk.	Snk.	Free	Redu.	Free	Redu.	Paid	Total	Free	Redu.	Paid	Total	Sev. Need Brk.	Free	Redu.	Paid	Total	All Free	Free	Paid	Total		
317-050 ERNEST F. UPHAM	139	132	16	0	0	11	0	143	0	1,018	1,161	0	0	0	0	N	0	0	0	0	N	0	0	0	1,107.83 (58.05)	DONE
317-025 HUNNEWELL	201	187	16	0	0	13	0	118	0	1,393	1,511	0	0	0	0	N	0	0	0	0	N	0	0	0	1,179.58 (75.55)	DONE
317-020 JOHN E. HARDY	229	218	16	0	0	13	2	181	19	1,856	2,056	0	0	0	0	N	0	0	0	0	N	0	0	0	1,749.28 (102.80)	DONE
317-015 JOSEPH E. FISKE	317	301	16	0	0	29	4	301	39	2,673	3,013	0	0	0	0	N	0	0	0	0	N	0	0	0	2,739.64 (150.65)	DONE
317-005 KATHARINE LEE BATES	256	241	16	0	0	9	0	87	0	1,651	1,738	0	0	0	0	N	0	0	0	0	N	0	0	0	1,169.19 (86.90)	DONE
317-060 SCHOFIELD ELEMENTARY	302	288	16	20	0	24	4	265	33	1,937	2,235	128	28	798	954	N	0	0	0	0	N	0	0	0	2,857.42 (111.75)	DONE
317-900 SPRAGUE ELEMENTARY SCHOOL	298	285	16	0	0	31	0	326	0	2,072	2,398	0	0	0	0	N	0	0	0	0	N	0	0	0	2,406.14 (119.90)	DONE
317-405 WELLESLEY MIDDLE SCHOOL	924	883	19	20	0	86	9	1,066	144	8,410	9,620	359	37	682	1,078	N	0	0	0	0	N	0	0	0	10,369.44 (481.00)	DONE
317-505 WELLESLEY SR. HIGH SCHOOL	1,351	1,282	19	20	0	123	10	1,254	148	9,069	10,471	442	56	1,060	1,558	N	0	0	0	0	N	0	0	0	11,886.02 (523.55)	DONE
TOTALS**	4,017	3,817	19	20	0	339	29	3,741	383	30,079	34,203	929	121	2,540	3,590		0	0	0	0		0	0	0	35,464.54 (1,710.15)	

**Reimbursement amounts may differ due to rounding.

Errors or No Claims

[1] Provision 2 Breakfast Only [2] Provision 2 Lunch Only [3] Provision 2 Breakfast and Lunch [4] Community Eligibility Provision

Top of Page

Site Report

Massachusetts Department Of Elementary and Secondary Education
Supplement to Claim for Reimbursement
National School Lunch, Breakfast, Milk and Snacks Programs

Claim FEB-2024 Claim 1, Rev 0 (PAID)

☑ I have reviewed the number of meals entered and confirm them to be accurate.
Reviewed By: Wen Cobb, Date: 04/24/2024 01:12:44 PM

Sponsor: *Wellesley* Agreement Number: *11-317* Claim Month and Year: *February 2024*

Site # and Name	Enrollment	Avg Daily Att.	Operating Days			Number of Apps		Lunches Served to Students				Breakfasts Served to Students					After School Snacks Served to Students					Special Milk			Reimb Amt (State)	Status
			Lun.	Brk.	Snk.	Free	Redu.	Free	Redu.	Paid	Total	Free	Redu.	Paid	Total	Sev. Need Brk.	Free	Redu.	Paid	Total	All Free	Free	Paid	Total		
317-050 ERNEST F. UPHAM	140	134	12	0	0	11	0	106	0	821	927	0	0	0	0	N	0	0	0	0	N	0	0	0	853.06 (46.35)	DONE
317-025 HUNNEWELL	199	187	6	0	0	13	0	30	0	333	363	0	0	0	0	N	0	0	0	0	N	0	0	0	289.74 (18.15)	DONE
317-020 JOHN E. HARDY	229	217	12	0	0	13	2	141	15	1,442	1,598	0	0	0	0	N	0	0	0	0	N	0	0	0	1,361.64 (79.90)	DONE
317-015 JOSEPH E. FISKE	319	302	12	0	0	29	4	218	31	2,035	2,284	0	0	0	0	N	0	0	0	0	N	0	0	0	2,042.57 (114.20)	DONE
317-005 KATHARINE LEE BATES	256	243	12	0	0	9	0	93	0	1,408	1,501	0	0	0	0	N	0	0	0	0	N	0	0	0	1,078.53 (75.05)	DONE
317-060 SCHOFIELD ELEMENTARY	305	289	12	15	0	24	4	203	28	1,481	1,712	94	22	671	787	N	0	0	0	0	N	0	0	0	2,212.77 (85.60)	DONE
317-900 SPRAGUE ELEMENTARY SCHOOL	297	281	12	0	0	31	0	257	0	1,810	2,067	0	0	0	0	N	0	0	0	0	N	0	0	0	1,981.61 (103.35)	DONE
317-405 WELLESLEY MIDDLE SCHOOL	923	873	14	15	0	86	10	836	132	6,206	7,174	292	21	565	878	N	0	0	0	0	N	0	0	0	8,039.56 (358.70)	DONE
317-505 WELLESLEY SR. HIGH SCHOOL	1,354	1,255	14	15	0	122	9	907	103	6,907	7,917	355	37	827	1,219	N	0	0	0	0	N	0	0	0	8,844.38 (395.85)	DONE
TOTALS**	4,022	3,781	14	15	0	338	29	2,791	309	22,443	25,543	741	80	2,063	2,884		0	0	0	0		0	0	0	26,703.86 (1,277.15)	

**Reimbursement amounts may differ due to rounding.

Errors or No Claims

[1] Provision 2 Breakfast Only [2] Provision 2 Lunch Only [3] Provision 2 Breakfast and Lunch [4] Community Eligibility Provision

Top of Page

Site Report

Massachusetts Department Of Elementary and Secondary Education
Supplement to Claim for Reimbursement
National School Lunch, Breakfast, Milk and Snacks Programs

Claim JAN-2024 Claim 1, Rev 0 (PAID)

☑ I have reviewed the number of meals entered and confirm them to be accurate.
Reviewed By: Wen Cobb, Date: 02/14/2024 11:16:24 AM

Sponsor: *Wellesley* Agreement Number: *11-317* Claim Month and Year: *January 2024*

Site # and Name	Enrollment	Avg Daily Att.	Operating Days			Number of Apps		Lunches Served to Students				Breakfasts Served to Students					After School Snacks Served to Students					Special Milk			Reimb Amt (State)	Status
			Lun.	Brk.	Snk.	Free	Redu.	Free	Redu.	Paid	Total	Free	Redu.	Paid	Total	Sev. Need Brk.	Free	Redu.	Paid	Total	All Free	Free	Paid	Total		
317-050 ERNEST F. UPHAM	173	163	16	0	0	13	0	140	0	1,213	1,353	0	0	0	0	N	0	0	0	0	N	0	0	0	1,188.44 (67.65)	DONE
317-020 JOHN E. HARDY	263	251	16	0	0	15	2	209	19	2,037	2,265	0	0	0	0	N	0	0	0	0	N	0	0	0	1,957.40 (113.25)	DONE
317-015 JOSEPH E. FISKE	319	298	16	0	0	29	4	293	46	2,667	3,006	0	0	0	0	N	0	0	0	0	N	0	0	0	2,729.63 (150.30)	DONE
317-005 KATHARINE LEE BATES	310	293	16	0	0	13	0	137	0	2,034	2,171	0	0	0	0	N	0	0	0	0	N	0	0	0	1,569.53 (108.55)	DONE
317-060 SCHOFIELD ELEMENTARY	305	292	16	11	0	24	4	257	49	2,010	2,316	85	15	586	686	N	0	0	0	0	N	0	0	0	2,716.36 (115.80)	DONE
317-900 SPRAGUE ELEMENTARY SCHOOL	374	355	16	0	0	36	0	339	0	2,608	2,947	0	0	0	0	N	0	0	0	0	N	0	0	0	2,719.71 (147.35)	DONE
317-405 WELLESLEY MIDDLE SCHOOL	920	876	20	21	0	86	10	1,140	188	9,288	10,616	403	23	709	1,135	N	0	0	0	0	N	0	0	0	11,367.08 (530.80)	DONE
317-505 WELLESLEY SR. HIGH SCHOOL	1,355	1,269	20	21	0	121	9	1,212	148	9,653	11,013	480	44	1,159	1,683	N	0	0	0	0	N	0	0	0	12,084.98 (550.65)	DONE
TOTALS**	4,019	3,797	20	21	0	337	29	3,727	450	31,510	35,687	968	82	2,454	3,504		0	0	0	0		0	0	0	36,333.13 (1,784.35)	

**Reimbursement amounts may differ due to rounding.

Errors or No Claims

[1] Provision 2 Breakfast Only [2] Provision 2 Lunch Only [3] Provision 2 Breakfast and Lunch [4] Community Eligibility Provision

Top of Page

WELLESLEY PUBLIC SCHOOLS

Learning • Caring • Innovating

Exhibit D:

Current Employee Roster by Title

Hours by Location

Exhibit D: Current Staffing

School	Position	Daily Hours	Salaried Positions
WHS	FSW	7.50	General Manager
WHS	FSW	7.50	Assistant General Manager
WHS	FSW	7.50	Administrative Assistant
WHS	FSW	5.00	Chef Manager (High School)
WHS	FSW	5.50	
WHS	FSW	4.00	
WHS	FSW	7.50	
WHS	FSW	4.00	
WHS	FSW	4.50	
WHS	Cook	7.50	
WHS	FSW	7.50	
WHS	FSW	5.50	
WMS	Cook	7.50	
WMS	FSW	6.00	
WMS	Cook	6.00	
WMS	FSW	5.50	
WMS	FSW	4.50	
WMS	Cook	7.50	
WMS	FSW	6.50	
WMS	FSW	6.00	
WMS	FSW	6.00	
Bates	FSW	6.00	
Bates	FSW	3.20	
Fiske	FSW	6.00	
Fiske	FSW	3.20	
Hardy	FSW	3.20	
Hardy	FSW	6.50	
Hunnewell	FSW	6.00	
Hunnewell	FSW	3.20	
Schofield	FSW	6.00	
Schofield	FSW	3.20	
Sprague	FSW	6.60	
Sprague	FSW	3.20	
Substitute	FSW	1.00	

The district does not have the rates of pay for Whitsons Culinary Group.

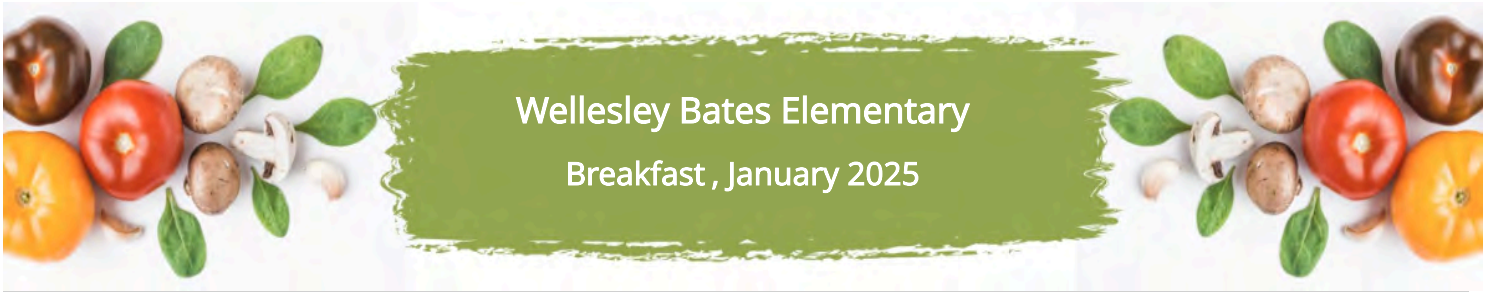
WELLESLEY PUBLIC SCHOOLS

Learning • Caring • Innovating

Exhibit F:

Current Menus

Elementary Menus



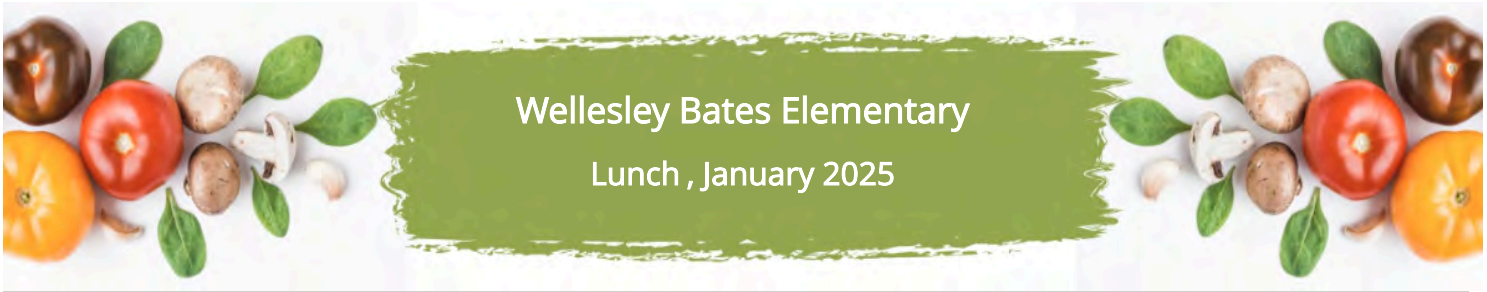
Wellesley Bates Elementary

Breakfast , January 2025

		Wednesday 01	Thursday 02	Friday 03
No Menu Available	No Menu Available	Closed	**Grab & Go Poptart Pack** **100% Orange Tangerine** **Fresh Apple** **Fresh Orange** **Raisins** **Unflavored Low Fat Milk** **Soy Milk** **Lactose Free Milk**	**Cheerios Honey Cereal** **WG Honey Graham Crackers** **Fresh Apple** **Apple Slices** **Fresh Orange** **Raisins** **Unflavored Low Fat Milk** **Soy Milk** **Lactose Free Milk**
Monday 06	**Tuesday 07**	**Wednesday 08**	**Thursday 09**	**Friday 10**
Grab & Go Chocolate Chip Muffin Pack **Gluten Free Bagel** **Apple Slices** **Fresh Apple** **Fresh Orange** **Raisins** **Unflavored Low Fat Milk** **Lactose Free Milk** **Soy Milk**	**Cinnamon French Toast** **Gluten Free Bagel** *Cream Cheese* **Fresh Apple** **Apple Slices** **Fresh Orange** **Raisins** **Unflavored Low Fat Milk** **Lactose Free Milk** **Soy Milk**	**Mini Blueberry Bash Waffles** **Gluten Free Bagel** *Cream Cheese* **Apple Slices** **Strawberry Cup** **Fresh Apple** **Fresh Orange** **Raisins** **Unflavored Low Fat Milk** **Lactose Free Milk** **Soy Milk**	**Cocoa Puffs Cereal Bar** *Cheez-Its* **Gluten Free Bagel** *Cream Cheese* **100% Orange Tangerine** **Fresh Apple** **Apple Slices** **Fresh Orange** **Raisins** **Unflavored Low Fat Milk** **Soy Milk** **Lactose Free Milk**	**Gluten Free Cinnamon Chex Cereal** **Gluten Free Bagel** *Cream Cheese* **WG Honey Graham Crackers** **Fresh Apple** **Apple Slices** **Fresh Orange** **Raisins** **Unflavored Low Fat Milk** **Lactose Free Milk** **Soy Milk**
Monday 13	**Tuesday 14**	**Wednesday 15**	**Thursday 16**	**Friday 17**
Apple Strudel **Apple Cinnamon Cheerios Cereal** **Apple Slices** **Fresh Apple** **Fresh Orange** **Raisins** **Unflavored Low Fat Milk** **Lactose Free Milk** **Soy Milk**	**Grab & Go Cinnamon Toast Crunch** **Apple Cinnamon Cheerios Cereal** **Fresh Apple** **Apple Slices** **Fresh Orange** **Raisins** **Unflavored Low Fat Milk** **Lactose Free Milk** **Soy Milk**	**WG Double Chocolate Chip Muffin** **Apple Cinnamon Cheerios Cereal** **Fresh Apple** **Apple Slices** **Fresh Orange** **Raisins** **Unflavored Low Fat Milk** **Lactose Free Milk** **Soy Milk**	**Mini Cinnamon Pull Apart Roll** **Apple Cinnamon Cheerios Cereal** **Apple Slices** **Fresh Apple** **Fresh Orange** **Raisins** **Unflavored Low Fat Milk** **Soy Milk** **Lactose Free Milk**	**Strawberry Mini Bagel** **Apple Cinnamon Cheerios Cereal** **Fresh Apple** **Apple Slices** **Fresh Orange** **Raisins** **Unflavored Low Fat Milk** **Soy Milk** **Lactose Free Milk**
Monday 20	**Tuesday 21**	**Wednesday 22**	**Thursday 23**	**Friday 24**
Closed	**Strawberry Pop Tart** *WG Honey Graham Crackers* **Apple Cinnamon Cheerios Cereal** *WG Honey Graham Crackers* **Fresh Banana** **Fresh Apple** **Apple Slices** **Fresh Orange** **Raisins** **Unflavored Low Fat Milk** **Lactose Free Milk**	**Grab & Go Cinnamon Toast Crunch** **Apple Cinnamon Cheerios Cereal** **Fresh Apple** **Apple Slices** **Fresh Orange** **Raisins** **Unflavored Low Fat Milk** **Lactose Free Milk** **Soy Milk**	**Whole Grain Bagel** *Cream Cheese* **Apple Cinnamon Cheerios Cereal** **Apple Slices** **Strawberry Cup** **Light Mozzarella Cheese Stick** **Fresh Apple** **Fresh Orange** **Raisins** **Unflavored Low Fat Milk** **Soy Milk** **Lactose Free Milk**	**WW Honey Bun** **Apple Cinnamon Cheerios Cereal** **Fresh Apple** **Apple Slices** **Fresh Orange** **Raisins** **Unflavored Low Fat Milk** **Soy Milk** **Lactose Free Milk**

	Soy Milk			
Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
Blueberry Muffin **Apple Cinnamon Cheerios Cereal** **Apple Slices** **Fresh Apple** **Fresh Orange** **Raisins** **Unflavored Low Fat Milk** **Lactose Free Milk** **Soy Milk**	**Apple Strudel** **Apple Cinnamon Cheerios Cereal** **Fresh Apple** **Apple Slices** **Fresh Orange** **Raisins** **Soy Milk** **Unflavored Low Fat Milk** **Lactose Free Milk** **Lactose Free Chocolate** **Skim Milk**	Closed	**Mini Blueberry Bash Waffles** **Apple Cinnamon Cheerios Cereal** **Fresh Apple** **Apple Slices** **Fresh Orange** **Raisins** **Soy Milk** **Unflavored Low Fat Milk** **Lactose Free Milk** **Lactose Free Chocolate** **Skim Milk**	**Strawberry Nutri-Grain Bar** *WG Honey Graham Crackers* **Apple Cinnamon Cheerios Cereal** **Apple Slices** **Raisins** **Fresh Orange** **Lactose Free Chocolate** **Skim Milk** **Unflavored Low Fat Milk**

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		Thursday 02	Friday 03
No Menu Available	No Menu Available	**Chicken Corn Dog** *Honey Mustard Dressing* **Yogurt, Cereal, Cheese Stick & Roll** **Not-A-Nut Butter & Jelly Sandwich** **Edamame** **Apple Slices** **Fresh Orange** **Raisins** **Unflavored Low Fat Milk** **Lactose Free Milk** **Lactose Free Chocolate Skim Milk**	**French Bread Pizza** **Yogurt, Cereal, Cheese Stick & Roll** **Not-A-Nut Butter & Jelly Sandwich** **Caesar Salad** **Apple Slices** **Fresh Apple** **Fresh Orange** **Unflavored Low Fat Milk** **Lactose Free Milk** **Lactose Free Chocolate Skim Milk**
Monday 06	**Tuesday 07**	**Thursday 09**	**Friday 10**
Pasta with Sauce **Bagel Lunch** **Not-A-Nut Butter & Jelly Sandwich** **Sweet Corn** **Fresh Orange** **Fresh Apple** **Apple Slices** **Fresh Orange** **Syrup** **Unflavored Low Fat Milk**	**Nachos with Cheese** *Mild Salsa* **Bagel Lunch** **Not-A-Nut Butter & Jelly Sandwich** **Fresh Apple** **Apple Slices** **Fresh Orange** **100% Apple Juice** **Baby Carrots** **Unflavored Low Fat Milk**	**Incredibowls General Tso's Chicken** **Caesar Salad** **Not-A-Nut Butter & Jelly Sandwich** **Baby Carrots** **Apple Slices** **Fresh Orange** **Raisins** **Unflavored Low Fat Milk** **Lactose Free Milk** **Lactose Free Chocolate Skim Milk** **Soy Milk**	**Cheeseburger** **Veggie Burger** **Classic Beef Burger** **Caesar Salad** **Not-A-Nut Butter & Jelly Sandwich** **Caesar Salad** **Fresh Apple** **Apple Slices** **Fresh Orange** **Unflavored Low Fat Milk**
Monday 13	**Tuesday 14**	**Thursday 16**	**Friday 17**
Cinnamon French Toast *Diced Peach Cup* *Syrup* **Baked Chicken Tenders** *Honey Mustard Dressing* *Light Mozzarella Cheese Stick* **Not-A-Nut Butter & Jelly Sandwich** **Apple Slices** **Baby Carrots** **Fresh Orange** **Raisins** **Sweet Corn** **Unflavored Low Fat Milk** **Lactose Free Milk** **Lactose Free Chocolate Skim Milk** **Soy Milk**	**Walking Taco** **Baked Chicken Tenders** *Honey Mustard Dressing* *Light Mozzarella Cheese Stick* **Not-A-Nut Butter & Jelly Sandwich** **Shredded Cheddar Cheese** **Baby Carrots** **Fresh Apple** **Apple Slices** **Fresh Orange** **Mild Salsa** **Unflavored Low Fat Milk**	**Yard Bird Classic Chicken Sandwich** **Garden Salad with Cheese Entree** **Not-A-Nut Butter & Jelly Sandwich** **Garden Salad** **Fresh Apple** **Apple Slices** **Fresh Orange** **Cinnamon & Honey Roasted Beans** **Unflavored Low Fat Milk**	**Chicken and Waffles** **Garden Salad with Cheese Entree** **Not-A-Nut Butter & Jelly Sandwich** **Garden Salad** **Broccoli Bites** **Fresh Apple** **Apple Slices** **Fresh Orange** **100% Apple Juice** **Blueberries** **Unflavored Low Fat Milk**
Monday 20	**Tuesday 21**	**Thursday 23**	**Friday 24**
	Meatball Sandwich **Fruity Granola Parfait**	**French Bread Pizza** **Fruity Granola Parfait**	**Baked Chicken Tenders** *Honey Mustard Dressing* *Whole Wheat Dinner Roll*

Closed	**Not-A-Nut Butter & Jelly Sandwich** **Baby Carrots** **Fresh Apple** **Apple Slices** **Fresh Orange** **100% Apple Juice** **Mild Salsa** **Unflavored Low Fat Milk**	**Not-A-Nut Butter & Jelly Sandwich** **Edamame** **Apple Slices** **Fresh Apple** **Fresh Orange** **100% Apple Juice** **Unflavored Low Fat Milk**	**Fruity Granola Parfait** **Not-A-Nut Butter & Jelly Sandwich** **Caesar Salad** **Fresh Apple** **Apple Slices** **Fresh Orange** **Unflavored Low Fat Milk**
Monday 27	Tuesday 28	Thursday 30	Friday 31
Alfredo Pasta with Garlic Roasted Broccoli **Yogurt Lunch** **Not-A-Nut Butter & Jelly Sandwich** **Fresh Apple** **Apple Slices** **Fresh Orange** **Sweet Corn** **100% Apple Juice** **Unflavored Low Fat Milk**	**Crispy Chicken Sandwich** **Yogurt Lunch** **Not-A-Nut Butter & Jelly Sandwich** **Baked Potato Wedges** **Fresh Apple** **Apple Slices** **Fresh Orange** **Baby Carrots** **Unflavored Low Fat Milk**	**Fluffy Whole Grain Pancakes** *String Cheese* *Strawberry Cup* **Chicken Caesar Wrap** **Not-A-Nut Butter & Jelly Sandwich** **Fresh Apple** **Apple Slices** **Fresh Orange** **Baby Carrots** **Unflavored Low Fat Milk**	**French Bread Pizza** **Chicken Caesar Wrap** **Not-A-Nut Butter & Jelly Sandwich** **Fresh Apple** **Apple Slices** **Fresh Orange** **Baby Carrots** **Unflavored Low Fat Milk**

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Middle School Menus



Wellesley Middle School

Breakfast , January 2025

		Wednesday 01	Thursday 02	Friday 03
No Menu Available	No Menu Available	Closed	**Bacon, Egg and Cheese Breakfast Sandwich** (P) **Egg and Cheese Sandwich** **Maple Mini Waffles** **Chocolate Chip Muffin** **Blueberry Muffin** **Cocoa Puffs Reduced Sugar** **Cinnamon Toast Crunch Cereal** **Gluten Free Cinnamon Chex Cereal** **Cheerios Cereal** *Heartzel Pretzels* **100% Orange Tangerine** **Dried Cranberries** **Applesauce** **Apple Slices** **Unflavored Low Fat Milk** **Lactose Free Milk**	**Ham, Egg and Cheese Sandwich** (P) **Egg and Cheese Sandwich** **Maple Mini Waffles** **Chocolate Chip Muffin** **Blueberry Muffin** **Cocoa Puffs Reduced Sugar** **Cinnamon Toast Crunch Cereal** **Gluten Free Cinnamon Chex Cereal** **Cheerios Cereal** *Heartzel Pretzels* **100% Orange Tangerine** **Dried Cranberries** **Applesauce** **Apple Slices** **Unflavored Low Fat Milk** **Lactose Free Milk**

Monday 06	Tuesday 07	Wednesday 08	Thursday 09	Friday 10
Bacon, Egg and Cheese Breakfast Sandwich (P) **Egg and Cheese Sandwich** **WW Bagel** *Cream Cheese* **Maple Mini Waffles** **Chocolate Chip Muffin** **Blueberry Muffin** **Cocoa Puffs Reduced Sugar** **Cinnamon Toast Crunch Cereal** **Gluten Free Cinnamon Chex Cereal** **Cheerios Cereal** *Heartzel Pretzels* **100% Orange Tangerine** **Dried Cranberries** **Applesauce** **Apple Slices** **Unflavored Low Fat Milk** **Lactose Free Milk**	**Whole Grain Pancakes with Sausage** **WW Honey Bun** **Maple Mini Waffles** **Chocolate Chip Muffin** **Blueberry Muffin** **Cocoa Puffs Reduced Sugar** **Cinnamon Toast Crunch Cereal** **Gluten Free Cinnamon Chex Cereal** **Cheerios Cereal** *Heartzel Pretzels* **100% Orange Tangerine** **Dried Cranberries** **Applesauce** **Apple Slices** **Unflavored Low Fat Milk** **Lactose Free Milk**	**Sausage, Egg and Cheese Sandwich** **Sausage and Egg Sandwich** **WW Bagel** *Cream Cheese* **Maple Mini Waffles** **Chocolate Chip Muffin** **Blueberry Muffin** **Cocoa Puffs Reduced Sugar** **Cinnamon Toast Crunch Cereal** **Gluten Free Cinnamon Chex Cereal** **Cheerios Cereal** *Heartzel Pretzels* **100% Orange Tangerine** **Dried Cranberries** **Applesauce** **Apple Slices** **Unflavored Low Fat Milk** **Lactose Free Milk**	**Sausage, Egg and Cheese Sandwich** **Egg and Cheese Sandwich** **Maple Mini Waffles** **Chocolate Chip Muffin** **Blueberry Muffin** **Cocoa Puffs Reduced Sugar** **Cinnamon Toast Crunch Cereal** **Gluten Free Cinnamon Chex Cereal** **Cheerios Cereal** *Heartzel Pretzels* **100% Orange Tangerine** **Dried Cranberries** **Applesauce** **Apple Slices** **Unflavored Low Fat Milk** **Lactose Free Milk**	**Fluffy Whole Grain Waffles** **WW Bagel** *Cream Cheese* **Maple Mini Waffles** **Chocolate Chip Muffin** **Blueberry Muffin** **Cocoa Puffs Reduced Sugar** **Cinnamon Toast Crunch Cereal** **Gluten Free Cinnamon Chex Cereal** **Cheerios Cereal** *Heartzel Pretzels* **100% Orange Tangerine** **Dried Cranberries** **Applesauce** **Apple Slices** **Unflavored Low Fat Milk** **Lactose Free Milk**

Monday 13	Tuesday 14	Wednesday 15	Thursday 16	Friday 17
Homemade Apple Cinnamon Oatmeal **Oatmeal** **Cinnamon Bun** **WW Bagel** *Cream Cheese* **Maple Mini Waffles**	**Whole Grain Pancakes with Sausage** **WW Honey Bun** **Maple Mini Waffles** **Chocolate Chip Muffin** **Blueberry Muffin**	**Scrambled Eggs** *Bacon* **Maple Mini Waffles** **Chocolate Chip Muffin** **Blueberry Muffin** **Cocoa Puffs Reduced Sugar**	**Homemade Apple Cinnamon Oatmeal** **Maple Mini Waffles** **Chocolate Chip Muffin** **Blueberry Muffin** **Cocoa Puffs Reduced Sugar**	**Whole Grain French Toast Slices** **Maple Mini Waffles** **Chocolate Chip Muffin** **Blueberry Muffin** **Cocoa Puffs Reduced Sugar**

Blueberry Muffin **Cocoa Puffs Reduced Sugar** **Cinnamon Toast Crunch Cereal** **Mini Cinnamon Pull Apart Roll** **100% Orange Tangerine** **Applesauce** **Apple Slices** **Unflavored Low Fat Milk** **Lactose Free Milk**	**Cocoa Puffs Reduced Sugar** **Cinnamon Toast Crunch Cereal** **Gluten Free Cinnamon Chex Cereal** **100% Orange Tangerine** **Dried Cranberries** **Applesauce** **Apple Slices** **Unflavored Low Fat Milk** **Lactose Free Milk**	**Cinnamon Toast Crunch Cereal** **Gluten Free Cinnamon Chex Cereal** **Cheerios Cereal** *Heartzel Pretzels* **100% Orange Tangerine** **Dried Cranberries** **Applesauce** **Apple Slices** **Unflavored Low Fat Milk** **Lactose Free Milk**	**Cinnamon Toast Crunch Cereal** **Gluten Free Cinnamon Chex Cereal** **Cheerios Cereal** *Heartzel Pretzels* **100% Orange Tangerine** **Dried Cranberries** **Applesauce** **Apple Slices** **Unflavored Low Fat Milk** **Lactose Free Milk**	**Cinnamon Toast Crunch Cereal** **Gluten Free Cinnamon Chex Cereal** **Cheerios Cereal** *Heartzel Pretzels* **100% Orange Tangerine** **Dried Cranberries** **Applesauce** **Apple Slices** **Unflavored Low Fat Milk** **Lactose Free Milk**
Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24
Closed	**Oatmeal** **WW Honey Bun** **Maple Mini Waffles** **Chocolate Chip Muffin** **Blueberry Muffin** **Cocoa Puffs Reduced Sugar** **Cinnamon Toast Crunch Cereal** **Gluten Free Cinnamon Chex Cereal** **Cheerios Cereal** **100% Orange Tangerine** **Dried Cranberries** **Applesauce** **Apple Slices** **Unflavored Low Fat Milk** **Lactose Free Milk**	**WW Bagel** *Cream Cheese* **Maple Mini Waffles** **Chocolate Chip Muffin** **Blueberry Muffin** **Cocoa Puffs Reduced Sugar** **Cinnamon Toast Crunch Cereal** **Gluten Free Cinnamon Chex Cereal** **Cheerios Cereal** *Heartzel Pretzels* **100% Orange Tangerine** **Dried Cranberries** **Applesauce** **Apple Slices** **Unflavored Low Fat Milk** **Lactose Free Milk**	**Scrambled Eggs** *Whole Grain Biscuit* *Crispy Potato Puffs* **Strawberry Pop Tart** *Light Mozzarella Cheese Stick* **Maple Mini Waffles** **Chocolate Chip Muffin** **Blueberry Muffin** **Cocoa Puffs Reduced Sugar** **Cinnamon Toast Crunch Cereal** **Gluten Free Cinnamon Chex Cereal** **Cheerios Cereal** *Heartzel Pretzels* **100% Orange Tangerine** **Dried Cranberries** **Applesauce** **Apple Slices** **Unflavored Low Fat Milk** **Lactose Free Milk**	**WG Donut Bites** **WW Bagel** *Cream Cheese* **Maple Mini Waffles** **Chocolate Chip Muffin** **Blueberry Muffin** **Cocoa Puffs Reduced Sugar** **Cinnamon Toast Crunch Cereal** **Gluten Free Cinnamon Chex Cereal** **Cheerios Cereal** *Heartzel Pretzels* **100% Orange Tangerine** **Dried Cranberries** **Applesauce** **Apple Slices** **Unflavored Low Fat Milk** **Lactose Free Milk**
Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
Bacon, Egg and Cheese Breakfast Sandwich **WW Bagel** *Cream Cheese* **Maple Mini Waffles** **Chocolate Chip Muffin** **Blueberry Muffin** **Cocoa Puffs Reduced Sugar** **Cinnamon Toast Crunch Cereal** **Gluten Free Cinnamon Chex Cereal** **Cheerios Cereal** *Heartzel Pretzels* **100% Orange Tangerine** **Dried Cranberries** **Applesauce** **Apple Slices** **Unflavored Low Fat Milk** **Lactose Free Milk**	**WW Bagel** *Cream Cheese* **Maple Mini Waffles** **Chocolate Chip Muffin** **Blueberry Muffin** **Cocoa Puffs Reduced Sugar** **Cinnamon Toast Crunch Cereal** **Gluten Free Cinnamon Chex Cereal** **Cheerios Cereal** *Heartzel Pretzels* **100% Orange Tangerine** **Dried Cranberries** **Applesauce** **Apple Slices** **Unflavored Low Fat Milk** **Lactose Free Milk**	Closed	**WW Bagel** *Cream Cheese* **Maple Mini Waffles** **Chocolate Chip Muffin** **Blueberry Muffin** **Cocoa Puffs Reduced Sugar** **Cinnamon Toast Crunch Cereal** **Gluten Free Cinnamon Chex Cereal** **Cheerios Cereal** *Heartzel Pretzels* **100% Orange Tangerine** **Dried Cranberries** **Applesauce** **Apple Slices** **Unflavored Low Fat Milk** **Lactose Free Milk**	**WW Bagel** *Cream Cheese* **Maple Mini Waffles** **Chocolate Chip Muffin** **Blueberry Muffin** **Cocoa Puffs Reduced Sugar** **Cinnamon Toast Crunch Cereal** **Gluten Free Cinnamon Chex Cereal** **Cheerios Cereal** *Heartzel Pretzels* **100% Orange Tangerine** **Dried Cranberries** **Applesauce** **Apple Slices** **Unflavored Low Fat Milk** **Lactose Free Milk**

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Wellesley Middle School

Lunch , Jan 02 - Jan 03 2025

				Thursday 02	Friday 03
World Market	No Menu Available	No Menu Available	No Menu Available	**Homemade Pasta & Meat Sauce**	**Roma Pepperoni** **Griller Meltdown Café** *Caesar Salad*
				Thursday 02	Friday 03
Coyote Grill	No Menu Available	No Menu Available	No Menu Available	**Crispy Tacos** **Shredded Cheddar Cheese** **Sour Cream** **Mild Salsa**	**Crispy Tacos** **Sour Cream** **Mild Salsa** **Cheese Sauce**
				Thursday 02	Friday 03
La Cucina	No Menu Available	No Menu Available	No Menu Available	**Cheese Pizza** **Mushroom Pizza** **Pepperoni Pizza**	**Broccoli Pizza** **Cheese Pizza** **Pepperoni Pizza**
				Thursday 02	Friday 03
Miss Ruby's Grill	No Menu Available	No Menu Available	No Menu Available	**Cheeseburger** **Classic Beef Burger** **Crispy Chicken Sandwich** **Spicy Chicken Sandwich** **Veggie Burger on Bun** **Beef Hot Dog on Bun**	**Cheeseburger** **Classic Beef Burger** **Crispy Chicken Sandwich** **Spicy Chicken Sandwich** **Veggie Burger on Bun** **Beef Hot Dog on Bun**
				Thursday 02	Friday 03
Great American Sandwich Co.	No Menu Available	No Menu Available	No Menu Available	**Whole Wheat Wrap** **Whole Wheat Kaiser Roll** **Turkey** **Roast Beef** **Ham** **Hummus Spread** **Whole Wheat Bread** **Whole Grain Ciabatta** **Whole Wheat Club Roll** **American Cheese** **Provolone Cheese** **Cheese Swiss** **Unsliced 2/8#** **Pepperjack Cheese** **Iceberg Lettuce**	**Whole Wheat Wrap** **Whole Wheat Kaiser Roll** **Turkey** **Ham** **Roast Beef** **Hummus Spread** **Whole Wheat Bread** **Whole Grain Ciabatta** **Whole Wheat Club Roll** **American Cheese** **Provolone Cheese** **Cheese Swiss** **Unsliced 2/8#** **Pepperjack Cheese** **Iceberg Lettuce**

				Sliced Tomatoes Onion Pickle Chips Mayo Yellow Mustard Chick'n Dipp'n Sauce	Sliced Tomatoes Onion Pickle Chips Mayo Yellow Mustard Chick'n Dipp'n Sauce
				Thursday 02	Friday 03
	No Menu Available	No Menu Available	No Menu Available	Fruity Parfait Chicken Caesar Salad Caesar Salad Balsamic Dressing Italian Dressing Caesar Dressing Ranch Dressing	Fruity Parfait Chicken Caesar Salad Caesar Salad Classic Greek Salad Fresh Fruit Cup Balsamic Dressing Italian Dressing Caesar Dressing Ranch Dressing
				Thursday 02	Friday 03
	No Menu Available	No Menu Available	No Menu Available	Side Salad Grape Tomatoes Fresh Baby Carrots Cucumber Coins Romaine Lettuce Spinach Salad Shredded Carrots Sweet Corn Garbanzo Beans Red Peppers Celery Broccoli Florets Fresh Orange Fresh Apple Apple Slices Ketchup Mustard BBQ Sauce Sweet Relish Mayonaise Unflavored Low Fat Milk Lactose Free Milk	Side Salad Grape Tomatoes Fresh Baby Carrots Cucumber Coins Romaine Lettuce Spinach Salad Shredded Carrots Sweet Corn Garbanzo Beans Red Peppers Celery Broccoli Florets Fresh Orange Fresh Apple Apple Slices Ketchup Mustard BBQ Sauce Sweet Relish Mayonaise Unflavored Low Fat Milk Lactose Free Milk

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Wellesley Middle School

Lunch , Jan 06 - Jan 10 2025

	Monday 06	Tuesday 07	Wednesday 08	Thursday 09	Friday 10
World Market	**Alfredo Pasta with Garlic Roasted Broccoli**	**Chicken Fajita** *Spanish Style Rice* *Fajita Style Onions and Peppers* *Mild Salsa* *Whole Wheat Wrap* *Sour Cream*	Closed	**Buffalo Chicken Mac & Cheese**	**Meltdown Cafe Grilled Cheese with Bacon** *Oven Baked Fries*
	Monday 06	Tuesday 07	Wednesday 08	Thursday 09	Friday 10
Coyote Grill	**Nachos with Cheese** **Sour Cream** **Mild Salsa**	**Crispy Tacos** **Iceberg Lettuce** **Sour Cream** **Mild Salsa** **Crispy Taco Shell** **Soft Corn Tortilla** **Chicken Fajita** **Turkey Taco Filling** **Shredded Cheddar Cheese** **Seasoned Rice**	Closed	**Soft Tacos** **Shredded Cheddar Cheese** **Iceberg Lettuce** **Sour Cream** **Mild Salsa**	**Nachos Grande** **Sour Cream** **Mild Salsa** **Tortilla Chips** **Cheese Sauce** **Chicken Fajita** **Turkey Taco Filling**
	Monday 06	Tuesday 07	Wednesday 08	Thursday 09	Friday 10
La Cucina	**Cheese Pizza** **Hand Crafted Sauteed Onion Pizza** **Pepperoni Pizza** **Pepperoni Pizza**	**Grilled Vegetable Pizza** **Cheese Pizza** **Pepperoni Pizza** **Pepperoni Pizza**	Closed	**Hawaiian Pizza** **Cheese Pizza** **Pepperoni Pizza** **Pepperoni Pizza**	**Cheese Pizza** **Pepperoni Pizza** **Mushroom Pizza** **Pepperoni Pizza**
	Monday 06	Tuesday 07	Wednesday 08	Thursday 09	Friday 10
Miss Ruby's Grill	**Cheeseburger** **Beef Hot Dog on Bun** **Classic Beef Burger** **Crispy Chicken Sandwich** **Spicy Chicken Sandwich** **Veggie Burger on Bun**	**Cheeseburger** **Beef Hot Dog on Bun** **Classic Beef Burger** **Crispy Chicken Sandwich** **Spicy Chicken Sandwich** **Veggie Burger on Bun**	Closed	**Cheeseburger** **Classic Beef Burger** **Crispy Chicken Sandwich** **Spicy Chicken Sandwich** **Veggie Burger on Bun** **Beef Hot Dog on Bun**	**Cheeseburger** **Classic Beef Burger** **Crispy Chicken Sandwich** **Spicy Chicken Sandwich** **Veggie Burger on Bun** **Beef Hot Dog on Bun**
	Monday 06	Tuesday 07	Wednesday 08	Thursday 09	Friday 10
Great American Sandwich Co.	**Whole Wheat Wrap** **Whole Wheat Kaiser Roll** **Turkey** **Roast Beef** **Ham** **Hummus Spread** **Whole Wheat Bread** **Whole Grain Ciabatta** **Whole Wheat Club Roll** **American Cheese**	**Whole Wheat Wrap** **Whole Wheat Kaiser Roll** **Whole Wheat Bread** **Whole Grain Ciabatta** **Whole Wheat Club Roll** **American Cheese** **Provolone Cheese** **Cheese Swiss** **Unsliced 2/8#** **Pepperjack Cheese**	Closed	**Whole Wheat Wrap** **Whole Wheat Kaiser Roll** **Whole Wheat Bread** **Whole Grain Ciabatta** **Whole Wheat Club Roll** **American Cheese** **Provolone Cheese** **Cheese Swiss** **Unsliced 2/8#** **Pepperjack Cheese**	**Whole Wheat Wrap** **Whole Wheat Kaiser Roll** **Whole Wheat Bread** **Whole Grain Ciabatta** **Whole Wheat Club Roll** **American Cheese** **Provolone Cheese** **Cheese Swiss** **Unsliced 2/8#** **Pepperjack Cheese**

	Provolone Cheese Cheese Swiss Unsliced 2/8# Pepperjack Cheese Iceberg Lettuce Sliced Tomatoes Onion Pickle Chips Mayo Yellow Mustard Chick'n Dipp'n Sauce	Turkey Roast Beef Iceberg Lettuce Sliced Tomatoes Onion Ham Hummus Spread Pickle Chips Mayo Yellow Mustard Chick'n Dipp'n Sauce		Turkey Roast Beef Iceberg Lettuce Sliced Tomatoes Onion Ham Hummus Spread Pickle Chips Mayo Yellow Mustard Chick'n Dipp'n Sauce	Turkey Roast Beef Iceberg Lettuce Sliced Tomatoes Onion Ham Hummus Spread Pickle Chips Mayo Yellow Mustard Chick'n Dipp'n Sauce
	Monday 06	Tuesday 07	Wednesday 08	Thursday 09	Friday 10
Real Meals EXPRESS	Fruity Parfait Chicken Caesar Salad Caesar Salad Hummus and Pretzel Classic Greek Salad Fresh Fruit Cup Balsamic Dressing Italian Dressing Caesar Dressing Ranch Dressing	Fruity Parfait Chicken Caesar Salad Caesar Salad Hummus and Pretzel Classic Greek Salad Fresh Fruit Cup Balsamic Dressing Italian Dressing Caesar Dressing Ranch Dressing	Closed	Fruity Parfait Chicken Caesar Salad Caesar Salad Hummus and Pretzel Classic Greek Salad Fresh Fruit Cup Balsamic Dressing Italian Dressing Caesar Dressing Ranch Dressing	Fruity Parfait Chicken Caesar Salad Caesar Salad Hummus and Pretzel Classic Greek Salad Fresh Fruit Cup Balsamic Dressing Italian Dressing Caesar Dressing Ranch Dressing
	Monday 06	Tuesday 07	Wednesday 08	Thursday 09	Friday 10
Healthy Harvest	Side Salad Grape Tomatoes Fresh Baby Carrots Cucumber Coins Romaine Lettuce Spinach Salad Shredded Carrots Sweet Corn Garbanzo Beans Red Peppers Celery Broccoli Florets Fresh Orange Fresh Apple Apple Slices Ketchup Mustard BBQ Sauce Sweet Relish Mayonaise Unflavored Low Fat Milk Lactose Free Milk	Side Salad Grape Tomatoes Fresh Baby Carrots Cucumber Coins Romaine Lettuce Spinach Salad Shredded Carrots Sweet Corn Garbanzo Beans Red Peppers Celery Broccoli Florets Fresh Orange Fresh Apple Apple Slices Ketchup Mustard BBQ Sauce Sweet Relish Mayonaise Unflavored Low Fat Milk Lactose Free Milk	Closed	Side Salad Grape Tomatoes Fresh Baby Carrots Cucumber Coins Romaine Lettuce Spinach Salad Shredded Carrots Sweet Corn Garbanzo Beans Red Peppers Celery Broccoli Florets Fresh Orange Fresh Apple Apple Slices Ketchup Mustard BBQ Sauce Sweet Relish Mayonaise Unflavored Low Fat Milk Lactose Free Milk	Side Salad Grape Tomatoes Fresh Baby Carrots Cucumber Coins Romaine Lettuce Spinach Salad Shredded Carrots Sweet Corn Garbanzo Beans Red Peppers Celery Broccoli Florets Fresh Orange Fresh Apple Apple Slices Ketchup Mustard BBQ Sauce Sweet Relish Mayonaise Unflavored Low Fat Milk Lactose Free Milk

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Wellesley Middle School

Lunch , Jan 13 - Jan 17 2025

	Monday 13	Tuesday 14	Wednesday 15	Thursday 16	Friday 17
World Market	**Vegetable Tofu Lo Mein**	**Herb Roasted Chicken** *Roasted Potatoes* **Green Beans**	**Wing Shack Chicken Wings**	**Sabroso Taco Original**	**Two Cheese Grilled Cheese Meltdown Café**
	Monday 13	Tuesday 14	Wednesday 15	Thursday 16	Friday 17
Coyote Grill	No Menu Available	**Crispy Tacos** **Iceberg Lettuce** **Sour Cream** **Mild Salsa** **Crispy Taco Shell** **Soft Corn Tortilla** **Chicken Fajita** **Turkey Taco Filling** **Shredded Cheddar Cheese** **Seasoned Rice**	**Classic Tex Mex Burrito** **Iceberg Lettuce** **Sour Cream** **Mild Salsa**	**Crispy Tacos** **Iceberg Lettuce** **Shredded Cheddar Cheese** **Sour Cream** **Mild Salsa**	**Nachos Grande** **Iceberg Lettuce** **Sour Cream** **Mild Salsa** **Tortilla Chips** **Cheese Sauce** **Chicken Fajita** **Turkey Taco Filling**
	Monday 13	Tuesday 14	Wednesday 15	Thursday 16	Friday 17
La Cucina	**Cheese Pizza** **Pepperoni Pizza**	**Cheese Pizza** **Pepperoni Pizza**	**Cheese Pizza** **Pepperoni Pizza**	**Cheese Pizza** **Pepperoni Pizza**	**Cheese Pizza** **Pepperoni Pizza**
	Monday 13	Tuesday 14	Wednesday 15	Thursday 16	Friday 17
Miss Ruby's Grill	**Beef Hot Dog on Bun** **Cheeseburger Classic Beef Burger** **Crispy Chicken Sandwich** **Spicy Chicken Sandwich** **Veggie Burger on Bun**	**Beef Hot Dog on Bun** **Cheeseburger Classic Beef Burger** **Crispy Chicken Sandwich** **Spicy Chicken Sandwich** **Veggie Burger on Bun**	**Beef Hot Dog on Bun** **Cheeseburger Classic Beef Burger** **Crispy Chicken Sandwich** **Spicy Chicken Sandwich** **Veggie Burger on Bun**	**Beef Hot Dog on Bun** **Cheeseburger Classic Beef Burger** **Crispy Chicken Sandwich** **Spicy Chicken Sandwich** **Veggie Burger on Bun**	**Beef Hot Dog on Bun** **Cheeseburger Classic Beef Burger** **Crispy Chicken Sandwich** **Spicy Chicken Sandwich** **Veggie Burger on Bun**
	Monday 13	Tuesday 14	Wednesday 15	Thursday 16	Friday 17
Great American Sandwich Co.	**Whole Wheat Wrap** **Whole Wheat Kaiser Roll** **Whole Wheat Bread** **Whole Grain Ciabatta** **Whole Wheat Club Roll** **American Cheese** **Provolone Cheese** **Cheese Swiss** **Unsliced 2/8#** **Pepperjack Cheese**	**Whole Wheat Wrap** **Whole Wheat Kaiser Roll** **Whole Wheat Bread** **Whole Grain Ciabatta** **Whole Wheat Club Roll** **American Cheese** **Provolone Cheese** **Cheese Swiss** **Unsliced 2/8#** **Pepperjack Cheese**	**Whole Wheat Wrap** **Whole Wheat Kaiser Roll** **Whole Wheat Bread** **Whole Grain Ciabatta** **Whole Wheat Club Roll** **American Cheese** **Provolone Cheese** **Cheese Swiss** **Unsliced 2/8#** **Pepperjack Cheese**	**Whole Wheat Wrap** **Whole Wheat Kaiser Roll** **Whole Wheat Bread** **Whole Grain Ciabatta** **Whole Wheat Club Roll** **American Cheese** **Provolone Cheese** **Cheese Swiss** **Unsliced 2/8#** **Pepperjack Cheese**	**Whole Wheat Wrap** **Whole Wheat Kaiser Roll** **Whole Wheat Bread** **Whole Grain Ciabatta** **Whole Wheat Club Roll** **American Cheese** **Provolone Cheese** **Cheese Swiss** **Unsliced 2/8#** **Pepperjack Cheese**

	Turkey Roast Beef Iceberg Lettuce Sliced Tomatoes Onion Ham Hummus Spread Pickle Chips Mayo Yellow Mustard Chick'n Dipp'n Sauce	Turkey Roast Beef Iceberg Lettuce Sliced Tomatoes Onion Ham Hummus Spread Pickle Chips Mayo Yellow Mustard Chick'n Dipp'n Sauce	Turkey Roast Beef Iceberg Lettuce Sliced Tomatoes Onion Ham Hummus Spread Pickle Chips Mayo Yellow Mustard Chick'n Dipp'n Sauce	Turkey Roast Beef Iceberg Lettuce Sliced Tomatoes Onion Ham Hummus Spread Pickle Chips Mayo Yellow Mustard Chick'n Dipp'n Sauce	Turkey Roast Beef Iceberg Lettuce Sliced Tomatoes Onion Ham Hummus Spread Pickle Chips Mayo Yellow Mustard Chick'n Dipp'n Sauce
	Monday 13	Tuesday 14	Wednesday 15	Thursday 16	Friday 17
Real Meals EXPRESS	Fruity Parfait Chicken Caesar Salad Caesar Salad Hummus and Pretzel Balsamic Dressing Italian Dressing Caesar Dressing Ranch Dressing	Fruity Parfait Chicken Caesar Salad Caesar Salad Hummus and Pretzel Classic Greek Salad Fresh Fruit Cup Balsamic Dressing Italian Dressing Caesar Dressing Ranch Dressing	Chicken Caesar Salad Caesar Salad Hummus and Pretzel Fruity Parfait Classic Greek Salad Fresh Fruit Cup Balsamic Dressing Italian Dressing Caesar Dressing Ranch Dressing	Chicken Caesar Salad Caesar Salad Hummus and Pretzel Fruity Parfait Classic Greek Salad Fresh Fruit Cup Balsamic Dressing Italian Dressing Caesar Dressing Ranch Dressing	Chicken Caesar Salad Caesar Salad Hummus and Pretzel Fruity Parfait Classic Greek Salad Fresh Fruit Cup Balsamic Dressing Italian Dressing Caesar Dressing Ranch Dressing
	Monday 13	Tuesday 14	Wednesday 15	Thursday 16	Friday 17
Healthy Harvest	Side Salad Grape Tomatoes Fresh Baby Carrots Cucumber Coins Romaine Lettuce Spinach Salad Shredded Carrots Sweet Corn Garbanzo Beans Red Peppers Celery Broccoli Florets Fresh Orange Fresh Apple Apple Slices Ketchup Mustard BBQ Sauce Sweet Relish Mayonaise Unflavored Low Fat Milk Lactose Free Milk	Side Salad Grape Tomatoes Fresh Baby Carrots Cucumber Coins Romaine Lettuce Spinach Salad Shredded Carrots Sweet Corn Garbanzo Beans Red Peppers Celery Broccoli Florets Fresh Orange Fresh Apple Apple Slices Ketchup Mustard BBQ Sauce Sweet Relish Mayonaise Unflavored Low Fat Milk Lactose Free Milk	Side Salad Grape Tomatoes Fresh Baby Carrots Cucumber Coins Romaine Lettuce Spinach Salad Shredded Carrots Sweet Corn Garbanzo Beans Red Peppers Celery Broccoli Florets Fresh Orange Fresh Apple Apple Slices Ketchup Mustard BBQ Sauce Sweet Relish Mayonaise Unflavored Low Fat Milk Lactose Free Milk	Side Salad Grape Tomatoes Fresh Baby Carrots Cucumber Coins Romaine Lettuce Spinach Salad Shredded Carrots Sweet Corn Garbanzo Beans Red Peppers Celery Broccoli Florets Fresh Orange Fresh Apple Apple Slices Ketchup Mustard BBQ Sauce Sweet Relish Mayonaise Unflavored Low Fat Milk Lactose Free Milk	Side Salad Grape Tomatoes Fresh Baby Carrots Cucumber Coins Romaine Lettuce Spinach Salad Shredded Carrots Sweet Corn Garbanzo Beans Red Peppers Celery Broccoli Florets Fresh Orange Fresh Apple Apple Slices Ketchup Mustard BBQ Sauce Sweet Relish Mayonaise Unflavored Low Fat Milk Lactose Free Milk

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Wellesley Middle School

Lunch , Jan 20 - Jan 24 2025

	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24
World Market	Closed	**Homemade Pasta & Meat Sauce** **Oven Baked Fries**	**Chicken Tenders** **Oven Baked Fries**	**Ranch & Chicken Quesadilla** *Fiesta Corn*	**Double Bacon Burger** *Oven Baked Fries*
	Monday 20	**Tuesday 21**	**Wednesday 22**	**Thursday 23**	**Friday 24**
Coyote Grill	Closed	**Crispy Tacos** **Iceberg Lettuce** **Sour Cream** **Mild Salsa** **Crispy Taco Shell** **Soft Corn Tortilla** **Chicken Fajita** **Turkey Taco Filling** **Shredded Cheddar Cheese** **Seasoned Rice**	**Nachos with Cheese** **Iceberg Lettuce** **Sour Cream** **Mild Salsa**	**Crispy Tacos** **Iceberg Lettuce** **Mild Salsa**	**Nachos Grande** **Nachos with Cheese** **Sour Cream** **Mild Salsa** **Tortilla Chips** **Cheese Sauce** **Chicken Fajita** **Turkey Taco Filling**
	Monday 20	**Tuesday 21**	**Wednesday 22**	**Thursday 23**	**Friday 24**
La Cucina	Closed	**Cheese Pizza** **Pepperoni Pizza**	**Cheese Pizza** **Pepperoni Pizza**	No Menu Available	**Cheese Pizza** **Pepperoni Pizza**
	Monday 20	**Tuesday 21**	**Wednesday 22**	**Thursday 23**	**Friday 24**
Miss Ruby's Grill	Closed	**Beef Hot Dog on Bun** **Cheeseburger** **Classic Beef Burger** **Crispy Chicken Sandwich** **Spicy Chicken Sandwich** **Veggie Burger on Bun**	**Beef Hot Dog on Bun** **Cheeseburger** **Classic Beef Burger** **Crispy Chicken Sandwich** **Spicy Chicken Sandwich** **Veggie Burger on Bun**	**Wing Shack** **Classic Buffalo Chicken Wings** *Whole Wheat Dinner Roll* **Beef Hot Dog on Bun** **Cheeseburger** **Classic Beef Burger** **Crispy Chicken Sandwich** **Spicy Chicken Sandwich** **Veggie Burger on Bun**	**Beef Hot Dog on Bun** **Cheeseburger** **Classic Beef Burger** **Crispy Chicken Sandwich** **Spicy Chicken Sandwich** **Veggie Burger on Bun**
	Monday 20	**Tuesday 21**	**Wednesday 22**	**Thursday 23**	**Friday 24**
Great American Sandwich Co.	Closed	**Whole Wheat Wrap** **Whole Wheat Kaiser Roll** **Whole Wheat Bread** **Whole Grain Ciabatta** **Whole Wheat Club Roll**	**Whole Wheat Wrap** **Whole Wheat Kaiser Roll** **Whole Wheat Bread** **Whole Grain Ciabatta** **Whole Wheat Club Roll**	**Whole Wheat Wrap** **Whole Wheat Kaiser Roll** **Whole Wheat Bread** **Whole Grain Ciabatta** **Whole Wheat Club Roll**	**Whole Wheat Wrap** **Whole Wheat Kaiser Roll** **Whole Wheat Bread** **Whole Grain Ciabatta** **Whole Wheat Club Roll**

		American Cheese Provolone Cheese Cheese Swiss Unsliced 2/8# Pepperjack Cheese Turkey Roast Beef Iceberg Lettuce Sliced Tomatoes Onion Hummus Spread Pickle Chips Mayo Yellow Mustard Chick'n Dipp'n Sauce	American Cheese Provolone Cheese Cheese Swiss Unsliced 2/8# Pepperjack Cheese Turkey Roast Beef Iceberg Lettuce Sliced Tomatoes Onion Hummus Spread Pickle Chips Mayo Yellow Mustard Chick'n Dipp'n Sauce	American Cheese Provolone Cheese Cheese Swiss Unsliced 2/8# Pepperjack Cheese Turkey Roast Beef Iceberg Lettuce Sliced Tomatoes Onion Hummus Spread Pickle Chips Mayo Yellow Mustard Chick'n Dipp'n Sauce	American Cheese Provolone Cheese Cheese Swiss Unsliced 2/8# Pepperjack Cheese Turkey Roast Beef Iceberg Lettuce Sliced Tomatoes Onion Hummus Spread Pickle Chips Mayo Yellow Mustard Chick'n Dipp'n Sauce
	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24
Real Meals EXPRESS	Closed	Chicken Caesar Salad Caesar Salad Hummus and Pretzel Fruity Parfait Classic Greek Salad Fresh Fruit Cup Balsamic Dressing Italian Dressing Caesar Dressing Ranch Dressing	Chicken Caesar Salad Caesar Salad Hummus and Pretzel Fruity Parfait Classic Greek Salad Fresh Fruit Cup Balsamic Dressing Italian Dressing Caesar Dressing Ranch Dressing	Chicken Caesar Salad Caesar Salad Hummus and Pretzel Fruity Parfait Classic Greek Salad Fresh Fruit Cup Balsamic Dressing Italian Dressing Caesar Dressing Ranch Dressing	Chicken Caesar Salad Caesar Salad Hummus and Pretzel Fruity Parfait Classic Greek Salad Fresh Fruit Cup Balsamic Dressing Italian Dressing Caesar Dressing Ranch Dressing
	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24
Healthy Harvest	Closed	Side Salad Grape Tomatoes Fresh Baby Carrots Cucumber Coins Romaine Lettuce Spinach Salad Shredded Carrots Sweet Corn Garbanzo Beans Red Peppers Celery Broccoli Florets Fresh Orange Fresh Apple Apple Slices Ketchup Mustard BBQ Sauce Sweet Relish Mayonaise Unflavored Low Fat Milk Lactose Free Milk	Side Salad Grape Tomatoes Fresh Baby Carrots Cucumber Coins Romaine Lettuce Spinach Salad Shredded Carrots Sweet Corn Garbanzo Beans Red Peppers Celery Broccoli Florets Fresh Orange Fresh Apple Apple Slices Ketchup Mustard BBQ Sauce Sweet Relish Mayonaise Unflavored Low Fat Milk Lactose Free Milk	Side Salad Grape Tomatoes Fresh Baby Carrots Cucumber Coins Romaine Lettuce Spinach Salad Shredded Carrots Sweet Corn Garbanzo Beans Red Peppers Celery Broccoli Florets Fresh Orange Fresh Apple Apple Slices Ketchup Mustard BBQ Sauce Sweet Relish Mayonaise Unflavored Low Fat Milk Lactose Free Milk	Side Salad Grape Tomatoes Fresh Baby Carrots Cucumber Coins Romaine Lettuce Spinach Salad Shredded Carrots Sweet Corn Garbanzo Beans Red Peppers Celery Broccoli Florets Fresh Orange Fresh Apple Apple Slices Ketchup Mustard BBQ Sauce Sweet Relish Mayonaise Unflavored Low Fat Milk Lactose Free Milk

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Wellesley Middle School

Lunch , Jan 27 - Jan 31 2025

	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
World Market	**Sweet & Sour Chicken Sauce & Toss** **Hawaiian Style Rice**	**Homemade Mac & Cheese**	Closed	**Homemade Pasta & Meatballs**	**Yard Bird Classic Chicken Sandwich** *Crispy Potato Puffs*
	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
Coyote Grill	**Nachos with Cheese** **Iceberg Lettuce** **Sour Cream** **Mild Salsa**	**Crispy Tacos** **Shredded Cheddar Cheese** **Iceberg Lettuce** **Sour Cream** **Mild Salsa**	Closed	**Nachos with Cheese**	**Nachos Grande** **Iceberg Lettuce** **Mild Salsa** **Sour Cream**
	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
La Cucina	**Cheese Pizza** **Hand Crafted Sauteed Onion Pizza** **Pepperoni Pizza**	**Cheese Pizza** **Pepperoni Pizza**	Closed	**Cheese Pizza** **Pepperoni Pizza**	**Cheese Pizza** **Pepperoni Pizza**
	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
Miss Ruby's Grill	**Beef Hot Dog on Bun** **Cheeseburger Classic Beef Burger** **Crispy Chicken Sandwich** **Spicy Chicken Sandwich** **Veggie Burger on Bun**	**Beef Hot Dog on Bun** **Cheeseburger Classic Beef Burger** **Crispy Chicken Sandwich** **Spicy Chicken Sandwich** **Veggie Burger on Bun**	Closed	**Beef Hot Dog on Bun** **Cheeseburger Classic Beef Burger** **Crispy Chicken Sandwich** **Spicy Chicken Sandwich** **Veggie Burger on Bun**	**Beef Hot Dog on Bun** **Cheeseburger Classic Beef Burger** **Crispy Chicken Sandwich** **Spicy Chicken Sandwich** **Veggie Burger on Bun**
	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
Great American Sandwich Co.	**Whole Wheat Wrap** **Whole Wheat Kaiser Roll** **Turkey** **Ham** **Roast Beef** **Hummus Spread** **Whole Wheat Bread** **Whole Grain Ciabatta** **Whole Wheat Club Roll** **American Cheese** **Provolone Cheese** **Cheese Swiss** **Unsliced 2/8#** **Pepperjack Cheese** **Iceberg Lettuce**	**Whole Wheat Wrap** **Whole Wheat Kaiser Roll** **Turkey** **Ham** **Roast Beef** **Hummus Spread** **Whole Wheat Bread** **Whole Grain Ciabatta** **Whole Wheat Club Roll** **American Cheese** **Provolone Cheese** **Cheese Swiss** **Unsliced 2/8#** **Pepperjack Cheese** **Iceberg Lettuce**	Closed	**Whole Wheat Wrap** **Whole Wheat Kaiser Roll** **Turkey** **Ham** **Roast Beef** **Hummus Spread** **Whole Wheat Bread** **Whole Grain Ciabatta** **Whole Wheat Club Roll** **American Cheese** **Provolone Cheese** **Cheese Swiss** **Unsliced 2/8#** **Pepperjack Cheese** **Iceberg Lettuce**	**Whole Wheat Wrap** **Whole Wheat Kaiser Roll** **Turkey** **Roast Beef** **Ham** **Hummus Spread** **Whole Wheat Bread** **Whole Grain Ciabatta** **Whole Wheat Club Roll** **American Cheese** **Provolone Cheese** **Cheese Swiss** **Unsliced 2/8#** **Pepperjack Cheese** **Iceberg Lettuce**

	Sliced Tomatoes Mayo Yellow Mustard	Sliced Tomatoes Mayo Yellow Mustard		Sliced Tomatoes Mayo Yellow Mustard	Sliced Tomatoes Mayo Yellow Mustard
	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
Real Meals EXPRESS	Chicken Caesar Salad Caesar Salad Fruity Parfait Hummus and Pretzel Classic Greek Salad Fresh Fruit Cup Balsamic Dressing Italian Dressing Caesar Dressing Ranch Dressing	Fruity Parfait Classic Greek Salad Fresh Fruit Cup Balsamic Dressing Italian Dressing Caesar Dressing Ranch Dressing	Closed	Fruity Parfait Classic Greek Salad Fresh Fruit Cup Balsamic Dressing Italian Dressing Caesar Dressing Ranch Dressing	Fruity Parfait Classic Greek Salad Fresh Fruit Cup Balsamic Dressing Italian Dressing Caesar Dressing Ranch Dressing
	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
Healthy Harvest	Side Salad Grape Tomatoes Fresh Baby Carrots Cucumber Coins Romaine Lettuce Spinach Salad Shredded Carrots Sweet Corn Garbanzo Beans Red Peppers Celery Broccoli Florets Fresh Orange Fresh Apple Apple Slices Sliced Peaches Raisins Ketchup Mustard BBQ Sauce Sweet Relish Mayonaise Unflavored Low Fat Milk Lactose Free Milk	Side Salad Grape Tomatoes Fresh Baby Carrots Cucumber Coins Romaine Lettuce Spinach Salad Shredded Carrots Sweet Corn Garbanzo Beans Red Peppers Celery Broccoli Florets Fresh Orange Fresh Apple Apple Slices Sliced Peaches Raisins Ketchup Mustard BBQ Sauce Sweet Relish Mayonaise Unflavored Low Fat Milk Lactose Free Milk	Closed	Side Salad Grape Tomatoes Fresh Baby Carrots Cucumber Coins Romaine Lettuce Spinach Salad Shredded Carrots Sweet Corn Garbanzo Beans Red Peppers Celery Broccoli Florets Fresh Orange Fresh Apple Apple Slices Sliced Peaches Raisins Ketchup Mustard BBQ Sauce Sweet Relish Mayonaise Unflavored Low Fat Milk Lactose Free Milk	Side Salad Grape Tomatoes Fresh Baby Carrots Cucumber Coins Romaine Lettuce Spinach Salad Shredded Carrots Sweet Corn Garbanzo Beans Red Peppers Celery Broccoli Florets Fresh Orange Fresh Apple Apple Slices Sliced Peaches Raisins Ketchup Mustard BBQ Sauce Sweet Relish Mayonaise Unflavored Low Fat Milk Lactose Free Milk

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Lay's Kettle 40% Cooked 40% Less Fat $2.00

Popcorner's Kettle Corn.....$2.00

Baked Lay's,Doritos,Cheetos,Pretzels. $1.20

Rice Krispy Treats, Nutrigrain Bars.... $1.50

Chobani Yogurt..... $2.00

Cookies..... $1.20

Mott's Fruit Snacks..... $1.20

Bottle Spring Water..... $1.35

Rain Water $2.50

8oz Milk..... $.75

*All items sold in the cafeteria meet or exceed Smart Snacks in School guidelines.

High School Menus



Wellesley High School

Breakfast , January 2025

		Wednesday 01	Thursday 02	Friday 03
No Menu Available	No Menu Available	**Bacon, Egg and Cheese Breakfast Sandwich** (P) **Egg and Cheese Sandwich** **Fruity Parfait** **Simply Boxed Yogurt Sunrise** **Strawberry Pop Tart** *Graham Crackers* **Red. Sugar Froot Loops Cereal** *Graham Crackers* **Multigrain Cheerios** *Graham Crackers* **Cinnamon Toast Crunch Cereal** **Cocoa Puffs Reduced Sugar** **Gluten Free Cinnamon Chex Cereal** **Fresh Orange** **Pineapple Cup** **Raisins** **Unflavored Low Fat Milk** **Fat Free Milk**	**Belgian Waffle with Caramelized Apples** *Fried Eggs* *Hash Brown Potatoes* **Egg and Cheese Sandwich** **Bacon, Egg and Cheese Breakfast Sandwich** **Ham, Egg and Cheese Sandwich** (P) **Sausage, Egg and Cheese Sandwich** **Fruity Parfait** **Simply Boxed Yogurt Sunrise** **Strawberry Pop Tart** *Graham Crackers* **WW Honey Bun** **Cocoa Puffs Reduced Sugar** **Cinnamon Toast Crunch Cereal** **Gluten Free Cinnamon Chex Cereal** **Red. Sugar Froot Loops Cereal** *Graham Crackers* **Multigrain Cheerios** *Graham Crackers* **Fresh Banana** **Raisins** **Diced Peach Cup** **Unflavored Low Fat Milk** **Fat Free Milk**	**Fluffy Whole Grain Pancakes** *Hash Brown Potatoes* *Fried Eggs* **Egg and Cheese Sandwich** **Bacon, Egg and Cheese Breakfast Sandwich** **Ham, Egg and Cheese Sandwich** (P) **Sausage, Egg and Cheese Sandwich** **Fruity Parfait** **Simply Boxed Yogurt Sunrise** **Strawberry Pop Tart** *Graham Crackers* **Red. Sugar Froot Loops Cereal** *Graham Crackers* **Multigrain Cheerios** *Graham Crackers* **Cinnamon Toast Crunch Cereal** **Gluten Free Cinnamon Chex Cereal** **Cocoa Puffs Reduced Sugar** **Fresh Apple** **Diced Pear Cup** **Raisins** **Unflavored Low Fat Milk** **Fat Free Milk**

Monday 06	Tuesday 07	Wednesday 08	Thursday 09	Friday 10
Whole Grain French Toast Slices *Fried Eggs* *Hash Brown Potatoes* **Egg and Cheese Sandwich** **Bacon, Egg and Cheese Breakfast Sandwich** **Ham, Egg and Cheese Sandwich** (P) **Sausage, Egg and Cheese Sandwich** **Fruity Parfait** **Simply Boxed Yogurt Sunrise** **Strawberry Pop Tart** *Graham Crackers* **WW Honey Bun**	**Fluffy Whole Grain Pancakes** *Fried Eggs* *Hash Brown Potatoes* **Egg and Cheese Sandwich** **Bacon, Egg and Cheese Breakfast Sandwich** **Ham, Egg and Cheese Sandwich** (P) **Sausage, Egg and Cheese Sandwich** **Fruity Parfait** **Simply Boxed Yogurt Sunrise** **Strawberry Pop Tart** *Graham Crackers* **Red. Sugar Froot Loops Cereal**	**Belgian Waffle with Caramelized Apples** *Hash Brown Potatoes* *Fried Eggs* **Egg and Cheese Sandwich** **Bacon, Egg and Cheese Breakfast Sandwich** **Ham, Egg and Cheese Sandwich** (P) **Sausage, Egg and Cheese Sandwich** **Fruity Parfait** **Simply Boxed Yogurt Sunrise** **Strawberry Pop Tart** *Graham Crackers* **Red. Sugar Froot Loops Cereal**	**Fluffy Whole Grain Pancakes** *Hash Brown Potatoes* *Fried Eggs* **Egg and Cheese Sandwich** **Bacon, Egg and Cheese Breakfast Sandwich** **Ham, Egg and Cheese Sandwich** (P) **Sausage, Egg and Cheese Sandwich** **Fruity Parfait** **Simply Boxed Yogurt Sunrise** **Strawberry Pop Tart** *Graham Crackers* **Cinnamon Toast Crunch Cereal**	**Whole Grain French Toast Slices** *Fried Eggs* *Hash Brown Potatoes* **Egg and Cheese Sandwich** **Bacon, Egg and Cheese Breakfast Sandwich** **Ham, Egg and Cheese Sandwich** (P) **Sausage, Egg and Cheese Sandwich** **Fruity Parfait** **Simply Boxed Yogurt Sunrise** **Strawberry Pop Tart** *Graham Crackers* **WW Honey Bun**

Red. Sugar Froot Loops Cereal *Graham Crackers* Multigrain Cheerios *Graham Crackers* Cinnamon Toast Crunch Cereal Cocoa Puffs Reduced Sugar Gluten Free Cinnamon Chex Cereal Fresh Pear Strawberry Cup Raisins Unflavored Low Fat Milk Fat Free Milk	*Graham Crackers* Multigrain Cheerios *Graham Crackers* Cinnamon Toast Crunch Cereal Cocoa Puffs Reduced Sugar Gluten Free Cinnamon Chex Cereal Fresh Orange Pineapple Cup Raisins Unflavored Low Fat Milk Fat Free Milk	*Graham Crackers* Multigrain Cheerios *Graham Crackers* Cinnamon Toast Crunch Cereal Gluten Free Cinnamon Chex Cereal Cocoa Puffs Reduced Sugar Fresh Banana Diced Peach Cup Raisins Unflavored Low Fat Milk Fat Free Milk	Gluten Free Cinnamon Chex Cereal Cocoa Puffs Reduced Sugar Red. Sugar Froot Loops Cereal *Graham Crackers* Multigrain Cheerios *Graham Crackers* Organic Applesauce Raisins Unflavored Low Fat Milk Fat Free Milk	Red. Sugar Froot Loops Cereal *Graham Crackers* Multigrain Cheerios *Graham Crackers* Cinnamon Toast Crunch Cereal Gluten Free Cinnamon Chex Cereal Cocoa Puffs Reduced Sugar Fresh Apple Diced Pear Cup Raisins Unflavored Low Fat Milk Fat Free Milk
Monday 13	**Tuesday 14**	**Wednesday 15**	**Thursday 16**	**Friday 17**
Belgian Waffle with Caramelized Apples *Fried Eggs* *Hash Brown Potatoes* Egg and Cheese Sandwich Bacon, Egg and Cheese Breakfast Sandwich Ham, Egg and Cheese Sandwich Sausage, Egg and Cheese Sandwich Fruity Parfait Simply Boxed Yogurt Sunrise Strawberry Pop Tart *Graham Crackers* WW Honey Bun Cocoa Puffs Reduced Sugar Cinnamon Toast Crunch Cereal Gluten Free Cinnamon Chex Cereal Red. Sugar Froot Loops Cereal *Graham Crackers* Multigrain Cheerios *Graham Crackers* Fresh Banana Raisins Diced Peach Cup Unflavored Low Fat Milk Fat Free Milk	Whole Grain French Toast Slices *Fried Eggs* *Hash Brown Potatoes* Egg and Cheese Sandwich Bacon, Egg and Cheese Breakfast Sandwich Ham, Egg and Cheese Sandwich Sausage, Egg and Cheese Sandwich Fruity Parfait Simply Boxed Yogurt Sunrise Strawberry Pop Tart *Graham Crackers* WW Honey Bun Red. Sugar Froot Loops Cereal *Graham Crackers* Multigrain Cheerios *Graham Crackers* Cinnamon Toast Crunch Cereal Gluten Free Cinnamon Chex Cereal Cocoa Puffs Reduced Sugar Fresh Orange Pineapple Cup Raisins Unflavored Low Fat Milk Fat Free Milk	Fluffy Whole Grain Pancakes *Fried Eggs* *Hash Brown Potatoes* Egg and Cheese Sandwich Bacon, Egg and Cheese Breakfast Sandwich Ham, Egg and Cheese Sandwich Sausage, Egg and Cheese Sandwich Fruity Parfait Simply Boxed Yogurt Sunrise Strawberry Pop Tart *Graham Crackers* Red. Sugar Froot Loops Cereal *Graham Crackers* Multigrain Cheerios *Graham Crackers* Cinnamon Toast Crunch Cereal Cocoa Puffs Reduced Sugar Gluten Free Cinnamon Chex Cereal Fresh Orange Pineapple Cup Raisins Unflavored Low Fat Milk Fat Free Milk	Whole Grain French Toast Slices *Fried Eggs* *Hash Brown Potatoes* Egg and Cheese Sandwich Bacon, Egg and Cheese Breakfast Sandwich Ham, Egg and Cheese Sandwich Sausage, Egg and Cheese Sandwich Fruity Parfait Simply Boxed Yogurt Sunrise Strawberry Pop Tart *Graham Crackers* WW Honey Bun Red. Sugar Froot Loops Cereal *Graham Crackers* Multigrain Cheerios *Graham Crackers* Cinnamon Toast Crunch Cereal Gluten Free Cinnamon Chex Cereal Cocoa Puffs Reduced Sugar Organic Applesauce Raisins Unflavored Low Fat Milk Fat Free Milk	Fluffy Whole Grain Pancakes *Hash Brown Potatoes* *Fried Eggs* Egg and Cheese Sandwich Bacon, Egg and Cheese Breakfast Sandwich Ham, Egg and Cheese Sandwich Sausage, Egg and Cheese Sandwich Fruity Parfait Simply Boxed Yogurt Sunrise Strawberry Pop Tart *Graham Crackers* Red. Sugar Froot Loops Cereal *Graham Crackers* Multigrain Cheerios *Graham Crackers* Cinnamon Toast Crunch Cereal Gluten Free Cinnamon Chex Cereal Cocoa Puffs Reduced Sugar Fresh Apple Diced Pear Cup Raisins Unflavored Low Fat Milk Fat Free Milk
Monday 20	**Tuesday 21**	**Wednesday 22**	**Thursday 23**	**Friday 24**
Whole Grain French Toast Slices *Fried Eggs* *Hash Brown Potatoes* Egg and Cheese Sandwich Bacon, Egg and Cheese Breakfast Sandwich Ham, Egg and Cheese Sandwich Sausage, Egg and Cheese Sandwich Fruity Parfait	Fluffy Whole Grain Pancakes *Fried Eggs* *Hash Brown Potatoes* Egg and Cheese Sandwich Bacon, Egg and Cheese Breakfast Sandwich Ham, Egg and Cheese Sandwich Sausage, Egg and Cheese Sandwich Fruity Parfait	Belgian Waffle with Caramelized Apples *Hash Brown Potatoes* *Fried Eggs* Egg and Cheese Sandwich Bacon, Egg and Cheese Breakfast Sandwich Ham, Egg and Cheese Sandwich Sausage, Egg and Cheese Sandwich Fruity Parfait	Fluffy Whole Grain Pancakes *Fried Eggs* *Hash Brown Potatoes* Egg and Cheese Sandwich Bacon, Egg and Cheese Breakfast Sandwich Ham, Egg and Cheese Sandwich Sausage, Egg and Cheese Sandwich Fruity Parfait	Whole Grain French Toast Slices *Fried Eggs* *Hash Brown Potatoes* Egg and Cheese Sandwich Bacon, Egg and Cheese Breakfast Sandwich Ham, Egg and Cheese Sandwich Sausage, Egg and Cheese Sandwich Fruity Parfait

Simply Boxed Yogurt Sunrise **Strawberry Pop Tart** *Graham Crackers* **WW Honey Bun** **Red. Sugar Froot Loops Cereal** *Graham Crackers* **Multigrain Cheerios** *Graham Crackers* **Cinnamon Toast Crunch Cereal** **Cocoa Puffs Reduced Sugar** **Gluten Free Cinnamon Chex Cereal** **Fresh Pear** **Strawberry Cup** **Raisins** **Unflavored Low Fat Milk** **Fat Free Milk**	**Simply Boxed Yogurt Sunrise** **Strawberry Pop Tart** *Graham Crackers* **Red. Sugar Froot Loops Cereal** *Graham Crackers* **Multigrain Cheerios** *Graham Crackers* **Cinnamon Toast Crunch Cereal** **Cocoa Puffs Reduced Sugar** **Gluten Free Cinnamon Chex Cereal** **Fresh Orange** **Pineapple Cup** **Raisins** **Unflavored Low Fat Milk** **Fat Free Milk**	**Simply Boxed Yogurt Sunrise** **Strawberry Pop Tart** **Red. Sugar Froot Loops Cereal** **Multigrain Cheerios** **Cinnamon Toast Crunch Cereal** **Cocoa Puffs Reduced Sugar** **Fresh Banana** **Diced Peach Cup** **Raisins** **Unflavored Low Fat Milk** **Fat Free Milk**	**Simply Boxed Yogurt Sunrise** **Strawberry Pop Tart** *Graham Crackers* **Red. Sugar Froot Loops Cereal** *Graham Crackers* **Multigrain Cheerios** *Graham Crackers* **Gluten Free Cinnamon Chex Cereal** **Cinnamon Toast Crunch Cereal** **Cocoa Puffs Reduced Sugar** **Organic Applesauce** **Raisins** **Unflavored Low Fat Milk** **Fat Free Milk**	**Simply Boxed Yogurt Sunrise** **Strawberry Pop Tart** *Graham Crackers* **Cinnamon Toast Crunch Cereal** **Cocoa Puffs Reduced Sugar** **Gluten Free Cinnamon Chex Cereal** **Red. Sugar Froot Loops Cereal** *Graham Crackers* **Multigrain Cheerios** *Graham Crackers* **WW Honey Bun** **Diced Pear Cup** **Fresh Apple** **Raisins** **Unflavored Low Fat Milk** **Fat Free Milk**
Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
Fluffy Whole Grain Pancakes *Fried Eggs* *Hash Brown Potatoes* **Egg and Cheese Sandwich** **Bacon, Egg and Cheese Breakfast Sandwich** **Ham, Egg and Cheese Sandwich** **Sausage, Egg and Cheese Sandwich** **Fruity Parfait** **Simply Boxed Yogurt Sunrise** **Strawberry Pop Tart** *Graham Crackers* **Red. Sugar Froot Loops Cereal** *Graham Crackers* **Multigrain Cheerios** *Graham Crackers* **Cinnamon Toast Crunch Cereal** **Gluten Free Cinnamon Chex Cereal** **Cocoa Puffs Reduced Sugar** **Fresh Pear** **Strawberry Cup** **Raisins** **Unflavored Low Fat Milk** **Fat Free Milk**	No Menu Available	No Menu Available	No Menu Available	No Menu Available

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Wellesley High School

Lunch , Jan 01 - Jan 03 2025

			Wednesday 01	Thursday 02	Friday 03
La Cucina	No Menu Available	No Menu Available	Closed	**Pepper & Onion Pizza** **Cheese Pizza** **Pepperoni Pizza**	**Meat Lovers Pizza** **Cheese Pizza** **Pepperoni Pizza**
			Wednesday 01	Thursday 02	Friday 03
Coyote Grill	No Menu Available	No Menu Available	Closed	No Menu Available	No Menu Available
			Wednesday 01	Thursday 02	Friday 03
Great American Sandwich Co.	No Menu Available	No Menu Available	Closed	**Italian Combo Sandwich**	**American Combo Sandwich**
			Wednesday 01	Thursday 02	Friday 03
World Market	No Menu Available	No Menu Available	Closed	**Nachos Grande**	**Crispy Chicken Drumstick** **Mashed Potatoes** **Brown Gravy** **Glazed Carrots**
			Wednesday 01	Thursday 02	Friday 03
Miss Ruby's Grill	No Menu Available	No Menu Available	Closed	**Philly Cheese Steak** **Beef Hot Dog on Bun** **Cheeseburger** **Classic Beef Burger** **Turkey Burger** **Veggie Burger on Bun** **Crispy Chicken Sandwich** **Spicy Chicken Sandwich** **Sweet Potato Fries**	**Barbecue Rib Sandwich**
			Wednesday 01	Thursday 02	Friday 03
Real Meals Express	No Menu Available	No Menu Available	Closed	**Very Berry Smoothie**	**Chicken Caesar Salad**

			Wednesday 01	Thursday 02	Friday 03
	No Menu Available	No Menu Available	Closed	**Mesclun Spring Mix** **Spinach Salad** **Grape Tomatoes** **Olives** **Shredded Carrots** **Strawberry Cup** **Fresh Pear** **Raisins** **Caesar Dressing** **Italian Dressing** **Balsamic Dressing** **Unflavored Low Fat Milk** **Fat Free Milk** **Lactose Free Milk**	**Tofu** **Mesclun Spring Mix** **Spinach Salad** **Chilled Red Pepper Strips** **Green Pepper Slices** **Onion** **Sweet Corn** **Grape Tomatoes** **Cucumber Coins** **Olives** **Shredded Carrots** **Strawberry Cup** **Fresh Pear** **Dinner Rolls** **Raisins** **Caesar Dressing** **Italian Dressing** **Balsamic Dressing** **Unflavored Low Fat Milk** **Fat Free Milk** **Lactose Free Milk**

			Wednesday 01	Thursday 02	Friday 03
	No Menu Available	No Menu Available	Closed	No Menu Available	No Menu Available

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Wellesley High School

Lunch , Jan 06 - Jan 10 2025

	Monday 06	Tuesday 07	Wednesday 08	Thursday 09	Friday 10
La Cucina	Hand Crafted Three Cheese Pizza Cheese Pizza Pepperoni Pizza	Hand Crafted Buffalo Chicken Pizza Cheese Pizza Pepperoni Pizza	Closed	Pepper & Onion Pizza Cheese Pizza Pepperoni Pizza	Meat Lovers Pizza Cheese Pizza Pepperoni Pizza
	Monday 06	Tuesday 07	Wednesday 08	Thursday 09	Friday 10
Coyote Grill	Veggabol Edamame & Chickpea Rice Bowl	Crispy Tacos	Closed	Nachos Grande Black Beans Iceberg Lettuce Mild Salsa Pico De Gallo Sour Cream Adobe Guacamole Dip	No Menu Available
	Monday 06	Tuesday 07	Wednesday 08	Thursday 09	Friday 10
Great American Sandwich Co.	Tuna Salad Sandwich	American Beauty	Closed	Italian Combo Sandwich	American Combo Sandwich
	Monday 06	Tuesday 07	Wednesday 08	Thursday 09	Friday 10
World Market	Homemade Baked Pasta with Cheese Baked Pasta with Homemade Meat Sauce Sauteed Broccolini	Bacon Cheeseburger Homemade Carrot & Raisin Slaw Crispy Potato Puffs	Closed	Halal Chicken Platter	Pizzadilla Quesadilla Two Cheese Quesadilla Garden Salad
	Monday 06	Tuesday 07	Wednesday 08	Thursday 09	Friday 10
Miss Ruby's Grill	Grilled Cheese Sandwich Meltdown Café Beef Hot Dog on Bun Cheeseburger Classic Beef Burger Turkey Burger Veggie Burger on Bun Crispy Chicken Sandwich Spicy Chicken Sandwich Oven Baked Fries	Meatball Sandwich Beef Hot Dog on Bun Cheeseburger Classic Beef Burger Turkey Burger Veggie Burger on Bun Crispy Chicken Sandwich Spicy Chicken Sandwich Sweet Potato Fries	Closed	Philly Cheese Steak Beef Hot Dog on Bun Cheeseburger Classic Beef Burger Turkey Burger Veggie Burger on Bun Crispy Chicken Sandwich Spicy Chicken Sandwich Sweet Potato Fries	Barbecue Rib Sandwich Beef Hot Dog on Bun Cheeseburger Classic Beef Burger Turkey Burger Veggie Burger on Bun Crispy Chicken Sandwich Spicy Chicken Sandwich Oven Baked Fries
	Monday 06	Tuesday 07	Wednesday 08	Thursday 09	Friday 10

	**Simply Boxed Vegan Hummus Pack**	**Classic Greek Salad**	Closed	**Chicken Caesar Salad**	**Very Berry Smoothie**
	Monday 06	Tuesday 07	Wednesday 08	Thursday 09	Friday 10
	**Tofu** **Mesclun Spring Mix** **Spinach Salad** **Chilled Red Pepper Strips** **Green Pepper Slices** **Onion** **Sweet Corn** **Grape Tomatoes** **Cucumber Coins** **Olives** **Shredded Carrots** **Strawberry Cup** **Fresh Pear** **Dinner Rolls** **Raisins** **Caesar Dressing** **Italian Dressing** **Balsamic Dressing** **Unflavored Low Fat Milk** **Fat Free Milk** **Lactose Free Milk**	**Tofu** **Mesclun Spring Mix** **Spinach Salad** **Chilled Red Pepper Strips** **Green Pepper Slices** **Onion** **Sweet Corn** **Grape Tomatoes** **Cucumber Coins** **Olives** **Shredded Carrots** **Strawberry Cup** **Fresh Pear** **Dinner Rolls** **Raisins** **Caesar Dressing** **Italian Dressing** **Balsamic Dressing** **Unflavored Low Fat Milk** **Fat Free Milk** **Lactose Free Milk**	Closed	**Tofu** **Mesclun Spring Mix** **Spinach Salad** **Chilled Red Pepper Strips** **Green Pepper Slices** **Onion** **Sweet Corn** **Grape Tomatoes** **Cucumber Coins** **Olives** **Shredded Carrots** **Strawberry Cup** **Fresh Pear** **Dinner Rolls** **Raisins** **Caesar Dressing** **Italian Dressing** **Balsamic Dressing** **Unflavored Low Fat Milk** **Fat Free Milk** **Lactose Free Milk**	**Tofu** **Mesclun Spring Mix** **Spinach Salad** **Chilled Red Pepper Strips** **Green Pepper Slices** **Onion** **Sweet Corn** **Grape Tomatoes** **Cucumber Coins** **Olives** **Shredded Carrots** **Strawberry Cup** **Fresh Pear** **Dinner Rolls** **Raisins** **Caesar Dressing** **Italian Dressing** **Balsamic Dressing** **Unflavored Low Fat Milk** **Fat Free Milk** **Lactose Free Milk**
	Monday 06	Tuesday 07	Wednesday 08	Thursday 09	Friday 10
	No Menu Available	No Menu Available	Closed	No Menu Available	No Menu Available

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Wellesley High School

Lunch , Jan 13 - Jan 17 2025

	Monday 13	Tuesday 14	Wednesday 15	Thursday 16	Friday 17
	Hand Crafted Three Cheese Pizza Cheese Pizza Pepperoni Pizza	BBQ Chicken Pizza	Bacon Mushroom Pizza Cheese Pizza Pepperoni Pizza	Pepper & Onion Pizza Cheese Pizza Pepperoni Pizza	Meat Lovers Pizza Cheese Pizza Pepperoni Pizza
	Monday 13	Tuesday 14	Wednesday 15	Thursday 16	Friday 17
	No Menu Available	Incredibowls Fiesta Chicken & Rice Bowl	No Menu Available	Crispy Tacos	No Menu Available
	Monday 13	Tuesday 14	Wednesday 15	Thursday 16	Friday 17
	Egg Salad	American Beauty	BLT Sandwich	Italian Combo Sandwich	American Combo Sandwich
	Monday 13	Tuesday 14	Wednesday 15	Thursday 16	Friday 17
	Homemade Pasta Rustica Caesar Salad	Honeyfire Kitchen Chicken Sandwich	Homemade Baked Parmesan Crusted Fish Golden Baked Potato Wedges Sriracha Honey Carrots	Incredibowls General Tso's Chicken	Herb Roasted Chicken Baked Chicken Breast Mashed Potatoes Brown Gravy Mixed Vegetables Whole Wheat Dinner Roll
	Monday 13	Tuesday 14	Wednesday 15	Thursday 16	Friday 17
	Grilled Cheese Sandwich Meltdown Café Beef Hot Dog on Bun Cheeseburger Classic Beef Burger Turkey Burger Veggie Burger on Bun Crispy Chicken Sandwich Spicy Chicken Sandwich Oven Baked Fries	Meatball Sandwich Beef Hot Dog on Bun Cheeseburger Classic Beef Burger Turkey Burger Veggie Burger on Bun Crispy Chicken Sandwich Spicy Chicken Sandwich Sweet Potato Fries	Chicken Nuggets Beef Hot Dog on Bun Cheeseburger Classic Beef Burger Turkey Burger Veggie Burger on Bun Crispy Chicken Sandwich Spicy Chicken Sandwich Oven Baked Fries	Philly Cheese Steak Beef Hot Dog on Bun Cheeseburger Classic Beef Burger Turkey Burger Veggie Burger on Bun Crispy Chicken Sandwich Spicy Chicken Sandwich Sweet Potato Fries	Barbecue Rib Sandwich Beef Hot Dog on Bun Cheeseburger Classic Beef Burger Turkey Burger Veggie Burger on Bun Crispy Chicken Sandwich Spicy Chicken Sandwich Oven Baked Fries
	Monday 13	Tuesday 14	Wednesday 15	Thursday 16	Friday 17

Real Meals EXPRESS	**Simply Boxed Vegan Hummus Pack**	**Classic Greek Salad**	**Fruity Parfait**	**Chicken Caesar Salad**	**Very Berry Smoothie**
	Monday 13	Tuesday 14	Wednesday 15	Thursday 16	Friday 17
Fresh FROM THE GARDEN	**Tofu** **Mesclun Spring Mix** **Spinach Salad** **Chilled Red Pepper Strips** **Green Pepper Slices** **Onion** **Sweet Corn** **Grape Tomatoes** **Cucumber Coins** **Olives** **Shredded Carrots** **Strawberry Cup** **Fresh Pear** **Dinner Rolls** **Raisins** **Caesar Dressing** **Italian Dressing** **Balsamic Dressing** **Unflavored Low Fat Milk** **Fat Free Milk** **Lactose Free Milk**	**Tofu** **Mesclun Spring Mix** **Spinach Salad** **Chilled Red Pepper Strips** **Green Pepper Slices** **Onion** **Sweet Corn** **Grape Tomatoes** **Cucumber Coins** **Olives** **Shredded Carrots** **Strawberry Cup** **Fresh Pear** **Dinner Rolls** **Raisins** **Caesar Dressing** **Italian Dressing** **Balsamic Dressing** **Unflavored Low Fat Milk** **Fat Free Milk** **Lactose Free Milk**	**Tofu** **Mesclun Spring Mix** **Spinach Salad** **Chilled Red Pepper Strips** **Green Pepper Slices** **Onion** **Sweet Corn** **Grape Tomatoes** **Cucumber Coins** **Olives** **Shredded Carrots** **Strawberry Cup** **Fresh Pear** **Dinner Rolls** **Raisins** **Caesar Dressing** **Italian Dressing** **Balsamic Dressing** **Unflavored Low Fat Milk** **Fat Free Milk** **Lactose Free Milk**	**Tofu** **Mesclun Spring Mix** **Spinach Salad** **Chilled Red Pepper Strips** **Green Pepper Slices** **Onion** **Sweet Corn** **Grape Tomatoes** **Cucumber Coins** **Olives** **Shredded Carrots** **Strawberry Cup** **Fresh Pear** **Dinner Rolls** **Raisins** **Caesar Dressing** **Italian Dressing** **Balsamic Dressing** **Unflavored Low Fat Milk** **Fat Free Milk** **Lactose Free Milk**	**Tofu** **Mesclun Spring Mix** **Spinach Salad** **Chilled Red Pepper Strips** **Green Pepper Slices** **Onion** **Sweet Corn** **Grape Tomatoes** **Cucumber Coins** **Olives** **Shredded Carrots** **Strawberry Cup** **Fresh Pear** **Dinner Rolls** **Raisins** **Caesar Dressing** **Italian Dressing** **Balsamic Dressing** **Unflavored Low Fat Milk** **Fat Free Milk** **Lactose Free Milk**
	Monday 13	Tuesday 14	Wednesday 15	Thursday 16	Friday 17
	No Menu Available	No Menu Available	No Menu Available	No Menu Available	No Menu Available

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Wellesley High School

Lunch , Jan 20 - Jan 24 2025

	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24
La Cucina	Hand Crafted Three Cheese Pizza	Hand Crafted Buffalo Chicken Pizza Cheese Pizza Pepperoni Pizza	Bacon Mushroom Pizza Cheese Pizza Pepperoni Pizza	Pepper & Onion Pizza Cheese Pizza Pepperoni Pizza	Meat Lovers Pizza Cheese Pizza Pepperoni Pizza
	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24
Coyote Grill	No Menu Available	Crispy Tacos	No Menu Available	BBQ Chicken Nachos	No Menu Available
	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24
Great American Sandwich Co.	Tuna Salad Sandwich	American Beauty	BLT Sandwich	Italian Combo Sandwich	American Combo Sandwich
	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24
World Market	No Menu Available	Double Bacon Burger Crispy Potato Puffs	Homemade Pasta & Meatballs Pasta with Sauce Sauteed Vegetable Medley	Honey Mustard Chicken Sauce & Toss Oven Baked Fries	Yard Bird Classic Chicken Sandwich Caesar Salad
	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24
Miss Ruby's Grill	Grilled Cheese Sandwich Meltdown Café	Meatball Sandwich Oven Baked Fries	Chicken Nuggets Beef Hot Dog on Bun Cheeseburger Classic Beef Burger Turkey Burger Veggie Burger on Bun Crispy Chicken Sandwich Spicy Chicken Sandwich Oven Baked Fries	Philly Cheese Steak Beef Hot Dog on Bun Cheeseburger Classic Beef Burger Turkey Burger Veggie Burger on Bun Crispy Chicken Sandwich Spicy Chicken Sandwich Sweet Potato Fries	Barbecue Rib Sandwich Beef Hot Dog on Bun Cheeseburger Classic Beef Burger Turkey Burger Veggie Burger on Bun Crispy Chicken Sandwich Spicy Chicken Sandwich Oven Baked Fries
	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24
Real Meals Express	Simply Boxed Vegan Hummus Pack	Classic Greek Salad	Fruity Parfait	Chicken Caesar Salad	Very Berry Smoothie

	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24
	**Tofu** **Mesclun Spring Mix** **Spinach Salad** **Chilled Red Pepper Strips** **Green Pepper Slices** **Onion** **Sweet Corn** **Grape Tomatoes** **Cucumber Coins** **Olives** **Shredded Carrots** **Strawberry Cup** **Fresh Pear** **Dinner Rolls** **Raisins** **Caesar Dressing** **Italian Dressing** **Balsamic Dressing** **Unflavored Low Fat Milk** **Fat Free Milk** **Lactose Free Milk**	**Tofu** **Mesclun Spring Mix** **Spinach Salad** **Chilled Red Pepper Strips** **Green Pepper Slices** **Onion** **Sweet Corn** **Grape Tomatoes** **Cucumber Coins** **Olives** **Shredded Carrots** **Strawberry Cup** **Fresh Pear** **Dinner Rolls** **Raisins** **Caesar Dressing** **Italian Dressing** **Balsamic Dressing** **Unflavored Low Fat Milk** **Fat Free Milk** **Lactose Free Milk**	**Tofu** **Mesclun Spring Mix** **Spinach Salad** **Chilled Red Pepper Strips** **Green Pepper Slices** **Onion** **Sweet Corn** **Grape Tomatoes** **Cucumber Coins** **Olives** **Shredded Carrots** **Strawberry Cup** **Fresh Pear** **Dinner Rolls** **Raisins** **Caesar Dressing** **Italian Dressing** **Balsamic Dressing** **Unflavored Low Fat Milk** **Fat Free Milk** **Lactose Free Milk**	**Tofu** **Mesclun Spring Mix** **Spinach Salad** **Chilled Red Pepper Strips** **Green Pepper Slices** **Onion** **Sweet Corn** **Grape Tomatoes** **Cucumber Coins** **Olives** **Shredded Carrots** **Strawberry Cup** **Fresh Pear** **Dinner Rolls** **Raisins** **Caesar Dressing** **Italian Dressing** **Balsamic Dressing** **Unflavored Low Fat Milk** **Fat Free Milk** **Lactose Free Milk**	**Tofu** **Mesclun Spring Mix** **Spinach Salad** **Chilled Red Pepper Strips** **Green Pepper Slices** **Onion** **Sweet Corn** **Grape Tomatoes** **Cucumber Coins** **Olives** **Shredded Carrots** **Strawberry Cup** **Fresh Pear** **Dinner Rolls** **Raisins** **Caesar Dressing** **Italian Dressing** **Balsamic Dressing** **Unflavored Low Fat Milk** **Fat Free Milk** **Lactose Free Milk**
	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24
	No Menu Available	No Menu Available	No Menu Available	No Menu Available	No Menu Available

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Wellesley High School

Lunch , Jan 27 - Jan 31 2025

	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
La Cucina	Hand Crafted Three Cheese Pizza	BBQ Chicken Pizza	Bacon Mushroom Pizza Cheese Pizza Pepperoni Pizza	Pepper & Onion Pizza Cheese Pizza Pepperoni Pizza	Meat Lovers Pizza Cheese Pizza Pepperoni Pizza
	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
Coyote Grill	No Menu Available	No Menu Available	No Menu Available	No Menu Available	No Menu Available
	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
Great American Sandwich Co.	Tuna Salad Sandwich	American Beauty	BLT Sandwich	Italian Combo Sandwich	American Combo Sandwich
	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
World Market	Two Cheese Grilled Cheese Meltdown Café Garden Salad Mixed Fruit	No Menu Available	No Menu Available	Buffalo Chicken Mac & Cheese Homemade Spicy Pork Mac & Cheese Homemade Mac & Cheese Balsamic Glazed Vegetables	No Menu Available
	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
Miss Ruby's Grill	Meatless Chik'n Nugget Oven Baked Fries	Meatball Sandwich Oven Baked Fries	Chicken Nugget & Mozzarella Stick Combo Beef Hot Dog on Bun Cheeseburger Classic Beef Burger Turkey Burger Veggie Burger on Bun Crispy Chicken Sandwich Spicy Chicken Sandwich Sweet Potato Fries	Philly Cheese Steak Beef Hot Dog on Bun Cheeseburger Classic Beef Burger Turkey Burger Veggie Burger on Bun Crispy Chicken Sandwich Spicy Chicken Sandwich Sweet Potato Fries	Barbecue Rib Sandwich Beef Hot Dog on Bun Cheeseburger Classic Beef Burger Turkey Burger Veggie Burger on Bun Crispy Chicken Sandwich Spicy Chicken Sandwich Oven Baked Fries
	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31

	**Simply Boxed Vegan Hummus Pack**	**Classic Greek Salad**	**Fruity Parfait**	**Chicken Caesar Salad**	**Very Berry Smoothie**
	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
	**Tofu** **Mesclun Spring Mix** **Spinach Salad** **Chilled Red Pepper Strips** **Green Pepper Slices** **Onion** **Sweet Corn** **Grape Tomatoes** **Cucumber Coins** **Olives** **Shredded Carrots** **Strawberry Cup** **Fresh Pear** **Dinner Rolls** **Raisins** **Caesar Dressing** **Italian Dressing** **Balsamic Dressing** **Unflavored Low Fat Milk** **Fat Free Milk** **Lactose Free Milk**	**Tofu** **Mesclun Spring Mix** **Spinach Salad** **Chilled Red Pepper Strips** **Green Pepper Slices** **Onion** **Sweet Corn** **Grape Tomatoes** **Cucumber Coins** **Olives** **Shredded Carrots** **Strawberry Cup** **Fresh Pear** **Dinner Rolls** **Raisins** **Caesar Dressing** **Italian Dressing** **Balsamic Dressing** **Unflavored Low Fat Milk** **Fat Free Milk** **Lactose Free Milk**	**Tofu** **Mesclun Spring Mix** **Spinach Salad** **Chilled Red Pepper Strips** **Green Pepper Slices** **Onion** **Sweet Corn** **Grape Tomatoes** **Cucumber Coins** **Olives** **Shredded Carrots** **Strawberry Cup** **Fresh Pear** **Dinner Rolls** **Raisins** **Caesar Dressing** **Italian Dressing** **Balsamic Dressing** **Unflavored Low Fat Milk** **Fat Free Milk** **Lactose Free Milk**	**Tofu** **Mesclun Spring Mix** **Spinach Salad** **Chilled Red Pepper Strips** **Green Pepper Slices** **Onion** **Sweet Corn** **Grape Tomatoes** **Cucumber Coins** **Olives** **Shredded Carrots** **Strawberry Cup** **Fresh Pear** **Dinner Rolls** **Raisins** **Caesar Dressing** **Italian Dressing** **Balsamic Dressing** **Unflavored Low Fat Milk** **Fat Free Milk** **Lactose Free Milk**	**Tofu** **Mesclun Spring Mix** **Spinach Salad** **Chilled Red Pepper Strips** **Green Pepper Slices** **Onion** **Sweet Corn** **Grape Tomatoes** **Cucumber Coins** **Olives** **Shredded Carrots** **Strawberry Cup** **Fresh Pear** **Dinner Rolls** **Raisins** **Caesar Dressing** **Italian Dressing** **Balsamic Dressing** **Unflavored Low Fat Milk** **Fat Free Milk** **Lactose Free Milk**
	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
	No Menu Available	No Menu Available	No Menu Available	No Menu Available	No Menu Available

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Lay's Kettle Cooked 40% Less Fat..... $2.00

Popcorner's Kettle Corn.....$2.00

Baked Lay's,Doritos,Cheetos,Pretzels

..... $1.20

Rice Krispy Treats, Nutrigrain Bars.... $1.50

Chobani Yogurt..... $2.00

Cookies..... $1.20

Mott's Fruit Snacks..... $1.20

Dippin Dots..... $3.50

Mango Fruit Bars..... $3.50

Assorted Ice Cream..... $1.75

Bottle Spring Water..... $1.35

Polar Mini Seltzers.....$1.50

Polar Seltzers..... $1.75

Rain Water $2.50

Envy $2.50

8oz Milk ..... $.75

*All items sold in the cafeteria meet or exceed Smart Snacks in School guidelines.

WHITSONS CULINARY GROUP | FAMILY OF COMPANIES

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WELLESLEY PUBLIC SCHOOLS

Learning • Caring • Innovating

Exhibit G:

Academic Calendars

WPS 2023-24 ACADEMIC YEAR CALENDAR - FINAL

August 23

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 23

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 23

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 23

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 23

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 24

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 24

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 24

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 24

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 24

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 24

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Student Scheduled Days

August	2	February	16
September	19	March	20
October	21	April	17
November	18	May	22
December	16	June	13
January	21		
Total			**185**

2023

Aug 23-25 (Wed-Fri)	**New** Professional Staff
Aug 28 & 29 (Mon/Tues)	**All** Professional Staff
Aug 30 (Wed)	**School Begins All Students**
Aug 30 thru Sept 8	Kindergarten Begins - Early Release Days
Sept 4 (Mon)	**Labor Day -** *Schools & Offices Closed*
Sept 11 (Mon)	Kindergarten Full Days Start
Sept 25 (Mon)	**Yom Kippur -** *Schools Closed*
Oct 9 (Mon)	**Indigenous Peoples Day -** *Schools & Offices Closed*
Oct 11 (Wed) ?	*Early Release WMS & WHS*
Nov 2 (Thurs)	*Early Release PreK-5 Parent Conferences*
Nov 10 (Fri)	**Veterans' Day -** *Schools & Offices Closed*
Nov 22 (Wed)	*Early Release - Schools & Offices*
Nov 23-24 (Thurs/Fri)	**Thanksgiving Recess -** *Schools & Offices Closed*
Nov 27 (Mon)	**Professional Day -** *Schools Closed*
Dec 25 - Jan 1, 2024	**December Break -** *Schools Closed*

2024

Jan 2 (Tues)	School Reopens
Jan 15 (Mon)	**Martin Luther King Jr. Day** *Schools* & Offices Closed
Feb 19 - 23 (Mon-Fri)	**February Break -** *Schools Closed*
March 29 (Fri)	**Good Friday** - *Schools Closed*
April 2 (Tues)	Early Release PreK-5 Parent Conferences
April 15 - 19 (Mon-Fri)	**April Break** - *Schools Closed*
May 27 (Mon)	**Memorial Day** - *Schools & Offices Closed*
June 7 (Fri)	**WHS Graduation/Half Day WHS Only**
June 19 (Wed)	**Juneteenth -** *Schools & Offices Closed*
June 20 (Thu)	**Closing Day All Students (1/2 day - assumes 5 contingency days)**
June 21 (Fri)	**Closing Day-All Teachers (assumes 5 contingency days)**

PAWS - August 30 - Sept 1 - Orientation Schedule | September 5 Full Schedule Starts

The final day of school will be adjusted depending on the number of contingency days used if any. (Teachers work 184 days; students attend 180 days.)

No School
Additional Elem. Early Release Date for Parent Conferences
Early Release Dates for WMS & WHS
Early Release Date ***WMS Only***
Early Release Date ***WHS Only***

Early Release - Elementary dismissals are Wednesdays at 12:00 p.m. Middle School (11:21 a.m.) and High School (11:29 a.m.) Early release dates are: October 11, November 1 and 22, December 6, January 10, February 7, March 6, April 3, May 1. June early dismissals for High School Graduation is Friday, June 7th & Middle School 8th Grade Completion Ceremony is the last day of school.

The final day of school will be a half day. For Elementary students there will be only one half day during the final week of school. If the last day of school is a Thursday or Friday, the preceding Wednesday for elementary students shall be a full day.

Football First day of practice: **TBD**
Fall Athletics First day of practice: **TBD**
Winter Athletics First day of practice: TBD
Spring Athletics First day of practice: **TBD**

As Voted by School Committee: December 20, 2022

WPS 2024-25 ACADEMIC YEAR CALENDAR - FINAL - 1/4/24

August 24

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 24

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 24

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 24

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 24

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 25

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 25

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 25

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 25

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 25

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 25

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Student Scheduled Days

August	3	February	15
September	20	March	20
October	21	April	16
November	17	May	21
December	14	June	18
January	20		
Total			**185**

As voted by School Committee 12/19/2023

Aug 21-23 (W-F)	New Professional Staff	**2024**
Aug 26 & 27 (M-Tu)	All Professional Staff	
Aug 28 (W)	**School Begins All Students**	
Aug 28 thru Sept 6	Kindergarten Begins - *Early Release Days*	
Sept 2 (M)	**Labor Day - *Schools & Offices Closed***	
Sept 9 (M)	Kindergarten Full Days Start	
Oct 3 (Th)	**Rosh Hashanah - Schools Closed**	
Oct 14 (M)	**Indigenous Peoples Day - *Schools & Offices Closed***	
Nov 1 (F)	**Diwali - *Schools Closed***	
Nov 7 (Th)	*Early Release PreK-5 Parent Conferences*	
Nov 11 (M)	**Veterans' Day - *Schools & Offices Closed***	
Nov 27 (W)	*Early Release - Schools*	
Nov 28-29 (Th-F)	**Thanksgiving Recess - *Schools & Offices Closed***	
Dec 2 (M)	**Professional Day - *Schools Closed***	
Dec 23 - Jan 1, 2025	**December Break - *Schools Closed***	
Jan 2 (Th)	School Reopens	**2025**
Jan 20 (M)	**Martin Luther King Jr. Day *Schools* & Offices Closed**	
Jan 29 (W)	**Lunar New Year - Schools Closed**	
Feb 17 - 21 (M-F)	**February Break** - *Schools Closed*	
Mar 31 (M)	**Eid al-Fitr - Schools Closed**	
April 1 (Tu)	*Early Release PreK-5 Parent Conferences*	
April 18 (F)	**Good Friday - Schools Closed**	
April 21 - 25 (M-F)	**April Break - *Schools Closed***	
May 26 (M)	**Memorial Day - *Schools & Offices Closed***	
June 6 (F)	*WHS Graduation/Half Day WHS Only*	
June 19 (Th)	**Juneteenth - *Schools & Offices Closed***	
June 26 (Th)	**Last Day STUDENTS (assumes 5 contingency days)**	
June 27 (F)	**Last Day TEACHERS (assumes 5 contingency days)**	

- **NO SCHOOL**
- Additional Elem. Early Release Date for Parent Conferences
- Early Release Dates for WMS & WHS
- Early Release Date *WMS Only*
- *Early Release Date* ***WHS Only - High School Graduation: Friday June 6***
- Opening and Closing Days

INFORMATION ON SCHOOL OPENING IN AUGUST:

PAWS follows an "orientation schedule" 8/28-8/30. Full Schedule begins 9/3.

Kindergarten follows *Early Release Day* schedule 8/28-9/6. Full Day begins 9/9.

INFORMATION ON EARLY RELEASE DAYS:

Elementary Early Release: Wednesdays at 12:00. Additional Elem. Early Release Days: 11/7/24 and 4/1/25. **Middle School (11:21 am) and High School (11:29 am)** Early release dates: 10/9/24, 11/6, 11/27 and 12/4; 1/8/25, 2/5, 3/5, 4/2, 5/7, 6/4 (WMS Only) & 6/6 (WHS Only)

INFORMATION ON SCHOOL CLOSING IN JUNE:

The last day of school is an early release day.

8th Grade Completion Ceremony takes place on the last day of school.

Elementary: If the last day of school is Thur. or Fri., then the Wed. of that final week is a full day of school.

Closing day is determined based on contingency days. (Teachers work 184 days; students attend 180 days)

Last Day Calculator	Students | Teachers
0 Contingency Days =	**06-18-25 | 06-20-25**
1 Contingency Days =	**06-20-25 | 06-23-25**
2 Contingency Days =	**06-23-25 | 06-24-25**
3 Contingency Days =	**06-24-25 | 06-25-25**
4 Contingency Days =	**06-25-25 | 06-26-25**
5 Contingency Days =	**06-26-25 | 06-27-25**

WPS 2025-26 ACADEMIC YEAR CALENDAR

August 25

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 25

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 25

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 25

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 25

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 26

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 26

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 26

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 26

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 26

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 26

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Student Scheduled Days

August	3	February	15
September	20	March	21
October	21	April	16
November	17	May	20
December	16	June	17
January	19		
Total			**185**

As voted by School Committee 12/10/2024

2025

Aug 20-22 (W-F)	New Professional Staff
Aug 25 & 26 (M-Tu)	All Professional Staff
Aug 27 (W)	**School Begins All Students**
Aug 27 thru Sept 5	Kindergarten Begins - *Early Release Days*
Sept 1 (M)	**Labor Day - *Schools & Offices Closed***
Sept 8 (M)	Kindergarten Full Days Start
Sept 23 (T)	**Rosh Hashanah - Schools Closed**
Oct 2 (Th)	**Yom Kippur - Schools Closed**
Oct 13 (M)	**Indigenous Peoples Day - *Schools & Offices Closed***
Oct 21 (T)	Diwali (School in session)
Nov 6 (Th)	*Early Release PreK-5 Parent Conferences*
Nov 11 (T)	**Veterans' Day - *Schools & Offices Closed***
Nov 26 (W)	*Early Release - Schools*
Nov 27-28 (Th-F)	**Thanksgiving Recess - *Schools & Offices Closed***
Dec 1 (M)	**Professional Day - *Schools Closed***
Dec 24 - Jan 2, 2026	**December Break - *Schools Closed***

2026

Jan 5 (M)	School Reopens
Jan 19 (M)	**Martin Luther King Jr. Day *Schools* & Offices Closed**
Feb 16 - 20 (M-F)	**February Break - *Schools Closed***
Feb 17 (T)	Lunar New Year
Mar 20 (F)	**Eid al-Fitr - Schools Closed**
Mar 26 (Th)	*Early Release PreK-5 Parent Conferences*
April 3 (F)	**Good Friday - Schools Closed**
April 20 - 24 (M-F)	**April Break - *Schools Closed***
May 25 (M)	**Memorial Day - *Schools & Offices Closed***
June 5 (F)	*WHS Graduation/Half Day WHS Only*
June 19 (F)	**Juneteenth - *Schools & Offices Closed***
June 24 (W)	**Last Day STUDENTS (assumes 5 contingency days)**
June 25 (Th)	**Last Day TEACHERS (assumes 5 contingency days)**

	NO SCHOOL
	Additional Elem. Early Release Date for Parent Conferences
	Early Release Dates for WMS & WHS
	Early Release Date *WMS Only*
	*Early Release Date **WHS Only - High School Graduation: Friday June 5***
	Opening and Closing Days

INFORMATION ON SCHOOL OPENING IN AUGUST:

PAWS follows an "orientation schedule" 8/27-8/29. Full Schedule begins 9/2.

Kindergarten follows *Early Release Day* schedule 8/27-9/5. Full Day begins 9/8.

INFORMATION ON EARLY RELEASE DAYS:

Elementary Early Release: Wednesdays at 12:00. Additional Elem. Early Release Days: 11/6/25 and 4/1/26. **Middle School (11:21 am) and High School (11:29 am)** Early release dates: 10/8/25, 11/5, 11/26 and 12/3; 1/7/26, 2/4, 3/4, 4/1, 5/6, 6/3 (WMS Only) & 6/5 (WHS Only)

INFORMATION ON SCHOOL CLOSING IN JUNE:

The last day of school is an early release day.

8th Grade Completion Ceremony takes place on the last day of school.

Elementary: If the last day of school is Thur. or Fri., then the Wed. of that final week is a full day of school.

Closing day is determined based on contingency days. (Teachers work 184 days; students attend 180 days)

Last Day Calculator	Students | Teachers
0 Contingency Days =	**06-16-26 | 06-17-26**
1 Contingency Days =	**06-17-26 | 06-18-26**
2 Contingency Days =	**06-18-26 | 06-22-26**
3 Contingency Days =	**06-22-26 | 06-23-26**
4 Contingency Days =	**06-23-26 | 06-24-26**
5 Contingency Days =	**06-24-26 | 06-25-26**

2024-2025 WPS Religious and Cultural Observances Calendar

Wellesley Public Schools values the significance of all holidays celebrated by our families. Please note that the list below may not encompass every holiday. For multi-day holidays, the date listed on the calendar is the first day of the holiday. * The observance begins at sunset the day before

Month	Holiday	Date
AUGUST	**WPS classes begin for students on Wednesday, August 28, 2024**	
SEPTEMBER	Ganesha Chaturthi	Saturday, September 7, 2024
	Chuseok (Korean Thanksgiving)	Tuesday, September 17, 2024
	Mid-Autumn Festival	Tuesday, September 17, 2024
OCTOBER	Navaratri (start)	Thursday, October 3, 2024
	Rosh Hashanah* (day 1)	Thursday, October 3, 2024
	Rosh Hashanah* (day 2)	Friday, October 4, 2024
	Yom Kippur*	Saturday, October 12, 2024
	Navaratri (end)	Saturday, October 12, 2024
	Dussehra/Dasara	Saturday, October 12, 2024
	First Day of Sukkot*	Thursday, October 17, 2024
	Shemini Atzeret*	Thursday, October 24, 2024
	Simchat Torah*	Friday, October 25, 2024
NOVEMBER	Diwali	Friday, November 1, 2024
DECEMBER	Christmas Eve	Tuesday, December 24, 2024
	Chanukah/Hanukkah* (day 1)	Wednesday, December 25, 2024
	Christmas Day	Wednesday, December 25, 2024
	Kwanzaa (day 1)	Thursday, December 26, 2024
JANUARY	Epiphany	Monday, January 6. 2025
	Orthodox Christmas	Tuesday, January 7, 2025
	Isra & Miraj*	Monday, January 27, 2025
	Lunar New Year	Wednesday, January 29, 2025
FEBRUARY		
MARCH	First Day of Ramadan*	Saturday, March 1, 2025
	Holi*	Friday, March 14, 2025
	Laylat al-Qadr	Thursday, March 27, 2025
	Eid al-Fitr*	Monday, March 31, 2025
APRIL	Passover* (day 1)	Sunday, April 13, 2025
	Orthodox Good Friday	Friday, April 18, 2025
	Good Friday	Friday, April 18, 2025
	Easter Sunday	Sunday, April 20, 2025
	Orthodox Easter Sunday	Sunday, April 20, 2025
MAY	Vesak Day	Monday, May 12, 2025
JUNE	Shavuot*	Monday, June 2, 2025
	Hajj (5 days)*	Wednesday, June 4, 2024
	Eid al-Adha*	Friday, June 6, 2025
	The last day of classes is June 26, 2025 (with five contingency days)	

WELLESLEY PUBLIC SCHOOLS

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Exhibit H:

Brief Narrative on Cleaning, Maintenance, A La Carte, Vehicles, Cash Management, and RFP Review Committee

Exhibit H: Additional Information

Cleaning:
The FSMC staff will keep all kitchen spaces clean and orderly and work collaboratively with the Town Facility Management Department (FMD) staff (custodial and maintenance) to maintain the kitchens. The FSMC is responsible for regular and daily cleaning of all kitchen equipment and prep surfaces. All prep and serving services should be free of food and wiped clean before the kitchen lead or team leave each day. Food supplies and paper goods should be consistently well-organized to promote efficient use of and to maximize the shelf life of all supplies. All trash and garbage should be placed in either the trash, recycling, or composting bins as appropriate.

Maintenance:
The food service school lead should communicate any repair issues to the school custodian and the FSMC Food Service Director. The school custodian will register the issue and do an initial assessment . When needed, the school custodian will reach out to the Town FMD maintenance staff. If Town FMD staff (custodial or maintenance) cannot resolve the issues, the FSMC Food Service Director should notify the Director of Finance and Business Operations.

A la Carte Sales:
A la carte and vending items must follow Massachusetts SmartSnack standards and the Wellesley Public Schools wellness guidelines. Pricing is to be determined in conjunction with the Director of Finance and Business Operations.

Vehicle:
The Wellesley Public Schools will transport materials between the middle school and six (6) elementary schools with a WPS owned box truck driven by two (2) WPS employees. The district will be responsible for all repairs and insurance of the vehicle.

Cash:
Cash to support the Food Service program will be coordinated through the Wellesley Public Schools Business Office. Cash will be distributed to the Food Service Director prior to the school year starting and will be collected at the end of the school year. The FSMC is responsible for paying the district for any loss of funds throughout the year. Cash should be kept secure locked outside of meal service.

Deposits:
The Wellesley Public Schools expect all revenue to be deposited no later than the following business day after receipt of the funds (cash, checks, on-line payments, etc.). Funds held overnight must be locked in a safe within the food service office or in the Wellesley Public Schools Business Office.

Anticipated Request for Proposal (RFP) Review Committee Members:

Cynthia D. Mahr, Assistant Superintendent for Finance and Operations
Niki Offenloch, School Committee Vice Chair
Terri Wagner, Accounting Coordinator – Purchasing
Sharon Gray, Director of Communication and Community Engagement
Mark Ito, Wellesley Middle School Principal
Toni Jolley, Bates Elementary School Principal
Amber Keller, Waste Reduction Coordinator, Wellesley Department of Public Works

WELLESLEY PUBLIC SCHOOLS

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Exhibit I:

Sample SFA Monitoring FSMC Form

Wellesley Public Schools
Food Service Management Company (FSMC) Monitoring Form

Review Date: _____

Name of District and Site Monitored: _____

Menus and Service	Yes	Needs Improvement	N/A	Notes
Has the FSMC followed the 21-day cycle menu as described in contract, for the first 21 days of the contract? (Monitored during the first year of contract only)				
If changes were made to menus following the first 21 days of the contract, did the SFA approve them?				
Menu standards have been maintained as to type and quality of meal service. All menus have been developed using the agreed upon menu planning system(s).				
The FSMC is serving only reimbursable meals that comply with the latest USDA dietary guidelines as established by USDA in Federal regulations for the National School Lunch Program, the School Breakfast Program, and all other USDA contracted meal programs.				
The SFA has retained control of the quality, extent and general nature of its food service.				
The SFA has made no payment to the FSMC for meals that are spoiled or unwholesome at time of delivery; or do not meet detailed specifications, or do not otherwise meet the requirements of the contract.				
Are production records completed each day for all meals claimed for reimbursement?				
Are the regulations followed concerning not selling restricted foods of minimal nutritional value (carbonated beverages, certain candies, water ices and chewing gum) in the food service areas during meal service periods?				
Are meals monitored after the last food or menu item is served/selected to ensure that only reimbursable meals are claimed?				
Do the foods purchased meet the quality specification standards indicated in the contract?				
The SFA evaluates the FSMC's menus, for affordability, nutrition requirements, and appeal to the students?				

USDA Donated Food	**Yes**	**Needs Improvement**	**N/A**	**Notes**
The SFA received credit for the total entitlement value of USDA foods for the school year or fiscal year?				
Credit for the value of donated foods was received through (circle all that apply): Invoice reductions Refunds Discounts Other:				
The FSMC provided clear documentation of the value received and of credit being recognized?				
The USDA Foods Entitlement Report which details the value of the USDA Foods received was used as the value for all credits?				
The FSMC contract outlined the frequency by which crediting will occur and was that followed? (Crediting is to be performed not less frequently than annually)				
The SFA retains title to all USDA donated foods and ensures that all USDA donated foods are made available to the FSMC, including processed?				
The SFA/FSMC is using USDA donated foods to the maximum extent in quantities that can be used and stored without waste?				
The FSMC used all donated foods, or commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the donated foods in the SFA's food service.				
The FSMC used all donated ground beef and ground pork in the SFA's food service without substitution.				
Is the FSMC responsible for receiving donated foods on behalf of the SFA? If yes, is the SFA verifying delivery of donated food shipments and not relying solely on the FSMC records.				
Do the food service daily meal count records accurately reflect the counts of student and adult meals by meal type and eligibility category?				

The FSMC maintains records to support the Claims for Reimbursement and reports claim information to the SFA promptly at the end of each month and has meal count records for meals not covered by the Claim e.g., adult meals?				
Do the food service daily income records accurately reflect the revenue received by meal type? (student meals, adult meals, a la carte, etc.)				
Sanitation and Safety Protocols	**Yes**	**Needs Improvement**	**N/A**	**Notes**
Are facilities and equipment adequately maintained for safety and sanitation?				
Do employees practice safe food handling procedures?				
Are State health licenses maintained as required by the contract and the SFA assures that all State and local regulations are being met by the FSMC?				
Has the FSMC provided documentation showing the training hours and topics completed by all employees providing services for the SFA?				
Other Contractual Requirements	**Yes**	**Needs Improvement**	**N/A**	**Notes**
Has the advisory committee of parents, students and teachers met in menu planning? How often do they meet per year: 3				
Have the advisory committee meetings been documented?				
Have all corrections been made as required if problems were noted during a SFA review, a CNP administrative review, or a program audit?				
The SFA has procedures in place to monitor the FSMC's contract compliance? Documentation of monitoring is maintained?				
Has the FSMC staffing plan been approved by the SFA? Has staffing plans been followed per the Contract?				
The SFA retains all food service responsibilities not allowed to be delegated to the FSMC? If "no," list what was delegated:				
The SFA monitors the FSMC's food service operations through periodic on-site visits to ensure that the food service is in conformance with program regulations, and				

program review and audit findings are resolved? Documentation of monitoring is maintained?				
Have all responsibilities of the sponsor and the FSMC been implemented as defined by the terms of the contract? If no, explain.				
Procurement Requirements (only in first year of contract)	**Yes**	**Needs Improvement**	**N/A**	**Notes**
The SFA followed the appropriate procurement procedures when awarding the FSMC contract and prepared all contract documents? These documents include, but are not limited to, bid specifications, the RFP, the contract and any contract amendments.				
Was there an adequate number of qualified RFP responses to permit reasonable competition?				
The RFP was publicized and any reasonable requests by other sources to compete were honored to the maximum extent practicable?				
The SFA provided mechanisms for technical evaluation of the proposals received and the contract was awarded to the responsible offeror whose proposal was the most advantageous to the SFA, price and other factors considered?				
Unsuccessful offerors were notified promptly?				

List of Corrective Actions taken for all "Needs Improvement" Items:	**Date of Implementation**

Other Comments:

Signature / Title of FSMC Official: _____ Date: _____

Signature / Title of SFA Official: _____ Date: _____

WELLESLEY PUBLIC SCHOOLS

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Exhibit O:

Revenue: Adult, Catering, A La Carte

Food Service Revenue Breakdown	**Total School Year 23-24**	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024
A la Carte Sales	**$ 524,680.01**	$ -	$ 4,238.63	$ 56,819.97	$ 63,732.14	$ 45,153.92	$ 44,714.36	$ 66,477.79	$ 42,790.45	$ 67,448.19	$ 52,715.05	$ 67,513.16	$ 13,076.35
Adult Sales	**$ 37,383.38**	$ -	$ 119.73	$ 1,582.35	$ 1,932.29	$ 7,066.24	$ 6,254.35	$ 8,076.09	$ 5,534.97	$ 1,999.48	$ 1,777.22	$ 2,353.55	$ 687.11
Vendor Commissions	**$ 5,871.18**	$ -	$ 380.16	$ 53.22	$ 1,010.47	$ 161.59	$ 20.17	$ 648.18	$ 340.23	$ 1,247.60	$ 683.03	$ 705.04	$ 621.49
Total	**$ 567,934.57**	$ -	$ 4,738.52	$ 58,455.54	$ 66,674.90	$ 52,381.75	$ 50,988.88	$ 75,202.06	$ 48,665.65	$ 70,695.27	$ 55,175.30	$ 70,571.75	$ 14,384.95

Food Service Revenue Breakdown	**YTD School Year 24-25**	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024
A la Carte Sales	**$ 239,073.98**	$ -	$ 7,277.20	$ 69,367.39	$ 68,381.25	$ 50,219.33	$ 43,828.81
Adult Sales	**$ 7,753.36**	$ -	$ 232.24	$ 2,027.29	$ 2,216.34	$ 1,759.68	$ 1,517.81
Vendor Commissions	**$ 1,508.05**	$ -	$ 175.60	$ -	$ 669.49	$ 662.96	$ -
Total	**$ 248,335.39**	$ -	$ 7,685.04	$ 71,394.68	$ 71,267.08	$ 52,641.97	$ 45,346.62

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Exhibit P:

Commodity Data

Entitlement Plan

11-317 Wellesley

PLEASE CLICK ON THE Help LINK ON THE TOP RIGHT HAND SIDE OF THE SCREEN FOR A QUICK START GUIDE WITH DETAILED INSTRUCTIONS FOR COMPLETING THIS APPLICATION.

Fiscal Year 2023

Component	Due Date	Disposition	Disposition Date	Estimated Entitlement	Allocated Dollars	Entitlement (Usage)
				99,192.81	0.00	105,756.96
Brown Box Order	03/18/2022 Closed	Submitted	03/11/2022		37,497.27	39,957.19
Processing Commitment	03/18/2022 Closed	Submitted	03/11/2022		28,676.56	22,985.73
DoD Commitment	03/18/2022 Closed	Approved	03/11/2022		33,018.00	33,018.00
			Less Total Planned		99,191.83	95,960.92
			Remaining		0.98	9,796.04

Entitlement Plan

11-317 Wellesley

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Fiscal Year 2024

Component	Due Date	Disposition	Disposition Date	Estimated Entitlement	Allocated Dollars	Entitlement (Usage)
				157,914.85	0.00	126,443.27
Brown Box Order	03/17/2023 Closed	Submitted	03/10/2023		37,817.41	45,553.62
Processing Commitment	10/17/2023 Closed	Submitted	03/10/2023		58,731.27	43,303.96
DoD Commitment	09/17/2023 Closed	Approved	03/10/2023		62,500.00	62,500.00
			Less Total Planned		159,048.68	151,357.58
			Remaining		-1,133.83	-24,914.31

Entitlement Plan

11-317 Wellesley

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Fiscal Year 2025

Component	Due Date	Disposition	Disposition Date	Estimated Entitlement	Allocated Dollars	Entitlement (Usage)
				158,271.46	0.00	36,615.29
Brown Box Order	07/15/2024 Closed	Submitted	03/14/2024		57,654.51	44,250.92
Processing Commitment	03/20/2024 Closed	Submitted	03/14/2024		21,479.45	9,267.80
DoD Commitment	03/19/2024 Closed	Approved	02/09/2024		79,136.00	79,136.00
			Less Total Planned		158,269.96	132,654.72
			Remaining		1.50	-96,039.43

WELLESLEY PUBLIC SCHOOLS

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Exhibit M:

Scoring Committee Results Chart and Criteria Ratings Conversion Chart

Criteria	Committee Member 1	Committee Member 2	Committee Member 3	Committee Member 4	Committee Member 5	Committee Member 6	Committee Member 7	Total	Overall Rating
General Experience								0	0
Reference Satisfaction								0	0
Operations								0	0
Relative Experience (FSD)								0	0
Menus								0	0
Marketing/Merchandising								0	0
Financial Stability								0	0
Employee Training								0	0
Student Participation								0	0
Meal Pattern Compliance								0	0
Student Debt Management								0	0
Accuclaim Corrective Action Plans								0	0
Board of Health Inspection Reports								0	0
Interview								0	0
Overall Rating									

Criteria Conversion Chart	Point Value	Individual Criteria Rating/Value	Group Criteria Rating/Value	Scale
Highly Advantageous - HA	4	48 - 56 Points	333 - 392 Points	85 - 100%
Advantageous - A	3	39 - 47 Points	274 - 332 Points	70 - 84%
Not Advantageous - NA	2	28 - 38 Points	196 - 273 Points	50 - 69%
Unacceptable - U	1	Under 28 Points	Under 196 Points	Below 50%

** Each committee member criteria score will be converted to a point value*

*** Point values for all committee members will be combined to identify an overall score for a particular criterion for a given vendor.*

Criteria Conversion Chart	Group Criteria Rating/Value	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5
Highly Advantageous - HA	333 - 392 Points					
Advantageous - A	274 - 332 Points					
Not Advantageous - NA	196 - 273 Points					
Unacceptable - U	Under 196 Points					

** Only overall ratings of High Advantageous will move forward to the Price Evaluation Stage. If ther are no vendors with a Highly Advantageous rating, the LEA reserves the right to move Advantageous vendors to the price (Guarenteed Return) evaluation stage.*

Overall Ratings Ranges Chart

Vendor Names	Criteria Points	Guarenteed Return Highest* (1st) to Lowest (4th)

** Ties on the Guarenteed Return are broken by the highest Criteria Points*

** Ties on both the Guarenteed Return and Criteria Points are broken by the lowest Management Fee*

** If the Guarenteed Return is Unacceptable for these vendors, the LEA reserves the right to go to the Advantageous vendor(s)*

MASSACHUSETTS
Department of Elementary and Secondary Education

The Public Schools of Northborough and Southborough
Request for Proposal (RFP) / Contract

Food Service Management Companies
RFP Issuance School Year: 2024 - 2025
First School Year of Award: 2025 - 2026

Massachusetts Department of Elementary and Secondary Education
135 Santilli Highway, Everett, MA 02149
Phone 781-338-3000 TTY: N.E.T. Relay 800-439-2370
www.doe.mass.edu

MASSACHUSETTS
Department of Elementary and Secondary Education

This document was prepared by the
Massachusetts Department of Elementary and Secondary Education
Russell D. Johnston
Acting Commissioner

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The Public Schools of Northborough and Southborough
Request for Proposal (RFP) / Contract

Food Service Management Companies
SY 2024 – 2025

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-2817Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington,
D.C. 20250-9410; or

fax:
(833) 256-1665 or (202) 690-7442; or

email:
program.intake@usda.gov

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Table of Contents – Request for Proposal (RFP)

Section A	General Information
Section B	Qualifications
Section C	Specification
Section D	Proposal Format and Contents for Submission
Section E	Program Objectives and Evaluation Criteria

Table of Contents – Contract

Section I	Contract Terms and Conditions
Section II	Relationship of the Parties
Section III	Food Service Program
Section IV	USDA Foods
Section V	Equipment
Section VI	Facilities
Section VII	Sanitation and Safety
Section VIII	Employees
Section IX	Free and Reduce Price Lunch Policy and Charging Policy
Section X	Meals – Portions, Planning and Purchasing
Section XI	Food Inventory, Storage and Procurement
Section XII	Financial: Accounting, Reporting Systems, Records and Payment Terms
Section XIII	Licenses, Fees and Taxes
Section XIV	Performance Bond
Section XV	Insurance
Section XVI	Contract Term, Renewal and Termination
Section XVII	Special and General Condition

Table of Contents – Schedules

Schedule A	Division of Costs for the Food Service Program
Schedule B	Procurement Specifications
Schedule C	Price List (SY24-25)
Schedule D	Reimbursement Rates
Schedule E	Financial Schedule
Schedule F	Food Service Management Company (FSMC) Fee
Schedule G	Guaranteed Return

Table of Contents – Exhibits

Exhibit A	Schools/Enrollment/Attendance Factor/Free – Reduced Percentage/Serving Times/CNPs
Exhibit B	Reimbursement Claims for the Last 12 Months
Exhibit C	Meal Counts and Sales by School
Exhibit D	Current Employee Roster by title, Hours Worked by Location and Wage Scales
Exhibit F	Current Menus
Exhibit G	2023-2024 and 2024-2025 School Calendar
Exhibit H	Brief Narrative Concerning Cleaning, A La Carte, Vehicles, and Cash
Exhibit I	Sample SFA Monitoring FSMC Form
Exhibit J	Equipment Specifications
Exhibit K	Current FSMC Equipment Payment Schedule (if applicable)
Exhibit L	Accounts Payable Cut-off Schedule
Exhibit M	Scoring Committee Results Chart and Criteria Ratings Conversion Charts
Exhibit N	Certificate of Independent Price Determination Certification Regarding Debarment Certification Regarding Lobbying Disclosure of Lobbying Certification of Clean Air and Water Energy Policy and Conservation Act Non-Collusive Statement Tax Compliance Certification Foreign Corporation Certificate of Registration

Request for Proposal

Section A: General Information

A.1. Purpose of this request for proposal (RFP):

The organization or individual responding to this request will be referred to as the Food Service Management Company (FSMC) and the contract will be between the FSMC and The Public Schools of Northborough and Southborough hereafter referred to as the School Food Authority (SFA).

This solicitation is for the purpose of entering into a contract for the operation of a food service program for the SFA. Currently the SFA's food service program includes the following programs and options:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- A la Carte Food

Potential Future Programs

The SFA requires the FSMC proposal to include the following programs and options in their response:

- Fresh Fruit and Vegetable Program (FFVP)
- At-Risk Snack (CACFP)
- At-Risk Supper Program (CACFP)
- After School Snack Program (NSLP)
- Special Milk Program

Proposals must be inclusive of all of the SFA's current programs. However, the SFA reserves the right to add and/or expand the federal CN program to provide the availability of food resources to children and students that can be served through these programs. Prior approval must be obtained by the State Agency before adding a CN program. The SFA also reserves the right to remove CN programs.

The FSMC will assume responsibility for the efficient management and consulting service of the food program including, but not limited to: menus, purchasing, receiving, storing, setting up cafeteria lines, counter service, cleanup, sanitation, training, hiring and supervising personnel, and presenting food in a way to create optimum student participation at the schools listed in **Exhibit A**.

A.2. Issuing Office

Office of the Superintendent is the issuing office for this document and all subsequent addenda relating to it. The information provided herein is intended to assist the FSMC in the preparation of proposals necessary to properly respond to this RFP. The RFP is designed to provide interested FSMCs with sufficient information to submit proposals meeting minimum requirements but is not intended to limit a proposal's content or exclude any relevant or essential data there from. The FSMCs may expand upon the specification details to evidence service capability under any agreement within regulatory limits.

Questions related to any portion of this RFP must be directed in writing to the office noted above via mail, e-mail, or fax. **Responses will be provided only to written questions** submitted if provided in accordance with the timeline in Section A4.

A.3. Procurement Method

Procurement Method will be the Competitive Sealed Proposal (commonly known as a Request for Proposals or RFP). A Chief Procurement Officer (CPO) or other local official(s) with delegated authority is responsible for conducting/overseeing the procurement.

The RFP method differs from the traditional Invitation for Bid (IFB) method in the following ways:

- RFP requires a separate price and non-price proposal
- All comparative criteria used to evaluate proposals are included in the RFP
- Proposers are informed that the contract will be awarded to the proposal that is most advantageous to the SFA, taking into consideration all evaluation criteria including price, with price as the primary factor.

The contract will be a Cost-Reimbursable contract where the FSMC will be paid on the basis of the direct costs (food, labor and supplies) incurred plus fixed fees (Administrative Fee – corporate overhead costs and Management Fee – negotiated profit). Administrative and Management Fees must be itemized to ensure there are no duplicate charges.

A.4. Timeline: Response Due Date and Pre-Bid Conference

Number of Copies: Three(3) (outlined in Section D1) of the proposal must be received, time and date stamped by the time clock at Location: Office of the Superintendent by Due Date: March 18, 2025 at Time: 11:00 AM. Any proposals en route, either in the mail or other locations in the SFA's offices will be ineligible for consideration. Emailed or faxed proposals WILL NOT be accepted.

Proposals will be made available for inspection onsite for a reasonable period of time after all proposals are opened and a determination made on the awarded vendor. RFP's will be opened privately and evaluated. Price Proposals are opened privately after proposal evaluations.

Unforeseeable Circumstances – If, at the time of the scheduled proposal submission date, The Public Schools of Northborough and Southborough are closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the proposal due date will be postponed until 11:00 AM .on the next normal business day.

The proposal must be received at the office of:

Name	Rebecca Pellegrino
Title	Assistant Superintendent of Finance
Address (Street Name)	53 Parkerville Road
Address (City, State)	Southborough, MA
Address (Zip Code)	01772
Email Address	rpellegrino@nsboro.k12.ma.us
Telephone	5084865115
Fax	(508)486-5123

Date	**Description**
Date: February 25, 2025	Request for Proposals (RFP) Issued (RFP to be approved by MA DESE prior to issuing)

Date: March 4, 2025	Pre-Proposal Conference Time: 12:00 PM Attendance Required: Yes Address: 53 Parkerville Road Floor/Room: Southborough, MA 01772 City, State: Southborough, MA Zip Code: 01772 A tour of SFA facilities immediately follows the Pre-Proposal Conference
Date: March 7, 2025	Questions from Bidders Due
Date: March 12, 2025	Responses from the SFA to the Bidders Questions Due (Written/Posted)
Date: March 18, 2025	Proposal Deadline Time: 11:00 AM
Date: March 19, 2025	Review and Evaluation of Proposals
Date: April 16, 2025	Award of Contract by School Committee
Date: April 25, 2025	Draft contract due to MA DESE
Date: June 6, 2025	Executed Contract due to MA DESE

A.5. Consideration and Rule for Award

1. The SFA may award a contract based upon the initial proposals received without discussion of such proposals with the proposer. Accordingly, each initial proposal should be submitted with the most favorable price (Guaranteed Return) and service standpoint.
2. In accordance with 2 CFR § 200.319 and MA 30B, this procurement transaction will be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective evaluation of contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or requests for proposals must be excluded from competing for this contract.
    a. Prohibited restrictions to competition:
        i. Placing unreasonable requirements on firms in order for them to qualify to do business;
        ii. Requiring unnecessary experience and excessive bonding;
        iii. Noncompetitive pricing practices between firms or between affiliated companies;
        iv. Noncompetitive contracts to consultants that are on retainer contracts;
        v. Organizational conflicts of interest;
        vi. Specifying a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
        vii. Any arbitrary action in the procurement process.
3. In accordance with 2 CFR § 200.319(c), the SFA will not conduct the procurement process in a manner that uses statutorily or administratively imposed state, local or tribal geographic preferences in the evaluation of proposals, except in those cases where applicable federal statutes expressly permit such preferences.
4. The SFA reserves the right to cancel the solicitation when deemed in the best interest of the SFA.

5. The SFA reserves the right to waive any informality in any proposal or in any provision in the RFP.
6. The SFA will award the contract, in writing, to the responsible FSMC whose proposal is most responsive and advantageous to the SFA taking into consideration all evaluation criteria, with price as the primary factor. A responsible FSMC is one in which contractor integrity, compliance with public policy, record of past performance, and financial, technical and other resources indicate an ability to perform successfully under the terms and conditions required by this solicitation. A responsive proposal is one that conforms to all the material terms and conditions of the solicitation. 2 CFR § 200.320(b)(2)(iii)
7. FSMCs or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting proposals. Failure to do so will be at the FSMC's own risk and cannot secure relief on a plea of error. This must include the contract terms and conditions as noted in Section 1.
8. Under no circumstances will the SFA be responsible for the cost of preparing any proposal.
9. Payments from the non-profit school food service account are prohibited prior to approval by MA DESE **and** contract execution (signed by both the SFA and the FSMC).
10. Submitted proposals must not include overly responsive items including but not limited to: funding scholarship programs, purchasing or gifting tickets, providing monetary gifts for unsolicited equipment, etc. The practice of including a requirement in solicitation documents or including contract clauses for the delivery of unsolicited funds, services, or items for anything that does not directly benefit the non-profit school food service account is unallowable. 2 CFR § 225 Appendix A(C)(1)(b)**.**
11. Contract Award Protest: The SFA shall act in accordance with 2 CFR § 200.318(k). Any action, which diminishes full and open competition, seriously undermines the integrity of the procurement process and may subject the SFA to contract award protests. SFAs are responsible for properly responding to protests and concerns raised by potential FSMCs. Pursuant to 2 CFR § 200.318(k), SFAs must in all instances disclose all information regarding a protest to the MA DESE. SFA's are highly encouraged to attach their contract award protest procedures to their RFP.
12. SFA will conduct this procurement in accordance with its Code of Conduct that prohibit a real or apparent conflict of interest and disciplinary action to be applied for violations of such standards. 2 CFR §200.318(c) and Chapter 268A Conflict of Interest Law.
13. SFA must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
14. A cost plus a percentage of cost and/or "cost-plus-a-percentage-of-income" provision will not be used in the award of this contract [2 CFR §200.324(d)] [7 CFR 210.16(c)].
15. The SFA must make available upon request, for the USDA or state agency, pre-procurement review, procurement documents, such as RFPs or independent cost estimates.

	MINIMUM EVALUATION CRITERIA	YES	NO	Proposal Page # *(FSMC must enter)*
1	Does the FSMC have a minimum of one(1) year(s) experience in managing K-12 school food service programs with at least two districts of comparable enrollment to the The Public Schools of Northborough and Southborough?			
2	Has the FSMC conditioned or qualified the proposal beyond prescribed limits or instructions?			
3	Has the FSMC confirmed an on-site Food Service Director with at least one(1) year(s) of experience in K-12 food service and meets USDA Professional Standards?			
4	The FSMC shall not have defaulted on any school food service contract within five years prior to the proposal date.			
5	Is the average lunch participation rate at the proposer's comparable district sites for the SY2024-2025 at minimum thirty-five(35)%?			
6	Are the following materials/documents included with the proposal?			
	· Bid Bond			
	· Performance bond (if required) or Consent of Surety			
	· Non-Collusion Statement			
	· Tax-Compliance Certification			
	· Certificate of Insurance			
	· Recommended School Staffing Schedules			
	· Company Organization Chart			
	· Description of Marketing and Merchandising Programs			
	· Description of Food Handling/Sanitation Program			
	· Description of Nutrition Education/Awareness Program			
	· Description of Employee Training Programs			
	· Description of Accounting Program			
	· Resume for Food Service Director			
	· Client List of similar sized districts over past 3 years (including all districts from New England and New York)			
	· 21 Day Cycle Menus (H.S., Middle, Elementary)			
	· Daily Menu Pattern (H.S., Middle, Elementary)			
	· Summary of Experience			
	· Plan of Services			

	· Proof of Visitation			
	· Last Audited Financial Statement			
	· Complete Description of Employee Benefits with related employee costs			
	· Support Staff Visitation Schedule			
	· Certificate of Independent Price Determination			
	· Certification of Clean Air and Water			
	· Energy Policy and Conservation Act			
	· Certification Regarding Debarment / Foreign Corporation Certificate of Registration			
7	Please list Additional LEA-Defined Minimum Criteria below			
	There are no additional minimum criteria.			

A.6. Award Criteria

1. It is the intent of the SFA to select the proposal that will best meet its needs and is most advantageous to the nonprofit school food service program of the SFA, with the highest guaranteed return. All responsive proposals will be evaluated and ranked. The contract will then be awarded to the company submitting the top-ranked proposal with price (highest guaranteed return) as the primary determining factor.
2. Proposals will be scored by a committee using the evaluation criteria.
3. The committee must be comprised of three (3) or more qualified evaluators.
4. Each evaluator must score each proposal individually.
5. Evaluator ratings will be converted to a score to facilitate identifying the overall vendor rating by criteria. (**See Exhibit M - Scoring Committee Results Chart).**
6. The overall vendor criteria ratings shall then be converted to a score to facilitate identifying the overall vendor score **(See Exhibit M - Criteria Ratings Conversion Chart)**.
7. Vendor proposals with an overall rating of Highly Advantageous (HA) will move to the price (Guaranteed Return) evaluation stage. If there are no vendors rated Highly Advantageous, the LEA reserves the right to move Advantageous vendors to the price (Guaranteed Return) evaluation stage.
8. The Highly Advantageous vendor with the highest Guaranteed Return will be awarded the contract **(See Contract Term and Conditions)**.

Evaluation Criteria

All bidders will respond to this section by including, in your submittal, detailed evidence of the items below in the form of backup documentation. Each proposal will be evaluated using the following ratings, where applicable:

Highly Advantageous (HA)
Advantageous (A)
Not Advantageous (NA)
Unacceptable (U)

Criteria will be evaluated using the above 4 ratings in accordance with MA 30B.

The following comparative evaluation criteria will be those utilized in the selection process. They are presented as a guide in understanding the District's requirements and expectations and are not presented in order of importance. Proposers are solely responsible for completely responding to all requests and requirements of this RFP.

1. **General Experience – Demonstrated experience providing the services outlined in this RFP to other jurisdictions.** *(FSMC must add page number: _____).*

   Highly Advantageous: The proposer has at least fifteen(15) or more year(s) of K-12 school food service experience working with two or more districts providing the same services as outlined in this RFP.

   Advantageous: The proposer has at least ten(10) year(s) but less than fifteen(15) of experience working with two or more districts providing the same services as outlined in this RFP.

   Not Advantageous: The proposer has at least five(5) year(s) but less than ten(10) experience working with two or more districts providing the same services as outlined in this RFP.

   Unacceptable: The proposer has less than five(5) year(s) of experience working with two or more districts providing the same services as outlined in this RFP.

2. **Reference Satisfaction – Satisfaction of SFA selected proposer references with school food service operations performed by the proposer, including but not limited to guaranteed return, implementation, customer service, quality of meals, and reporting.** *(FSMC must add page number: _____).*

   Highly Advantageous: All five(5) references stated that the FSMC met or exceeded expectations in all contract years and achieved all other contract requirements and delivery specifications.

   Advantageous: At least three(3) but less than five(5) references stated that the FSMC met or exceeded expectations in all contract years and achieved all other contract requirements and delivery specifications.

   Not Advantageous: At least one(1) but less than three(3) references stated that the FSMC met or exceeded expectations in all contract years and achieved all other contract requirements and delivery specifications.

   Unacceptable: Less than one(1) references stated that the FSMC met or exceeded expectations in all contract years and achieved all other contract requirements and delivery specifications.

3. **Operations – Reasonableness and reliability of proposed management and operational programs.** *(FSMC must add page number: _____).*

   Highly Advantageous: The proposal contains a detailed, logical, and highly efficient scheme for management and operation of the school food service program, that addresses all of the required issues, with a clear and logically consistent relationship between costs and operational assumptions, with a sound and realistic implementation plan and schedule (reasonableness of staffing levels, startup and transition plan, and contingency plans).

   Advantageous: The proposal contains a credible scheme for management and operation of the school food service program that addresses all of the required issues, with a somewhat clear and consistent relationship between costs and operational assumptions, with a reasonable implementation plan and schedule.

   Not Advantageous: The proposal is not sufficiently detailed to fully evaluate, or the plan for management and operation of the school food service program and does not contain all the components necessary to produce satisfactory results that addresses all required issues, the relationship between costs and operational assumptions are unclear, the implementation plan and schedule is questionable.

4. **Relevant Experience of the Food Service Director** *(FSMC must add page number: _____).*

   Highly Advantageous: The Food Service Director has six(6) year(s) of experience in the school food service industry in providing school food services to comparable districts of size and scope to the SFA and meets the new USDA Hiring Standards for School Nutrition Program Directors.

Advantageous: The Food Service Director has at least four(4) year(s) and less than six(6) year(s) of experience in the school food service industry in providing school food services to comparable districts of size and scope to the SFA and meets the new USDA Hiring Standards for School Nutrition Program Directors.

Not Advantageous: The Food Service Director has at least two(2) year(s) and less than four(4) year(s) of experience in the school food service industry in providing school food services to comparable districts of size and scope to the SFA and meets the new USDA Hiring Standards for School Nutrition Program Directors.

Unacceptable: The Food Service Director has less than two(2) year(s) in the school food service industry in providing school food services to comparable districts of size and scope to the SFA and meets the new USDA Hiring Standards for School Nutrition Program Directors.

5. **Proposed Menus** *(FSMC must add page number: _____).*

Highly Advantageous: The proposed menus exceed the requirements of CNP for nutrition content, provide contemporary, popular selections including an emphasis on fresh fruits and vegetables.

Advantageous: The proposed menus meet the requirements of CNP for nutrition content, provide contemporary, popular selections including an emphasis on fresh fruits and vegetables.

Not Advantageous: Nutrition content meets CNP requirements, however, the proposed menus are repetitive and do not include contemporary, popular selections.

Unacceptable: Nutrition content does not meet CNP requirements.

6. **Marketing and Merchandising** *(FSMC must add page number: _____).*

Highly Advantageous: The proposal provides for an aggressive, contemporary marketing and merchandising program with proven participation and financial results in at least three school districts of similar size and scope as the SFA's foodservice program.

Advantageous: The proposal provides for a marketing and merchandising program with proven participation and financial results in two or fewer school districts of similar size and scope as the SFA's foodservice program.

Not Advantageous: The proposal provides for a minimal marketing and merchandising program with limited or no proven track record.

7. **Financial Stability – Evidence that the Proposer has sufficient financial strength and ability to provide services required in this RFP.** *(FSMC must add page number: _____).*

Highly Advantageous: Audited financial statement indicates that Proposer has the financial capabilities to provide quality services to the district while adhering to the scope of work.

Advantageous: The audited financial statement indicates that the Proposer has some financial limitations to provide satisfactory services to the district and will only be able to partially adhere to the scope of work and provide quality services.

Not Advantageous: The audited financial statement indicates that the Proposer has significant financial limitations to provide satisfactory services to the district and will only be able to partially adhere to the scope of work and provide quality services.

Unacceptable: The audited financial statement indicates that the Proposer has significant financial limitations and will not be able to provide satisfactory services to the district and will be unable to adhere to the scope of work and provide quality services.

8. **Employee Training** *(FSMC must add page number: _____).*

Highly Advantageous: Training materials and programs are comprehensive, and the frequency of training is at least ten(10) times per school year and ensures staff is current on all school food service procedures and safety protocols.

Advantageous: Training materials and programs are comprehensive, and the frequency of training is six(6) to ten(10) times per school year and ensures staff is current on all school food service procedures and safety protocols.

Not Advantageous: Training materials and programs are basic, and the frequency of training is two(2) to six(6) times per school year and reflects only the minimum necessary to run a school food service program.

Unacceptable: Training materials and programs are basic, and the frequency of training is less than two(2) times per school year.

9. **Student Participation** *(FSMC must add page number: _____).*

Highly Advantageous: The average lunch participation rate at the proposer's comparable sites (based upon the five(5) SFA selected references) for SY2023-2024 is sixty(60)% or higher.

Advantageous: The average lunch participation rate at the proposer's comparable sites (based upon the five(5) SFA selected references) for SY2023-2024 school year is at least fifty(50)% but less than sixty(60)%.

Not Advantageous: The average lunch participation rate at the proposer's comparable sites (based upon the five(5) SFA selected references) for SY2023-2024 is thirty-five(35)% up to fifty(50)%.

Unacceptable: The average lunch participation rate at the proposer's comparable sites (based upon the five(5) SFA selected references) for the SY2023-2024 school year is less than thirty-five(35)%.

10. **Additional Evaluation Criteria** *(FSMC must add page number: _____).*

--- 10.1 Presentation Satisfaction ---

Highly Advantageous: The presentation contains a clear and comprehensive plan to address all program objectives and specifications outlined in the RFP and thoroughly articulates how the proposal will improve the quality and safety of the food services program.

Advantageous: The presentation contains a clear plan to address most program objectives and specifications outlined in the RFP and articulates how the proposal will improve the quality and safety of the food services program.

Not Advangeous: The presentation contains a plan to address some program objectives and specifications outlined in the RFP and does not clearly articulate how the proposal will improve the quality and safety of the food services program.

Unacceptable: The presentation does not contain a clear plan that addresses most of the program objectives and specifications outlined in the RFP.

--- 10.2 Site Visit Satisfaction ---

Highly Advantageous: The site visit exhibited evidence of a clear and comprehensive plan to address all program objectives and specifications outlined in the RFP and thoroughly demonstrates how the FSMC will improve the quality and safety of the food services program.

Advantageous: The site visit exhibited evidence of a plan to address most program objectives and specifications outlined in the RFP and somewhat demonstrates how the proposal will improve the quality and safety of the food services program.

Not Advangeous: The site visit contains a plan to address some program objectives and specifications outlined in the RFP and does not clearly demonstrate how the proposal will improve the quality and safety of the food services program.

Unacceptable: The site visit does not showcase evidence of a clear plan that addresses most of the program objectives and specifications outlined in the RFP.

A.7. Oral Presentations

1. An oral presentation by a FSMC may be required to supplement a proposal. These presentations, if required:
    a. will be scheduled by the SFA subsequent to the receipt of proposals and prior to the award;
    b. the FSMCs will not be allowed to alter or amend their proposals through the presentation process;
    c. the oral presentation will only be used for clarification purposes and to allow for Q&A; and
    d. Oral Presentations will not be scored.

A.8. Site Visits to similar FSMC sites shall be scheduled as required.

A.9. A mandatory tour of SFA facilities will be scheduled immediately after the Pre-Proposal Conference.

A.10. The Contract will be for a one-year period (beginning July 1, 2025 and ending June 30, 2026) with the option for up to four(4) additional one-year renewals; for a maximum total of five(5) years. **Note: MA 30B requires the approval of the governing body for any contract beyond 3 years.**

SECTION B: Qualifications for consideration
The following qualifications and conditions must be met and/or addressed in the FSMC's proposal:

B.1. The FSMC must be of sufficient size and expertise to furnish the resources needed to manage and Continuously improve the food services operation. The qualification data shall be submitted by each FSMC along with the sealed proposal.

1. The FSMC must be licensed to do business in the state of Massachusetts.

2. The FSMC or its principles must have been doing business for two consecutive years or more with school districts.

3. If a performance bond is required (see section XIV Performance Bond), the FSMC must be able to provide a performance bond should the FSMC be awarded the contract. A surety letter from an acceptable bonding or surety company indicating ability to obtain the bond must be included with the proposal.

4. Annual reports of financial statements certified by a licensed public accountant for the last year must be included with the proposal along with a three (3) year financial summary.

B.2. The FSMC must have extensive involvement and experience in the school food services field in the areas of: designing and planning serving and dining areas; selecting and procuring commodities and food service equipment; nutrition; menu planning; on-site production; quality control; employee supervision; staff and management training; employee motivation; marketing and public relations.

B.3. All proposals shall be valid and may not be withdrawn for sixty (60) days after submission.

B.4. Bonding Requirement

The FSMC shall submit with its proposal, a bid guarantee for 5% of the total budgeted costs (expenses) in the form of a firm commitment such as a bid bond, certified check, cashier's check or postal money order. Bid guarantees will be returned to:(a) unsuccessful FSMCs after award of the contract; and (b) the successful FSMC upon execution of such further contractual documents (e.g., insurance coverage) and bonds as required by the proposal.

SECTION C: Specifications

C.1. The SFA participates in the programs noted in Section A1. USDA Foods from the Federal Food Distribution Program are available for use in programs noted in Section A1 and it is the intent of the SFA that such items be included in the menus to the greatest extent possible.

C.2. The FSMC shall meet all requirements of the USDA programs noted in Section A1, and any other requirements promulgated by the state of Massachusetts. The FSMC shall provide all meals in accordance with all applicable meal patterns for age and grade groupings. This may include preschool meal patterns.

C.3. The FSMC costs shall include all expenses associated with the operation of the food service program as submitted in the financial budget of the RFP (e.g. on-site costs, food costs, labor costs, value of USDA Foods used, management fee and administrative fee).

C.4. The FSMC shall receive an Administrative Fee and Management Fee for its service.

C.5. The FSMC shall submit a budget to the Business Manager or equivalent, upon request, to be used by the SFA in its budget process and to demonstrate its ability to meet the guaranteed financial agreement.

C.6. Meal prices shall be approved by the SFA. The SFA shall retain ultimate control over meal prices and any other related or appropriate elements of the food service program.

C.7. The FSMC shall supply with this proposal a full description of the proposed benefit package, including but not limited to, levels of coverage, co-pay features and any other options and limitations.

C.8. The FSMC shall procure products based on the specifications established in Schedule B. FSMC must include, as part of the RFP response, a specifications sheet with grade, weight, nutritional qualities, and item labels for all products not included in the SFA's Schedule B.

C.9. All proposals shall include a completed Schedule E.

C.10. Tax-Exempt Municipality/School: Purchases of goods and services by the SFA are exempt from the payment of Federal Excise Tax and Sales Tax, and any such taxes must not be included in any price computations, nor can any such taxes be passed on to the SFA. A copy of the MA Tax Exemption Certificate will be provided upon award of contract.

C.11. Terms of the contract are listed in Section 1 of Contract Terms and Conditions; however, the SFA may develop additional terms and or conditions with the successful FSMC, derived from the program objectives and or specifications listed in section D and E respectively, through negotiation and shall be consistent with the rights reserved by the SFA as described herein. Any additional terms or conditions must not conflict with any of the terms set forth in Section 1 and must be consistent with all applicable laws and regulations.

C.12. Equipment

The FSMC shall provide a proposal for any necessary equipment.

The SFA is not requesting any equipment purchases in this RFP.

If the contract is terminated or not renewed the SFA can retain the property and continue to make payments in accordance with the amortization schedule.

C.13. Additional specifications requested by SFA. If there are no other specifications, indicate no additional specifications.

- Registered Dietician available to District for 20 hours per week. Tasks would include menu item development, cohesion between schools, public facing menu review for nutrition
- FSMC will provide recruitment resources to the District to attract highly qualified candidates for all Food Services positions

SECTION D: Proposal Format and Contents

Proposals must be concise and in outline format. Pertinent supplemental information should be referenced and included as attachments. Limit responses to pertinent information; the SFA is not interested in receiving marketing material; reports or other extraneous information. All proposals must include/address the following:

D.1. Proposal Submittal

Proposals consist of two parts: a Price Proposal and a Non-Price Proposal. In accordance with Massachusetts General Laws (M.G.L.) Chapter 30B and 2 CFR 200, respondents must submit separate Price and Non-Price proposals in separately sealed envelopes. Each envelope must be marked as follows:

"Price Proposals for RFP/CONTRACT FOOD SERVICE MANAGEMENT COMPANIES" #

"Non-Price Proposal for RFP/CONTRACT FOOD SERVICE MANAGEMENT COMPANIES" #

Required for Both Price and Non-Price Proposal Submissions: Total number of copies: Three(3) (one original and remainder are photocopies) submitted separately in a sealed envelope and marked as stated above. A separate CD or thumb drive should be provided for the Price Proposal and the Non-Price Proposal.

Price and Non-Price Proposals must be signed as follows:

- If the FSMC is an individual, by her/him personally;
- If the FSMC is a partnership, by the name of the partnership, followed by the signature of each general partner; and
- If the FSMC is a corporation, by the name of the corporation, followed by the signature of an authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation with the corporate seal affixed.

[Non-Price] Proposal Contents (D2 – D11)

The Public Schools of Northborough and Southborough is requesting the Non-Price Proposal be submitted bound or in a binder with tabs indicating which exhibit letter the information being provided corresponds to in vendor's proposal submission.

For example:
Tab 1: Exhibit A Schools/Enrollment/Attendance Factor/Free – Reduced Percentage/Serving Times/CNPs

Forms included in this RFP or separately attached by the SFA must be completed by the FSMC. FSMC must seek clarification of interpretation (as necessary) prior to submission of proposal.

D.2. Letter of Transmittal, which includes:

1. An introduction of the FSMC.
2. The name, address, and telephone number of the person to be contacted, along with others who are authorized to represent the company in dealing with the SFA and RFP.

3. An expression of the FSMC's ability and desire to meet the requirements of the RFP, and a positive assertion of the FSMC's intention to do so.
4. Any other responsive information not otherwise included in the proposal.

D.3. Executive Summary, which includes:

1. Briefly describes the FSMC's approach to the proposal and clearly indicates any options or alternatives.
2. Indicates any major requirements that cannot be met by the FSMC.
3. Highlights the major features of the proposal and identifies any supporting information considered pertinent and responsive.

D.4. Experience, References and Service Capability

1. Describe the FSMC's experience in managing food service operations in public schools or comparable experience.
2. Include a Client List of similar sized districts over past 3 years (including all districts from New England and New York). List contact names, titles, addresses and telephone numbers of SFA administrators. Poor references may be a basis for determination that the vendor is not a responsible bidder. The SFA will choose the five(5) references from this list to contact relative to the evaluation criteria.
3. Provide documentation on any accounts lost or not renewed and the reasons for such during the last five years.
4. Include a resume or listing of the qualifications for the proposed Food Service Director for the SFA which must meet USDA Professional Standards.
5. Include the resume and background of person who will supervise the work of the Food Service Director and how the FSMC will ensure optimal performance.
6. Include a table of the FSMC organization and a plan for managing, supervising, and staffing.
7. Include a FSMC organization chart including all positions that are non-school based.
8. Include a transition plan, which shall indicate the activities, procedures, timetable, and support personnel involved in the implementation of services.

D.5. Financial Condition

1. Provide the most recent audited financial statement.

D.6. Accounting and Reporting Systems

1. Describe complete accounting procedures used to address:
    a. Inventory control and management including purchasing.
    b. Method of collecting, reconciling, and reporting sales.
    c. Internal control of cash handling.
    d. Internal audit procedures.
    e. All regular accounting forms used, with detailed explanations.
    f. All regular reports used, with detailed explanations.
2. Provide examples of the reports the FSMC will provide the SFA and the frequency of each. List other assistance the FSMC will provide the SFA (any costs, if applicable, should be detailed in the Price Proposal).
3. Provide a sample of a monthly invoice to the SFA.
4. Describe the FSMC's process for reporting rebates, discounts, and credits on monthly invoices. Provide a detailed sample.

D.7. Personnel Management and Training

1. Describe the FSMC's personnel management philosophy, particularly regarding food service directors and their relationship to existing staff.
2. Describe training and development programs provided for employees and management personnel to meet the USDA Professional Standards for School Nutrition Professions requirements.
3. Explain how the FSMC works to improve employee morale and reduce turnover.
4. Describe the FSMC's employee evaluation process (include forms) and disciplinary action process (include forms).
5. Describe the proposed benefits package for employees.

D.8. Innovation and Promotion of the School Lunch Program

1. Describe how the FSMC's proposed school food service program for the SFA differs from the SFA's current school food service program. Describe the benefits of the proposed program. Describe how the FSMC would implement changes with specific, relevant examples. The proposal must include a staffing model.
2. Describe how the FSMC proposes to expand the SFA's participation in purchasing local foods as defined in D10.

3. Describe how the FSMC would involve employees to use their expertise and experience in making future innovations.
4. Provide examples of service and merchandising programs.
5. Describe the FSMC's philosophy regarding promotion (increasing awareness and participation) of the school food service program. How would the FSMC implement this philosophy in our SFA? Provide specific, relevant examples.

D.9. Involvement of Students, Staff and Patrons

1. Describe the FSMC's philosophy and plans regarding involvement of students, teachers, building administrators and parents in program evaluation, menu development, menu item preference and acceptance and discussion of nutritional issues, etc.
2. Provide specific, relevant examples of involvement effort and results, by other SFA clients, where applicable.

D.10. Menu Selection, Use of USDA Foods, Food Quality and Portion Size

1. Describe the FSMC's philosophy regarding each of the following:
    a. Menu selection.
    b. Use of USDA foods.
    c. Food Quality.
    d. Portion Quantities.
    e. Procurement and use of locally grown and produced foods as noted in Schedule B. Describe how the FSMC would increase the amount of locally grown and produced food, reduce the amount of processed food, provide understandable and easily accessible information on the nutritional value and ingredients of menus and increase the number of "green cafeterias".

        i. Locally grown and produced foods are defined as:
        Grown within 250 miles of SFA address at Algonquin Regional High School - 79 Bartlett Street, Northborough, MA 01532

2. Supply sample menus to be implemented including portion sizes. Prepare sample menus using FSMC-Developed Menus.

[Price] Proposal Contents (D11 – D12):

D.11. Bid Bond

1. The FSMC shall submit with its proposal, a bid guarantee for five percent (5%) of the total budgeted costs (expenses) in the form of a firm commitment such as a bid bond, certified check, cashier's check or postal money order. Bid guarantees will be returned to: (a) unsuccessful FSMCs after award of the contract; and(b) to the successful FSMC upon execution of such further contractual documents (e.g., insurance coverage) and bonds as required by the proposal.

D.12 Price/Cost Information

1. List and describe all costs to the SFA for any Management Fee (FSMC's profit) to be charged as a flat rate or on a per meal basis - Schedule F.
2. List and describe all costs to the SFA for the Administrative Fee (FSMC's overhead and other off-site costs not otherwise paid by the SFA) to be charged as a flat rate or on a per meal basis - Schedule F.
3. If consulting services are not covered in Administrative Fee, list those services along with the extra charges.
4. Guaranteed Return – Schedule G.
5. List payment terms and arrangements.
6. Complete budgeted financial forms provided in Schedule E and provide a summary of the following:
    a. Financial Budget Projections;
    b. Income Summary;
    c. Labor Cost Summary: Management/Administrative/Clerical; and
    d. Miscellaneous Expense Summary.

SECTION E: Program Objectives

The successful FSMC shall conduct the food service program in a manner which best fulfills the following program objectives. All FSMC's submitting proposals must first meet minimum requirements.

E.1. To provide appealing and nutritionally sound meals, compliant with all USDA regulations including all aspects of the Healthy, Hunger-Free Kids Act of 2010 and an a la carte program for students as economical as possible. In order to offer a la carte food service, the FSMC must also offer reimbursable meals per 7 CFR 210.16(a). The FSMC must also offer breakfast and lunch at no cost to all students regardless of eligibility per Massachusetts General Law Part 1, Title XII, Chapter 69, Section C as amended in FY 2023 per HD4572 Section 13.

E.2. To promote nutritional awareness and interface with the SFA's academic and instructional programs in health and nutrition.

E.3. To increase participation at all levels of the program by improving food quality; sourcing locally grown foods; effectively maintaining equipment and facilities; engaging students, parents, and the school community in the food service program; planning and implementing successful menus and menu variation; and implementing effective marketing techniques.

E.4. To provide a management staff and structure, with the necessary expertise to ensure that the school food program is consistently of the highest quality and held in positive regard by students, staff, and the public.

E.5. To utilize a formal structure and routinely and continuously gather input from students, staff, the public and food service employees to ensure the most effective and efficient operation possible.

E.6. To establish and conduct management and staff training programs, which will ensure staff development, proper supervision, adherence to health code requirements, and consistent quality control both in production and service that meets or exceeds the USDA Professional Standards for Food Service Professionals.

E.7. To provide a financial reporting system that meets federal and state requirements.

E.8. To provide SFA Administration with monthly operating statements and information regarding the food service program.

Contract Terms and Conditions

SECTION I: General

1.1 The FSMC shall comply with all laws, as amended, ordinances, rules, and regulations of all applicable federal, state, county, and city governments, bureaus, and agencies, regarding purchasing, sanitation, health, and safety of the food service operations including those requirements and regulations, instructions and policies, adopted by the Massachusetts Department of Elementary and Secondary Education and the United States Department of Agriculture and any conditions or amendments thereto. The FSMC shall procure and maintain all necessary licenses and permits. The SFA shall cooperate, as necessary, for the FSMC's compliance and procurement efforts. **The FSMC shall conduct program operations in accordance with 7 CFR Sections: (check all that apply)**

- 210 (National School Lunch Program)
- 210.10 (Afterschool Snack Program)
- 215 (Special Milk Program)
- 220 (School Breakfast Program)
- 226 (Child and Adult Care Food Program)
- 42 U.S.C. 1769 (Fresh Fruit and Vegetable Program)
- 226 (Child and Adult Care Food Program)
- 245 (Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools)
- 250 (Donation of Foods for Use in the USDA Food Distribution Program)
- FNS instructions and policies

The SFA reserves the right to add and/or expand the federal CN program to provide the availability of food resources to children and students that can be served through these programs. Prior approval must be obtained by the State Agency before adding a CN program. The SFA also reserves the right to remove CN programs.

1.2 The SFA shall retain control of the quality, extent and general nature of the food service program and prices to be charged. 7 CFR§210.16(a)(4)

1.3 The SFA shall be entitled to all receipts of the food service program.

1.4 All net income accruing to the SFA from the food service program shall remain in the program and be deposited by the FSMC into the nonprofit school food service account.

1.5 The FSMC shall be an independent contractor and not an employee of the SFA; nor are the employees of the FSMC employees of the SFA.

1.6 The FSMC, as an independent contractor, shall have the exclusive right to operate the school food service program and/or special milk program on behalf of the SFA.

SECTION II: Relationship of the Parties

2.1 The FSMC shall be an independent contractor and shall retain control over its employees and agents. Nothing in this contract shall be deemed to create a partnership, agency, joint venture, or landlord-tenant relationship.

2.2 FSMC Responsibilities.

A. The FSMC shall maintain such records as the SFA will need to support its Claim for Reimbursement; make all records available to the SFA upon request; and retain all records for a period of for a period of 6 years from the end of the contract for inspection and audit by representatives of the SFA, State Agency (SA), USDA and Office of Inspector General, at any reasonable time and place. In instances where audit

findings have not been resolved, the records must be retained beyond the 6-year period until resolution of the issues raised by the audit. These records will be maintained at the school food service offices.
[Recordkeeping, 2CFR§200.334, §210.16(c)(1), 7CFR §250.53(11) and 7CFR §210.23(c)]

B. The FSMC shall, to the maximum extent possible, utilize USDA Foods made available by the SFA solely for the purpose of providing benefits for the SFA's food service operation. [7 CFR § 210.16(a)(6)]

C. The FSMC shall prepare and serve a variety of appetizing, high quality, wholesome, and nutritious meals and a la carte items for the SFA's students, employees, and visitors in accordance with the terms and conditions of this contract. The FSMC agrees that it will perform the work described in this contract in full compliance with all applicable laws, rules, and regulations adopted or promulgated by any federal or state regulatory body or governmental agency.

D. The FSMC agrees to meet all requirements and performance standards that may be specified by rule or regulation by any administrative officials or bodies charged with enforcement of any state or federal laws on the subject matter of this contract.

E. The FSMC agrees to assume full responsibility for the payment of all contributions, assessments, both state and federal, including, but not limited to, wages, pension benefits, federal, state and local employment taxes, unemployment taxes, social security, and worker's compensation costs, as to all employees engaged by it in the performance of the contract.

F. The FSMC agrees to furnish the SFA, upon request, a certificate or other evidence of compliance with state or federal laws regarding contributions, taxes, and assessments on payrolls.

2.3 SFA Responsibilities.

A. The SFA shall ensure that the food service operation is in conformance with the *Child Nutrition Programs Permanent Agreement* and any addenda. [7 CFR § 210.16(a)(2)]

B. The SFA shall monitor the food service operation through periodic on-site visits to ensure the food service is in conformance with program regulations. [7 CFR § 210.16(a)(3)] SFA shall monitor each site a minimum of twice per school year.

C. The SFA shall retain control of the quality, extent, and general nature of its food service and the prices to be charged for meals. [7 CFR § 210.16(a)(4)]

D. The SFA shall retain signature authority on the *Child Nutrition Programs Permanent Agreement* and any addenda, free and reduced-price policy statement and Claims for Reimbursement. [7 CFR § 210.16(a)(5)]

E. The SFA shall retain title to all USDA Foods and ensure that all USDA Foods: are made available to the FSMC, including processed USDA Foods; accrue only to the benefit of the SFA's nonprofit school food service account; are fully utilized therein; and that all refunds, discounts, rebates and credits received from processors are retained by the SFA. [7 CFR § 210.16(a)(6)]

F. The SFA shall establish and maintain an advisory board composed of parents, teachers, and students to assist in menu planning. [7 CFR § 210.16(a)(8)]

G. The SFA shall make reasonable modifications with regard to all matters under its supervision and control, and the FSMC shall comply with them as soon as reasonably possible after proper notification is given.

H. The SFA shall retain control of the nonprofit school food service account and overall financial responsibility for the nonprofit food service operation, including control for setting of all prices, including price adjustments, for meals served under the nonprofit school food service account, including but not limited to, pricing for reimbursable meals, a la carte service, vending machines, and adult meals. [7 CFR §210.16(a)(4)]

I. The SFA shall retain signature authority and responsibility for all contractual agreements in connection with the school child nutrition programs. [7 CFR § 210.21]

J. The SFA shall ensure prompt resolution of findings from program administrative reviews and audit findings. [7 CFR § 210.9(b)(17)]

K. The SFA shall maintain responsibility for the implementation of the free and reduced-price policy. [7 CFR § 245]

L. The SFA shall develop, distribute, and collect the parent letter and application for free and reduced-price meals (as appropriate). [7 CFR § 245.6]

M. The SFA shall determine eligibility and verify applications for free and reduced-price meals benefits and conduct any hearings related to such determinations. [7 CFR § 245.6, 6a, 7, 10]

N. The SFA shall assure that the maximum amount of USDA Foods are received and utilized by the FSMC. [7 CFR § 210.9(b)(15)]

O. The SFA shall maintain responsibility for procuring processing agreements, private storage facilities, or any other aspect of financial management relating to USDA Foods. [7 CFR § 250.15]

SECTION III: Food Service Program

3.1 The FSMC shall prepare and serve meals for the schools listed on Exhibit A (Schools/Enrollment/Attendance Factor/Free – Reduced Percentage/Serving Times/Child Nutrition Programs). The SFA is allowed to add schools to this contract as required up to a 10% increase in the number of schools in Exhibit A

3.2 All meals will be provided in accordance with the approved calendar, attached as Exhibit F. For the first twenty-one (21) days of food service, the FSMC will adhere to the 21-day cycle menu agreed upon by FSMC and the
SFA. Changes thereafter may only be made with approval of the SFA. [7 CFR § 210.16 (b)(1)]

A. The SFA shall administer the application process for all free and reduced-price meals and shall establish and notify parents and guardians of program criteria for eligible students. Both the SFA and the FSMC shall be responsible for protecting the anonymity of students receiving free or reduced-price meals. [7 CFR § 210.16 (a)(5)]

3.3 In cooperation with the SFA, the FSMC shall conduct on-going nutrition awareness programs for students, teachers, parents, and other interested parties.

3.4 The FSMC shall, in accordance with SFA policy, program and regulations, supply special diets, per 7 CFR 210.10(m) and 7 CFR 220.8(m), for students where medically necessary and/or when prescribed by a licensed physician.

3.5 The FSMC shall cooperate with the SFA's Advisory Board, consisting of students, parents, SFA staff, and a FSMC representative in developing menus and other food service program initiatives.

3.6 Upon request by the SFA, the FSMC shall provide catered food service at times and prices mutually agreed upon. The SFA may obtain outside catering services if a price cannot be agreed upon or the FSMC cannot provide the service. USDA Foods will not be used for catering. The FSMC shall provide the SFA with copies of invoices within ten (10) days after the end of each month. Catering invoices must be reflective of actual catering costs plus a reasonable profit. Catering services must be paid from an account other than the non-profit school food service account. All catering revenues are to be retained in the Non-Profit School Food Service Account.

3.7 If participating in the Fresh Fruit and Vegetable Program (FFVP)

A. FSMC will ensure it documents allowable costs to include but not limited to; actual labor costs, administrative costs and fresh fruit and vegetable costs.
B. FSMC and SFA will ensure no more than ten percent (10%) of each awarded school's grant will be claimed for administrative costs (planning and managing the program).
C. C. FSMC will ensure it expends all FFVP funds received per school.

3.8 If operating SFSP and CACFP a food service management company may not subcontract for the total meal, with or without milk, or for the assembly of the meal. 7 CFR 225.6(h)(2)(ii) and7 CFR 226.21(e)

3.9 Summer Food Service (if applicable)

A. Dates of participation: N/A
B. FSMC shall deliver meals to each of the annually selected and approved sites.

Section IV: USDA Foods

4.1 The FSMC will provide the following services in relation to USDA Foods *(Check only those duties below that the FSMC will provide):*

- Preparing and serving meals.
- Ordering or selection of USDA Foods, in coordination with SFA in accordance with 7 CFR § 250.58(a).
- Storage and inventory management of USDA Foods in accordance with 7 CFR § 250.52.
- Payment of processing fees and/or submittal of refund requests to a processor on behalf of the SFA, or remittance of refunds for the value of USDA Foods in processed end products to the SFA, in accordance with subpart C of 7 CFR § 250.

4.2 The FSMC must credit the SFA for the value of all USDA Foods received for use in the SFA's meals service in a school year (including both entitlement and bonus foods) and including the value of USDA Foods contained in processed end products if the FSMC procures processed end products on behalf of the SFA or acts as an intermediary in passing the USDA Foods value in processed end products on to the SFA.

4.3 The FSMC shall credit for USDA Foods by disclosure, i.e., the FSMC shall credit the SFA for the value of USDA Foods by disclosing, in its billing for food costs submitted to the SFA, the savings resulting from the receipt of USDA Foods for the billing period. Crediting by disclosure does not affect the requirement that the FSMC shall only bill the SFA for net allowable costs. The FSMC shall use either the USDA's cost-per-pound donated food prices posted annually by the USDA (generated on or about November 15th), or the most recently published cost per-pound price in the USDA donated foods catalog to report the value of USDA Foods in its disclosure of the value of USDA Foods to the SFA in its invoices.

4.4 Any activities relating to donated foods that the food service management company will be responsible for, in accordance with §250.50(d), and assurance that such activities will be performed in accordance with the applicable requirements in 7 CFR 250.

4.5 The food service management company will use all donated ground beef and ground pork products, and all processed end products, in the recipient agency's food service.

4.6 The food service management company will use all other donated foods or will use commercially purchased foods of the same generic identity, of U.S. origin, and of equal of better quality than the donated foods, in the recipient agency's food service.

4.7 The FSMC must meet the general requirements in 7 CFR § 250.14(a) for the storage and inventory management of USDA Foods. In accordance with 7CFR §250.52(b), the FSMC may store and inventory donated foods together with foods it has purchased commercially for the SFA's use, unless this is specifically prohibited in its contract. It may store and inventory such foods together with other commercially purchased foods only to the extent that such a system ensures compliance with the requirements for the use of donated foods in 7CFR

§250.51(d). Additionally, the FSMC must ensure that its system of inventory management does not result in the SFA being charged for USDA Foods.

4.8 The FSMC must return all unused USDA Foods, including but not limited to ground beef, ground pork, and processed end products to the SFA when the contract terminates, is not extended, or renewed.

4.9 The SFA must ensure that the FSMC has credited it for the value of all USDA Foods received for use in the SFA's meal service in the school year. The FSMC agrees to cooperate and provide information reasonably requested by the SFA.

4.10 The FSMC must ensure compliance with the requirements of subpart C of 7 CFR § 250 and with the provisions of the distributing and/or the SFA's processing agreements in the procurement of processed end products on behalf of the SFA and will ensure crediting of the SFA for the value of USDA Foods contained in such end products at the processing agreement value.

4.11 The FSMC shall not enter into the processing agreement with the processor required in subpart C of 7 CFR § 250.

4.12 The distributing agency, sub-distributing agency, or SFA, the Comptroller General, the USDA, or their duly authorized representatives, may perform on-site reviews of the FSMC's food service operation, including the review of records, to ensure compliance with requirements for the management and use of USDA Foods.

4.13 The FSMC shall maintain records to document its compliance with 7 CFR § 250.54(b).

4.14 Any extension or renewal of the contract is contingent upon fulfillment of all provisions in this contract relating to USDA Foods.

4.15 The FSMC must maintain the following records relating to the use of USDA Foods:

A. The USDA Foods and processed end products received from, or on behalf of, the SFA, for use in the SFA's food service operations;

B. Documentation that it has credited the SFA for the value of all USDA Foods received for use in the SFA's food service operations in the school year, including, in accordance with the requirements in 7 CFR §250.51(a), the value of USDA Foods contained in processed end products; and

C. Documentation of its procurement of processed end products on behalf of the SFA, as applicable.

4.16 The SFA shall ensure that the FSMC is in compliance with the requirements of this section through its monitoring of the food service operation, as required in 7 CFR §§ 210, 225, or 226, as applicable.

4.17 The SFA shall conduct a reconciliation at least annually (and upon termination of the contract) to ensure that the FSMC has credited it for the value of all USDA Foods received for use in the SFA's food service in the school year, including, in accordance with the requirements in 7 CFR §250.51(a), the value of USDA Foods contained in processed end products.

4.18 All USDA Foods received by the SFA and made available to the FSMC shall accrue only to the benefit of the SFA's non-profit school food service program and shall be used therein.

4.19 The FSMC shall have records available to substantiate the use of USDA Foods in reimbursable meal pattern meals.

4.20 The FSMC shall select, accept and use in as large quantities as may be used in SFA's non-profit school food service program, the type and quantities of available federally donated commodities, subject to the approval of the SFA.

4.21 Title of products purchased or processed using USDA Foods must remain within the SFA. Any charges incurred by the FSMC when processing or purchasing products containing government commodities shall be processed for payment by the FSMC and charged back to the SFA as a food cost.

SECTION V: Equipment

5.1 The SFA is not requesting any equipment purchases in this RFP.

5.2 The FSMC may only charge the SFA for reasonable, necessary and allocable purchases.

5.3 The FSMC may recommend to the SFA the purchase of new or replacement equipment as needed. The FSMC shall account for all equipment and protect it from pilferage or destruction, and will coordinate the repair or replacement of any equipment not functioning properly with the designated SFA personnel that has repair responsibility.

5.4 The FSMC shall operate and care for all equipment and food service areas (walls, windows, lights, etc.) in a clean, safe and healthy condition in accordance with standards acceptable to the SFA and comply with all applicable laws, ordinances, rules and regulations of federal, state and local authorities, normal wear and tear excepted.

5.5 The FSMC shall notify the SFA of any equipment belonging to the FSMC on SFA premises within ten (10) days of its placement on the SFA premises.

5.6 The FSMC, upon termination of the contract, shall surrender all equipment and furnishings belonging to the SFA and/or purchased through this agreement in good repair and condition, normal wear and tear excepted.

5.7 The SFA shall be responsible for repairs to all permanent fixtures such as faucets, lights, sewers, air conditioning, heating and all other electrical work not considered as being food equipment.

5.8 The SFA shall be responsible for any losses which may arise due to equipment malfunction or loss of electrical power not within the control of the FSMC.

5.10 The SFA shall not be responsible for loss or damage to equipment owned by the FSMC and located on the SFA premises except for loss or damage caused by SFA beyond normal wear and tear.

5.11 The SFA will provide the initial physical inventory of supplies and equipment available for use by the FSMC.

5.12 The SFA shall furnish and install any equipment or make any structural changes needed to comply with federal, state, and local laws.

5.13 Each party shall, at no cost to the other, make all repairs, alterations, modifications, or replacements which may be necessary to correct any conditions of premises or equipment owned, leased or controlled by such Party which violate applicable building, sanitation, health, or safety law, ordinance, rule or regulation.

5.14 All food preparation and serving equipment owned by the SFA shall remain on the premises of the SFA unless otherwise stated in writing by the SFA.

5.15 If required, the SFA shall provide transportation vehicles and transportation equipment to be used in the food service programs. Maintenance, fuel, insurance, and equipment for transportation shall be the responsibility of the SFA.

SECTION VI: Facilities

6.1 The SFA shall furnish at its expense, space, light, heat, power, hot and cold water and other utilities as are necessary for the operation of the food services to be furnished hereunder.

6.2 The SFA shall make available without cost to the FSMC, areas of the premises agreeable to both parties in which the FSMC shall render its services; such areas as are reasonably necessary for providing efficient food service. The SFA is responsible for maintaining the facilities in a good state of repair and free from vermin.

6.3 The SFA retains the right to rent food service facilities during non-school hours or weekends, provided that such rental does not interfere with the normal food service operation. When such activities take place, the SFA may require that a member(s) of the food service staff designated by the resident manager be on duty and be reimbursed. If the SFA approves the use of the facilities for extracurricular activities before or after the SFA's regularly scheduled meal periods, the SFA shall return facilities and equipment to the FSMC in the same condition as received, normal wear and tear excepted.

6.4 The FSMC shall not use the SFA's facilities to produce food, meals or services for other organizations without the approval of the SFA. If such usage is mutually agreeable, there shall be a signed agreement which stipulates the fees to be paid by the FSMC to the SFA for such facility usage.

6.5 The SFA shall have unlimited access to all areas used by the FSMC for purposes of inspections and audits.

6.6 The SFA shall provide suitable office facilities to the FSMC, including furniture and equipment, for use by the FSMC in performance of this contract. The FSMC shall take reasonable care of the office facilities and equipment and shall return them to the SFA in good condition upon termination of this contract, normal wear and tear excepted.

SECTION VII: Sanitation and Safety

7.1 The FSMC shall be responsible for usual and customary cleaning and sanitation of the SFA's food service facilities to include - housekeeping, preparation, storage, and equipment. The FSMC will also adjust practices and operation of equipment as required.

7.2 The FSMC shall be responsible for housekeeping and sanitation in areas used for food preparation, storage, and service, and shall clean and sanitize dishes, pots, pans, utensils, equipment, and similar items.

7.3 The FSMC shall comply with all local and state sanitation requirements in the preparation and service of food.

7.4 The FSMC shall maintain safety programs for employees as required by federal, state, and local authorities, including the FSMC's corporate policies.

7.5 The FSMC shall place garbage and trash in appropriate containers in the designated areas.

7.6 The FSMC shall cooperate in the SFA recycling program.

7.7 The FSMC shall clean the kitchen area, equipment, including but not limited to sinks, counters, tables, chairs, silverware, and utensils.

7.8 The SFA shall designate a refuse collection area and the FSMC shall be responsible for transporting refuse to the designated refuse collection area. The SFA shall remove all garbage and trash from the designated areas.

7.9 The SFA shall be responsible for cleaning of floors in the dining, serving and kitchen areas, walls, ceilings, tables and chairs in the cafeteria/dining area.

7.10 The SFA shall be responsible for painting and miscellaneous repairs within the kitchen and dining areas.

7.11 The SFA shall be responsible for the required cleaning and maintenance of dining areas, as well as periodic cleaning of all ceiling and light fixtures, air ducts, and hood vent systems (as per local ordinance). The SFA shall also provide and maintain adequate fire extinguishing equipment for food service areas and provide necessary pest control. If the SFA is unable to perform any of its responsibilities described in this paragraph, the FSMC may, with the written approval of the SFA, temporarily assume those responsibilities and shall bill the SFA for any costs incurred.

7.12 The SFA shall provide, at the SFA's expense, maintenance personnel and outside maintenance services, parts, and supplies as is necessary to properly maintain the food service facilities and equipment.

7.13 The SFA shall obtain necessary health permits and certification for its facilities. The premises and equipment provided by each party in performance of this contract shall comply with all applicable building, safety, sanitation, and health laws; and shall satisfy all permit requirements, ordinances, rules, and regulations, including the federal Occupational Health and Safety Act of 1970 or applicable state act and standards promulgated thereunder. The FSMC shall take reasonable and proper care of all premises and equipment in its custody and control and shall use them in a manner that will not cause violation of applicable laws, ordinances, rules, and regulations, including any reporting and record-keeping requirements. If at any time the FSMC is notified by an authorized government agency that the SFA's premises or equipment are not in compliance with any law, ordinance, rule, or regulation, the FSMC shall immediately inform the SFA of such notification.

SECTION VIII: Employees

8.1 The FSMC shall provide sufficient and qualified management and professional employees to manage the food service operations and supervise all employees employed therein who meet the USDA Professional Standards for Food Service Professionals.

8.2 It is expressly understood that all presently employed (SFA and/or FSMC) food service employees will be given the opportunity to interview for positions within the SFA as employees of the FSMC.

All non-management food service employees shall be employees of the SFA; will be directed and supervised by FSMC Food Service Director.

8.3 The SFA does not utilize student workers in the food service program.

8.4 The FSMC shall prepare and process the payroll for and shall pay its employees directly. The FSMC further warrants that it shall withhold or pay as appropriate all applicable federal and state employment taxes and payroll insurance with respect to its employees, specifically including, but not limited to, any income, social security, and unemployment taxes and workers' compensation payments.

8.5 Contract Work Hours and Safety Standards Act: The FSMC and its employees shall comply with all wage and hours of employment requirements of federal and state laws and regulations, including the Contract Work Hours and Safety Standards Act, Appendix II to § 200 (E) 40 U.S.C. 3701-3708. All employees of the FSMC shall be paid in accordance with the Fair Labor Standards Act, as amended and any other applicable statutes. In addition, the FSMC will comply with all applicable federal and state employment statutes, including those statutes pertaining to labor relations.

8.6 The FSMC shall establish schedules, wage rates, and benefit programs for all employees.

8.7 The FSMC shall have the sole responsibility to compensate its employees, including all applicable taxes, insurances and worker's compensation and shall be solely responsible for any losses incurred by the SFA, resulting from dishonest, fraudulent or negligent acts on the part of its employees or agents. The FSMC is required to provide a fidelity bond for all FSMC employees.

8.8 The FSMC shall procure Workers' Compensation Insurance or shall maintain a system of self-insurance in conformance with applicable state law covering its employees and shall provide proof of such coverage or system to the SFA.

8.9 The FSMC shall maintain its own personnel policies and fringe benefits for its employees. The FSMC shall supply with this proposal a full description of the proposed benefit package, including but not limited to, levels of coverage, co-pay features and any other limitations.

8.10 The FSMC must provide a resident Food Service Director who will be approved by the SFA and will be responsible for directing the food services program and implementing cooperatively agreed upon strategies for maximizing participation in the Child Nutrition Programs. The Director shall be available to meet with principals, students, and staff to determine ways to improve the program. The Director must also be available to participate in town or state meetings when food service matters are to be discussed with appropriate notice given.

8.11 The FSMC shall instruct its employees to abide by the policies, rules and regulations, with respect to its use of District premises as established by SFA from time to time and which are furnished in writing to the FSMC.

8.12 Civil Rights: The FMSC here by agrees that it will comply with:

i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000 det seq.);
ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (August 11,2000);
vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance. By accepting this assurance, the FSMC agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of

program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the FSMC, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the FSMC.

8.13 The FSMC shall be responsible for obtaining any necessary fingerprint clearances for its employees as required by law. The FSMC shall provide all necessary forms and/or documentation for such employees to the SFA.

8.14 The FSMC shall ensure that all food service employees comply with the rules of the MA DESE regarding fingerprinting and criminal background checks. (MGL Ch 71 sec.38R)

8.15 The FSMC shall comply with all rules policies, processes and guidance pertaining to all MA DESE Civil Rights Complaint Procedures.

SECTION IX: Free and Reduced Price Policy Statement and Written Charge Policy

9.1 The written policy of the SFA requiring feeding of students who qualify for free, reduced, or full price meals, shall apply to the FSMC's food service operation. The policy is on file in the SFA office. The SFA shall be responsible for the implementation of this policy.

9.2 The FSMC will be responsible for implementing policies covering free, reduced price, and full price meals and milk programs for those students designated by the SFA as meeting federal and state agency requirements for those programs. All such meals shall be served and accounted for in a manner approved by the SFA so as to protect the anonymity of the recipients. Meals shall be served, and proper, accurate pupil participation records shall be maintained by the FSMC.

9.3 Per USDA Policy SP46-2016, the SFA shall have a written student meal charge policy, that ensures a "transparent approach to the issue", on file in the SFA office. The SFA shall be responsible for the implementation of this policy and supply the FSMC with a written copy. The FSMC will work with the SFA to administer policy.

SECTION X: Meals – Planning and Procurement

10.1 The FSMC may recommend meal prices for approval by the SFA. The FSMC shall not alter the prices once approved without prior notice and approval by the SFA. [7 CFR §210.16(a)(4)] The SFA shall retain control of the quality, extent, and general nature of its food service, and the prices to be charged the children for meals.

10.2 The FSMC shall submit with the proposal a twenty-one (21) day cycle menu and a Daily Menu Pattern for the SFA's schools. The FSMC must adhere to this cycle for the first twenty-one (21) days of meal service; thereafter, changes may be made with the mutual agreement of the SFA and the FSMC. However, the menu standard as presented in the first twenty-one (21) day menu and the Daily Menu Pattern, must be maintained as to type and quality of meal service. The Daily Menu Pattern should clearly indicate the number and type of choices and offerings that will be offered at all grade levels.

10.3 The FSMC shall be responsible for purchasing standards and specifications to bring about the best quality and price for the food service program. The FSMC shall comply with the grade, purchase unit, style, weight, ingredients, formulations, etc., for foods served as agreed upon with the SFA. The minimum procurement specifications are listed on **Schedule B**.

10.4 The FSMC shall serve reimbursable meal pattern lunches pursuant to the NSLP. For purposes of this proposal, lunch prices as per attached listing shall be used as a guide for calculations **(reference Schedule C)**.

10.5 The FSMC may offer a choice of reimbursable meal pattern lunches and shall provide specified types of service as listed in **Exhibit A**.

10.6 The FSMC shall provide condiments and utensils as needed.

10.7 The FSMC shall use the SFA's facilities for the preparation of food to be served in the designated serving areas. This may include cafeterias, classrooms, hallways etc.

10.8 The FSMC shall promote maximum participation in the Child Nutrition Programs.

10.9 BUY AMERICAN PROVISION: The SFA and FSMC shall purchase, to the maximum extent practicable, domestic commodities or products which are either an agricultural commodity produced in the United States (U.S.) or a food product processed in the U.S. substantially using agricultural commodities produced in the U.S. for use in meals served in the SFA's Child Nutrition Programs in compliance with the Buy American Provision under 7 CFR § 210.21(d)(2) and 7 CFR § 250. FNS Policy Memo SP 38-2017 Exceptions to the Buy American Provision should be used as a last resort; however, an alternative or exception may be approved upon request. To be considered for the alternative or exception, the request must be submitted in writing to a designated official, a minimum of 14 day(s) in advance of delivery. The request must include:

A. Alternative substitute (s) that are domestic and meet the required specifications:
    i. Price of the domestic food alternative substitution (s); and
    ii. Availability of the domestic alternative substitute (s) in relation to the quantity ordered.
B. Reason for exception: limited/lack of availability or price (include price);
    i Price of the domestic food product; and
    ii Price of non-domestic product that meets the required specification of the domestic product

10.10 The FSMC is prohibited from directly or indirectly restricting the sale or marketing of fluid milk at any time or in any place on school premises or at any school-sponsored event. [7 CFR 210.21(e)]

SECTION XI: Food Inventory and Storage

11.1 The FSMC shall purchase all food and non-food commodities at the lowest price possible, consistent with maintaining quality standards. The SFA retains the right to verify these standards.

11.2 Ownership of beginning and ending inventory of food and supplies, including USDA Foods, shall remain with the SFA.

11.3 The FSMC shall maintain adequate storage practices, inventory, and control of USDA Foods in conformance with SFA's agreement with the MA DESE.

11.4 The SFA and FSMC shall conduct a joint inventory of existing food and operational supplies at both the beginning and the end of this contract. If the ending inventory is less than the value of the beginning inventory the FSMC will credit the SFA for the difference. The cost of food and operational supplies ordered by the FSMC on behalf of the SFA in performance of this contract shall be paid for by the FSMC and the FSMC shall then be reimbursed for those costs incurred. The inventory of food and operational supplies shall remain the SFA's property.

11.5 The SFA and the FSMC shall inventory the equipment and USDA Foods owned by the SFA at the beginning of the contract year, including, but not limited to, consumable and non-consumable flatware, trays, china, glassware and food. The FSMC shall be responsible for reimbursing the SFA for all shortages noted on the year-end inventory.

SECTION XII: Financial: Accounting, Reporting Systems, Records, and Payment Terms

12.1 The FSMC shall assume accountability and responsibility for daily bookkeeping and recording functions, including state and federal reimbursements at a minimum:

A. Monthly Profit and Loss Statements
B. Annual Budgeting
C. Perpetual Inventory – Costs and Controls
D. Preparation of records for annual audit by SFA
E. USDA Foods Entitlement Summary Reports
F. Department of Defense (DoD Fresh) Program Reports
G. Usage Reports from K-12 Services and Processor Link demonstrating actual usage of pounds sent to processors
H. State reporting of Quarterly YTD Profit and Loss Statements and
I. State reporting of an Annual Balance Sheet.

12.2 The FSMC shall prepare information necessary for CNP claims for reimbursement from state and federal agencies and maintain such records, as the SFA will need to support its claims for reimbursement under the Child Nutrition Programs. The SFA shall retain signature authority on the MA DESE-SFA Agreement for Child Nutrition Programs (ED-099), including all addenda, free and reduced price policy statement and claims for reimbursement. The FSMC shall report the claim information to the SFA promptly at the end of each month or more frequently as specified by the SFA. [7 CFR § 210.16(c)(1)]

12.3 The FSMC shall maintain such records (supported by invoices, receipts, or other evidence) as the SFA will need to meet monthly reporting responsibilities and shall submit monthly operating statements, and particular records, in a format and timeline approved by the SFA. Reimbursement for direct expenses will only be allowed if previously included in the original or amended budget submitted to the SFA.

A. The FSMC shall maintain records to support all allowable expenses appearing on the monthly operating statement in an orderly fashion according to expense categories.
B. The FSMC shall provide monthly and other reports to the SFA, which describes operating costs, meals per labor hour, meals served, etc.
C. The FSMC shall provide the SFA with a year-end financial statement.

12.4 The FSMC shall bill the SFA for the actual direct costs of operation incurred at the close of each month of program operation.

12.5 The SFA shall designate by name and title the employee whose responsibility it shall be to manage the SFA/FSMC contract and to ensure the SFA meets all its responsibilities hereunder.

Name and Title: Keith Lavoie, Assistant Superintendent of Operations

12.6 Books and records of the FSMC pertaining to the foodservice operations shall be available at the SFA for a minimum of six (6) years, plus the current year, from the date of the final payment to which they pertain, for inspection and audit by either state, or federal representatives and auditors. In instances where audit findings have not been resolved, the records must be retained beyond the 6-year period until resolution of the issues raised by the audit.

12.7 Allowable Costs.

A. Allowable costs will be paid from the nonprofit school food service account to the FSMC net of all discounts, rebates and other applicable credits accruing to or received by the FSMC or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the SFA.

B. The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account).

C. The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification.

D. The FSMC's determination of its allowable costs must be made in compliance with the applicable USDA and Program regulations and Office of Management and Budget cost circulars as detailed in 2 CFR§200.

E. The FSMC must identify the amount of each discount, rebate and other applicable credit, with the exception of the FSMC's prompt payment discounts for payments made to vendors, on bills and invoices presented to the SFA for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. All payment discounts, rebates and allowances obtained from vendors must be credited to the SFA's food services account.

F. The frequency of reporting this information must be monthly.

G. The FSMC must disclose and credit discounts, rebates, and other applicable credits allocable to the contract that are not reported prior to the conclusion of the contract.

H. The FSMC must maintain documentation of cost and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, MA DESE, or the USDA. The FSMC shall return the value of all discounts, rebates and all other applicable credits allocable to the contract to the SFA.

12.8 The FSMC shall submit monthly operating statements to the SFA. This statement shall reflect all activity for the previous calendar month.

12.9 Invoice Due Date. Invoices submitted to the SFA by the FSMC will be paid within thirty (30) days of receipt.

12.10 The FSMC shall submit supporting documents and invoice to the SFA monthly for the following direct, actual costs, Administrative Fee and Management Fee:

A. The actual and direct costs for the wages, taxes, and benefits of the FSMC employees at each site, food service director and other management employees on the FSMC's payroll.
Number of employees that are employed by the SFA and paid directly by the SFA: 47

B. Direct operating costs paid by the FSMC arising from performance of this contract. Direct operating costs are defined as:
- food and supply purchases by the FSMC necessary to perform this contract
- food service program travel and mileage costs incurred
- advertising and promotions within the SFA
- the FSMC's insurance necessary for performance of this contract;
- service business and occupation tax
- employee training and development costs
- laundry, linen, and uniforms
- licenses and permits for performance of this contract; and
- USDA Foods delivery and storage fees.

C. The FSMC's Management Fee (FSMC's profit) is:
TBD

D. The FSMC's Administrative Fee is:
TBD

The following functions are the FSMC's responsibility, and will be included in such fees:

- Corporate supervision;
- Financial reporting and analysis;
- Field auditing;
- Marketing Assistance; and
- Purchasing administration.

E. Per Meal Defined:
   - 1 lunch or supper = 1 meal equivalent
   - 3 breakfasts = 2 meal equivalents
   - 3 snacks = 1 meal equivalent
   - Nonprogram food sales = The total $ value of nonprogram sales divided by the current free lunch reimbursement rate + per meal commodity foods reimbursement

F. Fee Adjustments: Upon mutual written agreement of the SFA and the FSMC, the Management Fee and Administrative Fee may be adjusted annually. Such adjustment shall be by no more than the percentage of change in the Consumer Price Index ("CPI") for all Urban Consumers (CPI-U U.S. city average), Northeast Region, Food Away from Home for the preceding year (April – March). Upon acceptance by the SFA, such increase in fees shall be incorporated into any renewal of this contract.

G. The SFA plans to participate in FFVP, thus, the FSMC must provide assurances that it will document and track FFVP expenses separately and make this documentation easily accessible for the SFA to review.

H. No payment shall be made for meals or snacks that are spoiled or unwholesome at the time of service, or do not meet specifications developed by the SFA, United States Department of Agriculture Child Nutrition meal requirements, or do not otherwise meet the requirements of this contract. [7 CFR § 210.16 (c)(3).]

I. Every payment obligation of the SFA under this contract is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this contract, this contract may be terminated by the SFA at the end of the period for which funds are available. No liability shall accrue to the SFA in the event this provision is exercised, and the SFA shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph. Notwithstanding the forgoing, the SFA shall be liable for the payment of services rendered up through and including the date of termination.

J. Guaranteed Return: The SFA and the FSMC shall work together to ensure a financially sound and well run food service operation. For the term of the contract, including renewal years the FSMC shall guarantee that the food service program will achieve financial:
   TBD
   If the annual financial return for the Food Service Program falls short of the FSMC's guaranteed minimum amount, the FSMC shall pay the difference to the SFA.

K. Force Majeure: Neither Party shall be responsible to the other for any losses or failure to perform its respective obligations under the Agreement (other than a payment obligation) when such failure is caused by conditions beyond the Party's control, and not due to the fault or negligence of such party, including, but not limited to, fire, explosion, water, Acts of God, civil disorder or disturbances, labor disputes, vandalism, war, riot, sabotage, weather and energy-related closings, pandemic, epidemic, governmental rules and regulations or like causes or the damage or destruction of real or personal property from such causes. In the event that either party ceases to perform its obligations under this Agreement due to the occurrence of a Force Majeure Event, the party shall; (a) as soon as practicable notify the other party in writing of the Force Majeure Event and its expected duration; and (b) take all reasonable steps to recommence performance of its obligations under this Agreement as soon as possible. The party shall not be relieved of its responsibility to fully perform as to all other commitments in the Agreement.

   The party will not be liable for any failure of or delay in the performance of this agreement for the period that such failure or delay:

1. is beyond the reasonable control of a party,
2. materially affects the performance of any of its obligations under this agreement, and
3. could not reasonably have been foreseen or provided against, but
4. will not be excused for failure or delay resulting from only general economic conditions or other general market effects.

L. Unless otherwise expressly provided, the SFA and the FSMC shall remain responsible for all claims, liability, loss, and expense, including reasonable costs, collection expenses, and attorney's fees incurred, which arise by reasons of negligent or wrongful act or omission of the party, its agents, or its employees in the performance of its obligations under this agreement.

M. The FSMC accepts liability caused by FSMC negligence for claims assessed as a result of Federal/State reviews/audits, corresponding with the SFA's period of liability.

N. The FSMC accepts liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA donated foods.

O. Nonperformance. The FSMC shall pay the SFA any over claims due to FSMC negligence or noncompliance with regulations, including those over claims based on review or audit findings. This provision shall be based on the 6-year record retention period as established in MA 30B regulations or the SFA's established record retention timeframe, whichever is greater.

SECTION XIII: Licenses, Fees and Taxes

13.1 The SFA shall obtain and post all applicable health permits for its facilities and assure that all state and local regulations are being met by the FSMC preparing or serving meals at a SFA facility. [7 CFR § 210.16(a)(7)]

13.2 The FSMC shall comply with all health and safety regulations required by federal, state or local law and shall have state or local health certification for any facility outside the SFA in which it proposes to prepare meals or meal components and the FSMC shall maintain this health certification for the duration of the contract. The FSMC must meet all applicable state and local health regulations in preparing and serving meals at the SFA facility. [7 CFR § 210.16(c)(2)]

13.3 The FSMC shall comply with all building rules and regulations. SFA shall supply FSMC with copy of any written aforementioned documents.

SECTION XIV: Performance Bond

14.1 If operating SFSP for contracts over $100,000 as a condition to entry into this contract, the successful vendor shall provide to the SFA a performance bond equaling ten percent (10%) of the contract's value (total budgeted costs/expenses) associated with the Summer Food Service Program. This performance bond will guarantee the vendor's faithful performance. For the successful FSMC, the performance bond is required annually, in each year of the contract, to be submitted to the SFA Business Office within ten days of the awarding of the contract. 7 CFR Part 225.15(m) (5-7)

SECTION XV: Insurance

The FSMC shall maintain for the life of the contract, the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the state of Massachusetts with a rating by AM Best of "A" or better. A certificate of insurance indicating these amounts must be submitted at the time of award.

15.1 Comprehensive General Liability -$1,000,000 Combined Single Limit includes coverage for:

A. Premises-Operations,

B. Products/Completed Operations,
C. Contractual Insurance,
D. Broad Form Property Damage,
E. Independent Contractors,
F. Personal Injury, and G. Employee Dishonesty.

15.2 Automobile Liability
$1,000,000 combined Single Limit

15.3 Worker's Compensation and Employer's Liability
A. Worker's compensation - Statutory; and
B. Employer's Liability - $500,000.

15.4 The TBD and Northborough-Southborough Regional School District shall be additional named insured's on Comprehensive General Liability, Auto, and Workers' Compensation (Employer's Liability Only) policies.

15.5 The contract of insurance shall provide for notice to the SFA of cancellation of insurance policies thirty (30) days before such cancellation is to take effect.

15.6 The FSMC agrees to indemnify and hold harmless the TBD and Northborough-Southborough Regional School District and each of their respective members, employees, officers and agents from and against any claims, demands, losses, costs or liabilities for personal injury or property damage or any other loss which may result from the FSMC's performance or lack of performance of the Contract. Such "losses" shall include all reasonable attorney's fees and costs incurred in the representation of the Board, the Town, or any of their respective members, officers, employees or agents in any suit or claim arising from the FSMC's performance or lack of performance of the Contract or arising from the enforcement of this provision.

15.7 The FSMC shall obtain and keep in force during this contract, for the protection of the SFA and the FSMC, Comprehensive General Bodily Injury and Property Damage Liability Insurance in the combined single limit of $1,000,000.00 (no less than $1,000,000). That insurance shall include, but not be limited to, Personal Injury Liability, Broad Form Property Damage Liability, Blanket Contractual Liability, and Products Liability, covering only the operations of the FSMC under this contract, and shall deliver to the SFA a certificate evidencing such policies and coverage within thirty (30) days after the execution of this agreement by the parties. The insurance policies shall contain a covenant by the issuing company that the policies will not be canceled unless a thirty (30) day prior written notice of cancellation is given to the SFA. The policies for $1,000,000.00 coverage shall also name the SFA as an Additional Insured, but only with respect to operations of the FSMC under this agreement.

SECTION XVI: Contract Term, Renewal and Termination

16.1 This contract, dated TBD, is between TBD, the FSMC and TBD, the SFA.

A. This contract sets forth the terms and conditions upon which the SFA retains the FSMC to manage and operate the SFA's food service for the SFA's students, employees, and visitors.

B. The life of the contract shall be for a period of one year with the school year beginning on July 1, 2025, and ending June 30, 2026 with up to four(4), not to exceed four, one-year renewal(s), with mutual agreement between the SFA and the FSMC. [7 CFR § 210.16 (d)]

C. Contract documents are due to the State Agency for approval by April 25, 2025. Contract renewals are due to the State Agency by the first Friday in June in each subsequent term of the contract.

16.2 The contract cannot be assigned or otherwise transferred or conveyed by either party without the written consent of the other. Consideration for the contract renewal by the SFA and the FSMC will be made in compliance with the rules and regulations prescribed by the USDA.

16.3 Neither the FSMC nor the SFA shall be responsible for any losses if the fulfillment of the terms of the contract should be delayed by wars, acts of public enemies, strikes, fires, floods, act of God, or any acts not within the control of either the FSMC or the SFA, and which by the exercise of due diligence it is unable to prevent.

16.4 If both parties agree to a contract renewal, the parties will work together to gather and complete all required documents for submission. The SFA will be responsible for submitting all contract renewal documents to the MA DESE.

16.5 Recovery of prior year FSMC losses from current year food service program surpluses is unallowable.

TERMINATION

16.6 With the exception of payment obligations for prior performance under this contract, neither party shall be liable for the failure to perform their respective obligations under this contract when such failure is caused by fire, explosion, water, act of God, civil disorder, strikes, vandalism, war, riot, sabotage, weather and energy related closings, governmental rules or regulations, or other like causes beyond the reasonable control of such party, nor for any real or personal property destroyed or damaged due to such causes. The FSMC shall resume food service operations as soon as possible.

16.7 Either party may terminate the contract for cause by giving sixty (60) days' notice in writing to the other party of its intention to do so. [7 CFR § 210.16 (d)]

16.8 If a cure or remedy is found for the termination request by mutual agreement of the contracting parties, the termination or non-renewal letter must be withdrawn in writing by the terminating party within the sixty (60) day period as described in paragraph 16.7 above. This letter should be counter-signed by the receiving party and the letter should become an amendment to this contract. [Appendix II to § 200]

16.9 The SFA may terminate the contract without cause. The SFA shall give no less than sixty (60) days written notice to the FSMC of its intention to terminate the contract without cause.

16.10 The right of termination referred to in this contract is not intended to be exclusive, and is in addition to any other rights available to either party at law or in equity. If the FSMC breaches a material provision of the contract and fails to cure such breach within sixty (60) days after receiving written notice of such breach the SFA may elect to pursue any available legal, contractual or administrative remedy or the following sanctions: (i) for a first violation, a written reprimand; (ii) for a second violation, a $1,000.00 penalty; and (iii) for a third violation, a $5,000.00 penalty. For the purposes of the foregoing, a single violation means an event of the same or similar kind, without regard for the duration or number of personnel, equipment, students or meals involved. [Appendix II to § 200 (A)] 7 CFR Part 210.16(b)(2)

16.11 The FSMC shall ensure, upon termination or completion of contract, the SFA is provided with the following documents in accordance with 7 CFR 210.23(c) or the SFA's established record retention timeframe, whichever is greater: production records, menus, all documents to support monthly claims, all documents to support the use of USDA Foods, professional development training records, CEP data, PLE Tool data, all documents related to free/reduced meal application process including certification and verification (if applicable), and access to any documents and or recipes requested for an administrative review.

16.12 A waiver of any failure under this contract shall neither be construed as, nor constitute a waiver of, any subsequent failure. This contract supersedes all prior negotiations, representations, or agreements. The Article and Paragraph headings are used solely for convenience and shall not be deemed to limit the subject of the Articles and Paragraphs or be considered in their interpretation. The appendices referred to herein are made part of this contract by the respective references to them. This contract may be executed in several counterparts, each of which shall be deemed an original.

16.13 The parties cannot alter any provision in this agreement that is required by any law, rule or regulation. The parties cannot otherwise amend or alter this agreement, except as to minor, non-substantive provisions or issues that do not materially affect the scope of work or the cost of the contract.

16.14 Notification of Termination. The MA DESE shall be notified immediately of termination action and reason for termination.

16.15 The parties agree that the terms of this contract shall be in accordance with the RFP published by the SFA and any
amendments to the RFP, and the proposal submitted by the FSMC are incorporated into this contract. In the event the contradictory statements are contained in the RFP, the FSMC proposal, and this contract, the following order of precedence shall apply: Amendments to contract, contract, Amendments to RFP, RFP, FSMC proposal.

SECTION XVII: Federal Requirements

17.1 Clean Air Act – Federal Water Pollution Control Act. In performance of this contract, the FSMC shall comply with Section 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738, and EPA regulations 40 CFR § 15, et seq. Environmental violations shall be reported to the USDA and US EPA Assistant Administrator for Enforcement, and the FSMC agrees not to utilize a facility listed on the EPA's "List of Violating Facilities". [Appendix II to CFR § 200 (G)]

17.2 Energy Policy and Conservation Act. The SFA and the FSMC shall recognize mandatory standards and policies relating to energy efficiency, which are contained in the state conservation plan issued in compliance with the Energy Policy and Conservation Act. [42 U.S.C. 6201]

17.3 Equal Employment Opportunity. The FSMC shall comply with the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

17.4 Davis-Bacon Act. In performance of this contract, the FSMC shall be compliant with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148), Copeland "Anti-Kickback" Act (40 U.S.C. 3145) and MA Prevailing Wage Law Ch.149 Section 27.

17.5 Debarment and Suspension. The FSMC shall complete and submit to the SFA the Certification Regarding Debarment. The certification must accompany each amendment for all additional one-year renewals. Debarment, Suspension, Ineligibility and Voluntary Exclusion,2 CFR § 180 as adopted and modified by USDA regulations at 2 CFR § 417 – The SFA must check the Excluded Parties List System (EPLS), collect a certification, or include a clause in the contract. [Appendix II to CFR § 200 (H), Executive Orders 12549 and 12689]

17.6 Byrd Anti-Lobbying Amendment. Pursuant to section 1352, Title 31, US Code, the FSMC shall complete and submit a Certificate Regarding Lobbying and a Disclosure of Lobbying Activities to the SFA. These certifications must accompany each amendment for all additional one-year renewals. [Appendix II to CFR § 200 (I)]

17.7 Rights to Inventions Made Under a Contract or Agreement. In performance of this contract, the FSMC shall comply with the requirements of 37 CFR Part 401.

SECTION XVIII: Special and General Conditions

18.1 Confidential/Proprietary Information

A. The FSMC and SFA shall designate any information they consider confidential or proprietary, including recipes, surveys and studies, management guidelines, operating manuals, and similar documents which it regularly uses in the operation of their business or which they develop independently during the course of this contract. Information so designated and identified shall be treated as confidential by the FSMC and SFA, and the FSMC and SFA shall exercise the same level of care in maintaining the confidences of the other party as they would employ in maintaining their own confidences. All such materials shall remain the exclusive property of the party that developed them and shall be returned to that party immediately upon termination of this contract. Notwithstanding, the federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes: (a) the copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and (b) any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.[2 CFR § 200.315]

B. The FSMCs shall identify any specific information which the FSMC is claiming should not be disclosed to the public, along with a citation to the applicable provision of the Massachusetts Freedom of Information Act or other applicable statute on which the FSMC is basing its claim of confidentiality or non-disclosure. Information marked as "not to be disclosed to the public" must meet the standards set forth in the Freedom of Information Act. Provided that nothing herein shall be construed to relieve any SFA or the MA DESE from its obligations under any applicable freedom of information laws or other legal obligations concerning document disclosure, including, but not limited to, civil discovery demands. In the event a request for information/documentation is made pursuant to the Massachusetts Freedom of Information Act (or other applicable statute or regulation), and the FSMC objects to the release of the requested information, the FSMC shall bear all reasonable costs and fees incurred in asserting such objection.

18.2 The FSMC shall adhere to all applicable laws, especially all Pure Food laws, and all related regulations prescribed by the Federal Government, the state of Massachusetts, and the local department of health. The FSMC will comply with the rules and regulations as set up by the SFA and with state and/or own laws, etc., covering and controlling food services at the facilities.

18.3 No alterations, changes or improvements shall be made to the areas granted to the FSMC without obtaining prior written permission of the SFA with the final decision as to the alterations, changes or improvements reserved solely for the SFA.

18.4 Any silence, absence or omission from these specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail, and that only material (food, supplies, etc.) and workmanship of a quality that would normally be specified by the SFA are to be used.

18.5 Notice/Communication: Any notice or communication required or permitted under this contract shall be in writing and shall be delivered personally or sent by United States registered or certified mail, postage prepaid and return receipt requested, addressed to the other party as follows:

A. Notices to the SFA:

Name	TBD
Attn	Keith Lavoie, Assistant Superintendent of Operations
Address	TBD
	TBD

B. Notices to the FSMC:

Name	TBD
Attn	TBD
Address	TBD
	TBD

AND

Name	TBD
Attn	TBD
Address	TBD
	TBD

E-mail communication may also be allowable under the terms of this contract. Other persons or places may also be designated, in writing, by either of the parties, during the term of this contract. Notices shall be effective when received. Sent notices will be considered received forty-eight (48) hours after they are deposited in the United States mail.

SO AGREED:

Signature of Food Service Management Company's Authorized Representative | Title | Date

TBD

Printed Name of Food Service Management Company's Authorized Representative

Signature of School Food Authority's Authorized Representative | Title | Date

TBD

Printed Name of School Food Authority's Authorized Representative

Schedule A – Division of Costs for the Food Service Program

Schedule A to be completed as part of the RFP by the SFA

FOOD	**FSMC**	**SFA**
Food Purchasing	X	
Processing of Invoices	X	
Payment of Invoices	X	
USDA Administrative Charges	X	
USDA Processing Charges	X	
USDA Delivery Charges	X	

LABOR	**FSMC**	**SFA**
Payment of Hourly Full-Time Wages		X
Payroll Taxes of Hourly Employees		X
Fringe Benefits and Insurance of Hourly Employees		X
Preparation of Hourly Employees' Payroll		X
Processing of Hourly Employees' Payroll		X
Workers' Compensation for Hourly Employees		X

ADDITIONAL ITEMS	**FSMC**	**SFA**
China/Silver/Glassware – Original Purchase to Inventory Level Required for Operation	X	
China/Silver/Glassware – Replacement During Operation	X	
Telephone	X	
Removal of Trash and Garbage from Kitchen		X
Removal of Trash and Garbage from Premises		X
Replacement of Expendable Equipment (Pots, Pans, etc.)	X	
Replacement of Non-Expendable Equipment		X
Products and Public Liability Insurance	X	
Cost of Repairing Equipment	X	
Uniforms	X	
Local Travel (Intra-District and Banking Reimbursement)	X	
Vehicle	X	

Schedule A to be completed as part of the RFP by the SFA

SUPPLIES	FSMC	SFA
Detergent and Cleaning Supplies	X	
Paper Supplies	X	
Menu Paper and Printing	X	
Postage	X	
Taxes/Licenses		X
Pest Control		X
Utilities		X

CLEANING	FSMC	SFA
Ceiling, Light Fixtures and Fans		X
Dishwashing	X	
Equipment	X	
Hoods	X	
Floors		X
Rest Rooms		X
Vent from Hoods to Outside		X
Walls		X
Kitchen/Serving Area Equipment		X
Cafeteria/Serving Area Equipment		X
Dining Area/Tables and Chairs		X

Schedule B – Procurement Specifications

Schedule B to be completed as part of the RFP by the SFA
**The minimum requirement as specified below are USDA foods minimum specifications*

PRODUCT	**MINIMUM REQUIREMENTS**
Dairy Products	Grade A
Meat	USDA Grade Choice
Fish	U.S. Government Inspected
Poultry	USDA Grade A
Canned Fruits & Vegetables	U.S. Grade A Choice
Fresh Fruits & Vegetables	U.S. No. 1 Grade
Frozen Fruit & Vegetables	USDA Grade A
Bread	Packaged bread and buns to be manufacturer dated for freshness
Milk	Grade A
Ice Cream	Grade A
SFA Defined Products:	SFA Defined Minimum Requirement:

Schedule C – Price List (2024– 2025)

Schedule C to be completed as part of the RFP by the SFA and must be used in conjunction with Schedule E.

SCHEDULE C - PRICE LIST				
SCHOOL	*STUDENTS*	*ADULTS*		
	MILK	*BREAKFAST*	*LUNCH*	*MILK*
ELEMENTARY SCHOOLS	Price: 0.60	Price: 4.70	Price: 4.70	Price: 0.60
MIDDLE SCHOOLS	Price: 0.60	Price: 4.70	Price: 4.70	Price: 0.60
HIGH SCHOOLS	Price: 0.60	Price: 4.70	Price: 4.70	Price: 0.60

Schedule D – Reimbursement Rates **Rates as of 7/1/2024**

The rates provided are inclusive of the additional state supplemental funding provided for all NSLP schools in Massachusetts as part of the legislative action requiring National School Lunch Program lunches and School Breakfast Program breakfasts be offered at no cost. Schedule D is included as part of the RFP and must be used in conjunction with Schedule E.

1. National School Lunch Program

	Regular Rates	Severe Need Rates*
Free	4.48	4.50

*In districts participating in the National School Lunch Program with 60 percent or greater free and reduced participation during the second prior year.

2. School Breakfast Program

	Regular Rates	Severe Need Rates*
Free	2.37	2.84

*Severe Need Rates are available to schools where, in the second prior year,40 percent or more of the students received lunches free or at a reduced price.

3. After-School Snack Program

Rates	
Paid	.11
Reduced	.60
Free	1.21

4. Nine Cents Certification: $0.09

   This district is eight-cent certified

5. Effective USDA Foods Rate: $.3650

Schedule E – Financial Schedule

***Please note: This form must be completed by the FSMC and submitted separately in the sealed Price Proposal Envelope.**

Projected Revenue

Cafeteria Sales: (Lunch)

Student Paid Meals:				
	_____Elementary Schools	@$_____	=	$_____
	_____Middle Schools	@$_____	=	$_____
	_____High Schools	@$_____	=	$_____
Student Reduced Price:	_____District-wide	@$_____	=	$_____
Student a la Carte:		@$_____	=	$_____
Adult Lunches:		@$_____	=	$_____
Adult a la Carte:		@$_____	=	$_____

Cafeteria Sales: (Breakfast)

Student Paid Meals:				
	_____Elementary Schools	@$_____	=	$_____
	_____Middle Schools	@$_____	=	$_____
	_____High Schools	@$_____	=	$_____
Student Reduced Price:	_____District-wide	@$_____	=	$_____

Special Functions:		
Bank Interest		$_____
Other Income		$_____
Other Income		$_____
Subtotal Sales		$_____ (A)

Anticipated Reimbursement Federal & State (Lunch)				
	_____District-wide Paid Meals	@$_____	=	$_____
	_____Reduced Price	@$_____	=	$_____
	_____Free	@$_____	=	$_____
		Subtotal Lunch Reimbursement		$_____ (B)
Anticipated Reimbursement Federal & State (Breakfast)				
	_____District-wide Paid Meals	@$_____	=	$_____
	_____Reduced Price	@$_____	=	$_____
	_____Free	@$_____	=	$_____
		Subtotal Breakfast Reimbursement		$_____ (C)
Anticipated Reimbursement Federal (SFSP)				
	_____Breakfast	@$_____	=	$_____
	_____Lunch and Supper	@$_____	=	$_____
	_____Snack	@$_____	=	$_____
		Subtotal SFSP	=	$_____ (D)

	Total Income (A+B+C+D)	$_____

Projected Expenses				
Food				
Student Lunches	_____Meals	@$_____	=	$_____
Student Breakfasts	_____Meals	@$_____	=	$_____
Adult Lunches	_____Meals	@$_____	=	$_____
Employee Lunches	_____Meals	@$_____	=	$_____
Districtwide a la Carte				$_____
Special Functions				$_____
USDA Processing Charges				$_____
USDA Donated Foods Value				$_____
			Net Food Cost	$_____ (E)

Labor	
Hourly Wages: (Employee schedules, work hours and rates of pay must be attached)	
Administration/Clerical	$_____
Food Service Workers	$_____
Other: _____	$_____
Other: _____	$_____
Salaries: (Employee schedules, work hours and rates of pay must be attached)	
Management	$_____
Other: _____	$_____
Other Payroll Costs	
Employee Fringe Benefits	$_____
Other Expenditures	
Auto Allowance	$_____
Cafeteria Supplies (paper, cleaning, etc.)	$_____
Commodity Delivery	$_____
General Support and Administrative Expense	$_____
Depreciation	$_____
Equipment Rental	$_____
Insurance	$_____
Menu/Ticket Printing	$_____
Office Supplies	$_____
Performance Bond	$_____
Promotions	$_____
Replacements	$_____
Stationary/Postage	$_____
Telephone	$_____
Uniforms/Laundry	$_____
Manuals	$_____
Miscellaneous	$_____

Other	$_____
Total Labor and Other Expenses	$_____ (F)

***Management Fee**				
Monthly Flat Rate				$_____
OR				
Cents per Meal (Complete Calculation Below)				
*Student Annualized Meals		@$_____	=	$_____
			Total Management Fee	$_____(G)

Total Number of Reimbursable Meals	
Expense Total	$_____ (E+F+G)
Profit/Loss (SUBSIDY)	$_____
*Student Annualized Meals = the number of reimbursable meals + (the $ amount of adult and a la carte sales) divided by (the current free lunch reimbursement rate + the per meal commodity [USDA Foods] reimbursement).	
**In accordance with Section 12.10 E of this RFP the Meal Equivalency Rate used in the Contract shall be adjusted annually and must be set no lower than the current free lunch reimbursement rate plus the commodity (USDA Foods) reimbursement rate.	
**Annualized a la Carte	
Meal Equivalent = The total $ value of a la carte and adult meals divided by the current free lunch reimbursement rate + per meal commodity foods reimbursement = $_____	

Schedule F – Food Service Management Company (FSMC) Fee

***Please note: This form must be completed by the FSMC and submitted separately in the sealed Price Proposal Envelope.**

Fee Components

The FSMC's fees must be inclusive of all general and administrative fees, as well as profit, and in compliance with USDA rules and regulations.

In addition to the above requirements and any other requirements included in the Agreement, the following costs MAY NOT be included in any other expense charged to the SFA other than as indicated in the chart under paragraph 2 herein.

1. Menu development specific to the operation
2. Management meetings, and/or management development program specific to the operation
3. Nutrition education materials and program expense
4. Facilities layout and design services specific to the operation
5. Cost of developing training or procedures manuals
6. Food service control forms and supplies
7. Materials for food service promotions
8. All purchasing services
9. Education provided through classroom programs, parent/teacher meetings and school food service advisory committee meetings
10. All accounting and bookkeeping
11. All payroll reporting, recording and documentation including the issuance of weekly payroll checks for food service management company employees
12. Supply of all administrative, dietetic, nutritional, sanitation and personnel advice
13. Visitation/coverage by corporate chef during school food service promotions
14. Visitation/coverage by a principal or other executive of the food service management company 15. Other Fees not outlined by this RFP that are included in the fee must be delineated and listed below:

Fee Structure: Please mark the table below with an X for the components that make up the Administrative Fee/Management Fee or are to be directly billed to the SFA from the items listed above. Labor and food production costs are covered later in this section.

Administrative Fee: The FSMC shall charge the SFA [CHECK ONE AND INSERT $]

◯ a fee of $_____ per month for _____ months during each year of the contract. The fee represents the FSMC overhead expenses listed below

OR

◯ a fee of $_____ per meal/meal equivalent. Meal equivalents shall be determined by:

- 1 lunch or supper = 1 meal equivalent
- 3 breakfasts = 2 meal equivalents
- 3 snacks = 1 meal equivalent
- Nonprogram food sales = The total $ value of nonprogram sales divided by the current free lunch reimbursement rate + per meal commodity foods reimbursement

The fee represents the FSMC overhead expenses listed below.

AND/OR

Management Fee: The FSMC shall charge the SFA [CHECK ONE AND INSERT $]

◯ a fee of $_____ per month for _____ months during each year of the contract. The fee represents the FSMC Profit

OR

◯ a fee of $_____ per meal/meal equivalent. Meal equivalents shall be determined by:

- 1 lunch or supper = 1 meal equivalent
- 3 breakfasts = 2 meal equivalents
- 3 snacks = 1 meal equivalent
- Nonprogram food sales = The total $ value of nonprogram sales divided by the current free lunch reimbursement rate + per meal commodity foods reimbursement

The fee represents the FSMC Profit.

Management and/or Administrative Fee Proposal: _____, food service management company
(hereinafter referred to as the FSMC), agrees to operate the school food service program of the SFA TBD, a federal Child Nutrition Program School Food Authority (hereinafter referred to as the SFA) as described in the SFA's Request for Proposal (RFP) specifications for the 2024 - 2025 school year and for renewal years.

Renewal Year 1: 07/01/2026 to 06/30/2027

Renewal Year 2: 07/01/2027 to 06/30/2028

Renewal Year 3: 07/01/2028 to 06/30/2029

Renewal Year 4: 07/01/2029 to 06/30/2030

This is subject to subsequent negotiated one-year extensions of the agreement. Notwithstanding any contrary understanding or interpretation, the term of this agreement shall be one year, as required by USDA. This agreement may be renewed for one-year terms for up to four(4) additional years.

Fee Adjustments: Upon mutual written agreement of the SFA and the FSMC, the Management Fee and Administrative Fee may be adjusted annually. Such adjustment shall be by no more than the percentage of change in the Consumer Price Index ("CPI") for all Urban Consumers (CPI-U U.S. city average), Northeast Region, Food Away from Home for the preceding year (April – March). Upon acceptance by the SFA, such increase in fees shall be incorporated into any renewal of this contract.

***Please note: This form must be completed by the FSMC and submitted separately in the sealed Price Proposal Envelope.**

Guaranteed Return: The SFA and the FSMC shall work together to ensure a financially sound and well run food service operation. For the term of the contract, including renewal years the FSMC shall guarantee that the food service program will achieve financial: (*select one option)*

- ○ Breakeven: defined as "generated program revenues will be sufficient to cover all actual and direct operating costs incurred.
- ○ Surplus: defined as "generated program revenues will exceed all actual and direct operating costs incurred. Dollar Value: _____
- ○ Deficit: defined as "generated program revenues will not be sufficient to cover all actual and direct operating costs incurred. Dollar Value: _____

Actual and direct operating costs are as described in paragraphs 12.10A - E above.

If the annual financial return for the Food Service Program falls short of the FSMC's guaranteed minimum amount, the FSMC shall pay the difference to the SFA.

Exhibit M – Scoring Committee Results Chart and Criteria Ratings Conversion Charts Example

***Please Note: This example is based upon a Scoring Committee with three members. If your scoring committee has a different number of members, Individual Criteria Rating/Values and Overall Rating Ranges must be adjusted.**

Committee Results Chart - Vendor Name:

Criteria	Committee Member 1	Committee Member 2	Committee Member 3	Committee Member	Total	Overall Rating*
General Experience						
Reference Satisfaction						
Operations						
Relative Experience (FSD)						
Menus						
Marketing/Merchandising						
Financial Stability						
Employee Training						
Student Participation						
				Total Overall	**Rating**	

Criteria	
Highly Advantageous - HA	
Advantageous - A	
Not Advantageous - NA	
Unacceptable - U	

See **Criteria Ratings Conversions Chart to determine **Overall Rating***

Criteria Ratings Conversion Chart

Criteria Rating	Value	Individual Criteria Rating/Value
Highly Advantageous	4	12 – 11 points
Advantageous	3	10 – 8 points
Not Advantageous	2	7 – 5 points
Unacceptable	1	4 – 3 points

**Each committee member criteria score will be converted into a point value*

**Point values for all committee members will be combined to identify an overall score for a particular criterion for a given vendor*

Exhibit M – Scoring Committee Results Chart and Criteria Ratings Conversion Charts

Overall Ratings Ranges Chart

Criteria Rating	Overall Rating Ranges	Vendor Names
Highly Advantageous*	36 - 32	
Advantageous	31 – 23	
Not Advantageous	22 – 14	
Unacceptable	13 – 0	

**Only Overall Ratings of Highly Advantageous move forward to the Price Evaluation Stage. If there are no vendors rated Highly Advantageous, the LEA reserves the right to move Advantageous vendors to the price (Guaranteed Return) evaluation stage.*

Overall Ratings Ranges Chart

Vendor Names	Criteria Points*	Guaranteed Return - Highest* (1st) to Lowest (4th)

**Ties on the Guaranteed Return are broken by the highest Criteria Points*

**Ties on both Guaranteed Return and Criteria Points are broken by lowest Management Fee*

****If the Guaranteed Return is Unacceptable for these vendors, the LEA reserves the right to go to the Advantageous vendor(s)***

EXHIBIT N

Non-Collusion Statement, Tax Compliance Certification, Certificate of Independent Price Determination, Certification of Clean Air and Water, Energy Policy and Conservation Act, Certification Regarding Debarment, Foreign Corporation Certificate of Registration, Certification Regarding Lobbying, Disclosure of Lobbying

Non-Collusion Affidavit
Food Service Program

By submission of this proposal, the FSMC certifies that:

a. This proposal has been independently arrived at without collusion with any other proposer, competitor, potential proposer or potential competitor.

b. This proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of the proposals for the work to be performed or the goods to be sold, to any other proposer, competitor, potential proposer or potential competitor.

c. No attempt has been made, or will be made, to induce any other person to submit or not to submit a proposal. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

d. The person signing this proposal certifies that he/she has fully informed himself/herself regarding the accuracy of the statements contained in this certification, and under penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder, as well as the person signing in his/her behalf.

e. That below is a certified copy of the resolution authorizing the execution of the certificate by the signatory of this proposal on behalf of the corporate proposer.

Signature of the person authorized to submit this proposal

Typed or printed name of signatory and title

Date

Resolve that _____ be authorized to sign and submit the proposal of this corporation _____ for the
Food Service Management Program at the TBD.

Tax Compliance Certification

Pursuant to M.G.L. c. 62C §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

State tax paid to _____ using Federal ID or SS# _____

_____
Company or Corporation

Dated: _____ _____
Authorized Official's Signature

Certificate of Independent Price Determination

Both the school food authority and the Food Service Management Company (FSMC)(offeror) shall execute this Certificate of Independent Price Determination.

	TBD
Name of FSMC	Name of School Food Authority

(A) By submission of this offer, the offeror certifies that in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

(1) The prices in this offer have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening in the case of an advertised procurement, or prior to award in the case of a negotiated procurement, directly to any other offeror or to any competitor; and

(3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit an offer for the purpose of restricting competition.

(B) Each person signing this offer on behalf of the Food Service Management FSMC certifies that:

(1) He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to A.1. through A.3. above; or

(2) He or she is not the person in the offeror's organization responsible with the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to A.1.through A.3. above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to A.1. through A.3. above.

To the best of my knowledge, this food service management company (FSMC), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described on the attached sheet (if applicable).

Name of FSMC	Title and Signature of FSMC Authorized Representative	Date

In accepting this offer, the sponsor certifies that no representative of the sponsor has taken any action which may have jeopardized the independence of the offer referred to above.

TBD		
Name of SFA	Title and Signature of SFA Authorized Representative	Date

Clean Air and Water Certificate

Applicable if the contract exceeds $100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed $100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8(c)(1) or the Federal Water Pollution Control Act 33 1319(d) and is listed by EPA or the contract is not otherwise exempt. Both the School Food Authority (SFA) and Food Service Management Company (FSMC)(offeror) shall execute this Certificate.

NAME OF FOOD SERVICE MANAGEMENT COMPANY:
NAME OF SCHOOL FOOD AUTHORITY: TBD

THE FOOD SERVICE MANAGEMENT COMPANY AGREES AS FOLLOWS:

A. To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq. as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract.
B. That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.
C. To use his/her best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.
D. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.
E. THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:
    a. The term “Air Act” means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604)
    b. The term “Water Act” means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).
    c. The term “Clean Air Standards” means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d), an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively, of the Air Act (42 U.S.C. 1857c-6(c) or (d), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).
    d. The term “Clean Air Standards” means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).
    e. The term “Compliance” means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.
    f. The term “facility” means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased or supervised by the FSMC.

_____	_____	_____
Signature of Food Service Management Company’s Authorized Representative	Title	Date
_____	_____	_____
Signature of School Food Authority’s Authorized Representative	Title	Date

Energy Policy and Conservation Act

The Food Service Management Company (FSMC) and the School Food Authority (SFA) agree to comply with the Energy Policy and Conservation Act (P.L 94-163) as amended through P.L. 114-255 (enacted December 13, 2016) for the duration of the contract year. An addendum agreeing to comply with this policy and act must be renewed with each renewal amendment.

	TBD
FSMC	SFA
Authorized Signature	Authorized Signature
Title	Title
Date	Date

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

SFAs are required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules found at 2CFR 200.214 by doing any one of the following:

- Checking the Excluded Parties List found at the System for Award Management www.SAM.gov;
- Collecting a certification that the entity is neither excluded nor disqualified. Since a Federal certification form is no longer available, the grantee or sub-grantee electing this method must devise its own;
- Including a clause to this effect in the sub-grant agreement and in any procurement contract expected to equal or exceed $25,000, awarded by the grantee or a sub-grantee under its grant or sub-grant;
- Sub-grantee and contractors must obtain a DUNS Number. All Federal Government awards are required to have a DUNS number. To obtain a DUNS number, contact Dun and Bradstreet at 1-866-705-5711 or visit their website at https://eupdate.dnb.com/requestoptions.asp. There is no charge for a DUNS number. The DUNS number serves as a means of tracking and identifying applications for Federal assistance and is required on all applications for Federal assistance.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension. 2CFR

200.214 Suspension and Debarment. The regulations were published as Part III of the December 26, 2013, Federal Register (pages 78590-78691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant in unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name
PR/Award Number or Project Name

Name and Title(s) of Authorized Representative(s)

Signature(s)

_____
Date

Foreign Corporation Certificate of Registration

(M.G.L. chapter 156D, Section 15.03; 950 CMR 113.48)

Foreign Corporation Certificate of Registration

Certification Regarding Lobbying

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding $100,000 in Federal Funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to tile the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding $100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Organization Name

Address

Name of Submitting Official

Title of Submitting Official

Signature

Date

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (see reverse for public burden disclosure) Approved by OMB 0348-0046

1. Type of Federal Action: ☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. Status of Federal Action: ☐ a. bid/offer/application ☐ b. initial award ☐ c. post-award	3. Report Type: ☐ a. initial filing ☐ b. material change **For material change only:** Year _____ quarter_____ Date of last report: _____

4. Name and Address of Reporting Entity:
____ Prime _____Sub-awardee Tier _____, if known:
Name: _____
Street 1: _____ Street 2: _____
City: _____ State: _____ Zip Code: _____
Congressional District, if known: _____

5. If Reporting Entity in No. 4 is Sub-awardee, Enter Name and Address of Prime:
Name: _____
Street 1: _____ Street 2: _____
City: _____ State: _____ Zip Code: _____
Congressional District, if known: _____

6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, *if applicable*: _____
8. Federal Action Number, if known:	9. Award Amount, if known: $ _____

10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI);
Prefix: _____ Last Name: _____ First Name: _____ MI: _____
Company Name: _____
Street 1: _____ Street 2: _____
City: _____ State: _____ Zip code: _____

10. b. Individuals Performing Services (including address if different from No. 10a) last name, first name, MI):
Prefix: _____ Last Name: _____ First Name: _____ MI: _____
Company Name: _____
Street 1: _____ Street 2: _____
City: _____ State: _____ Zip code: _____

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____
Federal Use Only	Authorized for Local Reproduction Standard Form – LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the sub awardee, e.g., the first subaward of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub awardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, Unites States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
    a. Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

The certifying official shall sign and date the form, print his/her name, title, and telephone number

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Schools/Enrollments/Attendance Factor/Free-REduced %/Serving Times/ CNP's						
		Enrollment	Attendance Factor	F&R %	Serving Times	CNP's
Algonquin Regional High School						
	79 Bartlett Street, Northborough, MA 01532	1198	94%	14%	11:05, 11:35, 12:05	NSLP/School Bfast
Nboro						
Lincoln Street Elementary School	76 Lincoln Street, Northborough, MA 01532	273	91%	19%	11:45, 12:25	NSLP/School Bfast
Melican Middle School	134 Lincoln Street, Northborough, MA 01532	548	94%	22%	10:44, 11:28, 12:12	NSLP/School Bfast
Peaslee Elementary School	31 Maple Street, Northborough, MA 01532	269	92%	22%	11:15, 12:10	NSLP/School Bfast
Proctor Elementary School	26 Jefferson Road, Northborough, MA 01532	251	90%	30%	11:00, 11:40, 12:20	NSLP/School Bfast
Zeh Elementary School	33 Howard Street, Northborough, MA 01532	254	91%	19%	11:25, 12:00, 12:40	NSLP/School Bfast
Sboro						
Finn Elementary School	60 Richards Road, Southborough, MA 01772	357	91%	13%	11:00, 11:45, 12:30	NSLP/School Bfast
Woodward Elementary School	28 Cordaville Road, Southborough, MA 01772	289	92%	8%	11:45, 12:30	NSLP/School Bfast
Neary Elementary School	53 Parkerville Road, Southborough, MA 01772	278	95%	8%	12:00, 12:45	NSLP/School Bfast
Trottier Middle School	49 Parkerville Road, Southborough, MA 01772	407	95%	9%	10:29, 11:18, 12:07	NSLP/School Bfast

Criteria: Program: School Lunch and Breakfast; Sponsor: 14-213 Northborough School Committee; Transaction Dates: JUL-2023 through DEC-2024; Report Detail: All Details; Sort By: Agre											
Agm #	Sponsor Name	Transaction	Transaction	Transaction Type	Pmt Date	Fed Lun	Fed Brk	Fed Snk	State Lun	State Brk	
14-213	Northborough School Committee	AUG	2023	Claim 1 Rev 0	9/28/2023	1,118.03	29.84	0	48.55	0.58	
14-213	Northborough School Committee	AUG	2023	Invoice 373510	9/28/2023	-119	0	0	0	0	
14-213	Northborough School Committee	AUG	2023	Invoice 373910	9/28/2023	-30.6	0	0	0	0	
14-213	Northborough School Committee	AUG	2023	Invoice 374105	9/28/2023	-27.2	0	0	0	0	
14-213	Northborough School Committee	AUG	2023	Manual Adjustment 12063	9/28/2023	0	0	0	3,113.95	0	
14-213	Northborough School Committee	SEP	2023	Claim 1 Rev 0	11/7/2023	22,417.64	1,756.92	0	995.15	0	
14-213	Northborough School Committee	SEP	2023	Invoice 374410	9/28/2023	-57.8	0	0	0	0	
14-213	Northborough School Committee	SEP	2023	Invoice 374797	9/28/2023	-85	0	0	0	0	
14-213	Northborough School Committee	SEP	2023	Invoice 375107	9/28/2023	-54.4	0	0	0	0	
14-213	Northborough School Committee	SEP	2023	Manual Adjustment 12505	11/7/2023	0	0	0	66,808.40	0	
14-213	Northborough School Committee	SEP	2023	Invoice 375496	11/7/2023	-40.8	0	0	0	0	
14-213	Northborough School Committee	OCT	2023	Claim 1 Rev 0	11/30/2023	26,239.37	3,431.69	0	1,138.70	0	
14-213	Northborough School Committee	OCT	2023	Invoice 375952	11/7/2023	-78.2	0	0	0	0	
14-213	Northborough School Committee	OCT	2023	Invoice 376996	11/7/2023	-146.2	0	0	0	0	
14-213	Northborough School Committee	OCT	2023	Invoice 376350	11/7/2023	-98.6	0	0	0	0	
14-213	Northborough School Committee	OCT	2023	Invoice 377435	11/7/2023	-88.4	0	0	0	0	
14-213	Northborough School Committee	OCT	2023	Manual Adjustment 12862	11/30/2023	0	0	0	78,870.60	0	
14-213	Northborough School Committee	OCT	2023	Manual Adjustment 13608	1/23/2024	299.03	0	0	0	0	
14-213	Northborough School Committee	NOV	2023	Claim 1 Rev 0	12/21/2023	24,064.73	4,471.55	0	966.3	0	
14-213	Northborough School Committee	NOV	2023	Invoice 377735	11/30/2023	-129.2	0	0	0	0	
14-213	Northborough School Committee	NOV	2023	Invoice 378624	11/30/2023	-68	0	0	0	0	
14-213	Northborough School Committee	NOV	2023	Invoice 378248	11/30/2023	-119	0	0	0	0	
14-213	Northborough School Committee	NOV	2023	Manual Adjustment 13308	12/21/2023	0	0	0	67,554.05	0	
14-213	Northborough School Committee	NOV	2023	Invoice 379331	12/21/2023	-136	0	0	0	0	
14-213	Northborough School Committee	DEC	2023	Claim 1 Rev 0	1/9/2024	21,860.52	3,579.32	0	834.95	0	
14-213	Northborough School Committee	DEC	2023	Manual Adjustment 13527	1/9/2024	0	0	0	56,281.55	0	
14-213	Northborough School Committee	DEC	2023	Invoice 380093	1/9/2024	-119	0	0	0	0	
14-213	Northborough School Committee	DEC	2023	Invoice 379727	12/21/2023	-105.4	0	0	0	0	
14-213	Northborough School Committee	DEC	2023	Manual Adjustment 15154	3/14/2024	355.41	0	0	0	0	
14-213	Northborough School Committee	DEC	2023	Invoice 380790	2/22/2024	-142.8	0	0	0	0	
14-213	Northborough School Committee	JAN	2024	Claim 1 Rev 0	2/22/2024	29,439.40	5,555.32	0	1,154.00	0	
14-213	Northborough School Committee	JAN	2024	Invoice 382911	2/22/2024	-210.8	0	0	0	0	
14-213	Northborough School Committee	JAN	2024	Invoice 381401	2/22/2024	-112.2	0	0	0	0	

14-213	Northborough School Committee	JAN	2024	Invoice 381055	2/22/2024	-85	0	0	0	0	
14-213	Northborough School Committee	JAN	2024	Invoice 382515	2/22/2024	-146.2	0	0	0	0	
14-213	Northborough School Committee	JAN	2024	Manual Adjustment 14710	2/22/2024	0	0	0	79,881.95	0	
14-213	Northborough School Committee	JAN	2024	Manual Adjustment 15635	4/18/2024	353.59	0	0	0	0	
14-213	Northborough School Committee	FEB	2024	Claim 1 Rev 0	3/14/2024	22,120.51	4,503.48	0	832.35	0	
14-213	Northborough School Committee	FEB	2024	Manual Adjustment 15077	3/14/2024	0	0	0	57,394.55	0	
14-213	Northborough School Committee	FEB	2024	Manual Adjustment 14265	2/6/2024	43,790.63	0	0	0	0	
14-213	Northborough School Committee	FEB	2024	Invoice 383863	3/14/2024	-61.2	0	0	0	0	
14-213	Northborough School Committee	FEB	2024	Invoice 383426	2/22/2024	-71.4	0	0	0	0	
14-213	Northborough School Committee	FEB	2024	Invoice 384883	5/9/2024	-47.6	0	0	0	0	
14-213	Northborough School Committee	MAR	2024	Claim 1 Rev 0	5/9/2024	26,414.68	5,338.73	0	1,008.30	0	
14-213	Northborough School Committee	MAR	2024	Invoice 385247	5/9/2024	-95.2	0	0	0	0	
14-213	Northborough School Committee	MAR	2024	Invoice 386002	5/9/2024	-142.8	0	0	0	0	
14-213	Northborough School Committee	MAR	2024	Manual Adjustment 15923	5/9/2024	0	0	0	69,801.45	0	
14-213	Northborough School Committee	MAR	2024	Invoice 385669	5/9/2024	-193.8	0	0	0	0	
14-213	Northborough School Committee	MAR	2024	Invoice 386363	5/9/2024	-10.2	0	0	0	0	
14-213	Northborough School Committee	MAR	2024	Manual Adjustment 16523	6/13/2024	161.55	0	0	0	0	
14-213	Northborough School Committee	APR	2024	Claim 1 Rev 0	5/9/2024	24,654.28	4,241.41	0	941.05	0	
14-213	Northborough School Committee	APR	2024	Invoice 387276	5/9/2024	-61.2	0	0	0	0	
14-213	Northborough School Committee	APR	2024	Invoice 387335	5/9/2024	-68	0	0	0	0	
14-213	Northborough School Committee	APR	2024	Invoice 387009	5/9/2024	-112.2	0	0	0	0	
14-213	Northborough School Committee	APR	2024	Manual Adjustment 16077	5/9/2024	0	0	0	64,014.60	0	
14-213	Northborough School Committee	APR	2024	Invoice 387689	5/9/2024	-102	0	0	0	0	
14-213	Northborough School Committee	MAY	2024	Claim 1 Rev 0	6/20/2024	31,640.99	5,840.02	0	1,222.65	0	
14-213	Northborough School Committee	MAY	2024	Invoice 389012	6/20/2024	-40.8	0	0	0	0	
14-213	Northborough School Committee	MAY	2024	Invoice 388418	6/20/2024	-54.4	0	0	0	0	
14-213	Northborough School Committee	MAY	2024	Invoice 388155	6/20/2024	-68	0	0	0	0	
14-213	Northborough School Committee	MAY	2024	Invoice 388638	6/20/2024	-71.4	0	0	0	0	
14-213	Northborough School Committee	MAY	2024	Invoice 388906	6/20/2024	-64.6	0	0	0	0	
14-213	Northborough School Committee	MAY	2024	Manual Adjustment 16836	6/20/2024	0	0	0	84,148.65	0	
14-213	Northborough School Committee	JUN	2024	Claim 1 Rev 0	6/20/2024	12,132.28	2,373.61	0	455.8	0	
14-213	Northborough School Committee	JUN	2024	Manual Adjustment 17463	8/9/2024	618.29	0	0	0	0	
14-213	Northborough School Committee	JUN	2024	Manual Adjustment 16949	6/20/2024	0	0	0	31,408.05	0	
14-213	Northborough School Committee	AUG	2024	Claim 1 Rev 0	10/3/2024	2,363.12	0	0	92.15	0	

14-213	Northborough School Committee	AUG	2024	Manual Adjustment 17786	8/22/2024	0	0	0	274.82	0	
14-213	Northborough School Committee	AUG	2024	Manual Adjustment 18186	10/3/2024	0	0	0	5,967.24	0	
14-213	Northborough School Committee	AUG	2024	Invoice 390396	10/3/2024	-52.7	0	0	0	0	
14-213	Northborough School Committee	SEP	2024	Claim 1 Rev 0	10/11/2024	25,268.74	3,657.18	0	969.8	0	
14-213	Northborough School Committee	SEP	2024	Invoice 391568	10/11/2024	-35.7	0	0	0	0	
14-213	Northborough School Committee	SEP	2024	Manual Adjustment 18428	10/11/2024	0	0	0	69,404.26	0	
14-213	Northborough School Committee	SEP	2024	Invoice 390866	10/3/2024	-79.9	0	0	0	0	
14-213	Northborough School Committee	SEP	2024	Invoice 391567	10/11/2024	-15.3	0	0	0	0	
14-213	Northborough School Committee	SEP	2024	Invoice 391052	10/3/2024	-13.6	0	0	0	0	
14-213	Northborough School Committee	SEP	2024	Invoice 391566	10/11/2024	-5.1	0	0	0	0	
14-213	Northborough School Committee	OCT	2024	Claim 1 Rev 0	11/7/2024	28,170.82	4,816.32	0	1,087.90	0	
14-213	Northborough School Committee	OCT	2024	Invoice 392591	11/7/2024	-52.7	0	0	0	0	
14-213	Northborough School Committee	OCT	2024	Manual Adjustment 18763	11/7/2024	0	0	0	78,777.96	0	
14-213	Northborough School Committee	OCT	2024	Invoice 392581	11/7/2024	-28.9	0	0	0	0	
14-213	Northborough School Committee	OCT	2024	Invoice 393510	1/9/2025	-74.8	0	0	0	0	
14-213	Northborough School Committee	OCT	2024	Invoice 393508	1/9/2025	-56.1	0	0	0	0	
14-213	Northborough School Committee	NOV	2024	Claim 1 Rev 0	1/9/2025	20,406.68	4,520.25	0	751.35	0	
14-213	Northborough School Committee	NOV	2024	Invoice 394102	1/9/2025	-107.1	0	0	0	0	
14-213	Northborough School Committee	NOV	2024	Manual Adjustment 19644	1/9/2025	0	0	0	54,776.38	0	
14-213	Northborough School Committee	DEC	2024	Claim 1 Rev 0	1/9/2025	20,772.66	3,902.19	0	762.7	0	
14-213	Northborough School Committee	DEC	2024	Invoice 395743	1/9/2025	-102	0	0	0	0	
14-213	Northborough School Committee	DEC	2024	Manual Adjustment 19778	1/9/2025	0	0	0	54,570.88	0	
14-213	Northborough School Committee	DEC	2024	Invoice 395738	1/9/2025	-34	0	0	0	0	

PAYMENT_DATE	AMOUNT	TRANSACTION_TYPE	TRANSACTION_DATE	TRANSACTION_DESCRIPTION	CNP_PROGRAM
Northborough-Southborough Regional - 14-213-1					
9/14/2023	-190.4	Invoice	23-Aug	Invoice #374106	School Lunch and Breakfast
9/14/2023	-85	Invoice	23-Sep	Invoice #374411	School Lunch and Breakfast
9/14/2023	-40.8	Invoice	23-Aug	Invoice #373832	School Lunch and Breakfast
9/14/2023	35.75	Claim	23-Aug	Claim 1 Rev 0	School Lunch and Breakfast
9/14/2023	699.59	Claim	23-Aug	Claim 1 Rev 0	School Lunch and Breakfast
9/14/2023	2494.4	Manual Adjustment	23-Aug	Manual Adjustment-School Lunch and Breakfast State Offset	School Lunch and Breakfast
10/12/2023	-122.4	Invoice	23-Oct	Invoice #375968	School Lunch and Breakfast
10/12/2023	-78.2	Invoice	23-Sep	Invoice #374798	School Lunch and Breakfast
10/12/2023	-74.8	Invoice	23-Sep	Invoice #375108	School Lunch and Breakfast
10/12/2023	735.8	Claim	23-Sep	Claim 1 Rev 0	School Lunch and Breakfast
10/12/2023	16671.98	Claim	23-Sep	Claim 1 Rev 0	School Lunch and Breakfast
10/17/2023	53432.3	Manual Adjustment	23-Sep	Manual Adjustment-School Lunch and Breakfast State Offset	School Lunch and Breakfast
11/7/2023	-132.6	Invoice	23-Nov	Invoice #377736	School Lunch and Breakfast
11/7/2023	-119	Invoice	23-Oct	Invoice #377410	School Lunch and Breakfast
11/7/2023	-74.8	Invoice	23-Oct	Invoice #376997	School Lunch and Breakfast
11/7/2023	-57.8	Invoice	23-Oct	Invoice #376387	School Lunch and Breakfast
11/7/2023	843.45	Claim	23-Oct	Claim 1 Rev 0	School Lunch and Breakfast
11/7/2023	19457.67	Claim	23-Oct	Claim 1 Rev 0	School Lunch and Breakfast
11/7/2023	62408.7	Manual Adjustment	23-Oct	Manual Adjustment-School Lunch and Breakfast State Offset	School Lunch and Breakfast
12/12/2023	-95.2	Invoice	23-Dec	Invoice #379728	School Lunch and Breakfast
12/12/2023	-78.2	Invoice	23-Nov	Invoice #379341	School Lunch and Breakfast
12/12/2023	-78.2	Invoice	23-Nov	Invoice #378625	School Lunch and Breakfast
12/12/2023	-51	Invoice	23-Nov	Invoice #378249	School Lunch and Breakfast
12/12/2023	762.45	Claim	23-Nov	Claim 1 Rev 0	School Lunch and Breakfast
12/12/2023	18701.11	Claim	23-Nov	Claim 1 Rev 0	School Lunch and Breakfast
12/12/2023	56066.3	Manual Adjustment	23-Nov	Manual Adjustment-School Lunch and Breakfast State Offset	School Lunch and Breakfast
1/9/2024	-149.6	Invoice	23-Dec	Invoice #380094	School Lunch and Breakfast
1/9/2024	-95.2	Invoice	24-Jan	Invoice #381065	School Lunch and Breakfast
1/9/2024	-78.2	Invoice	23-Dec	Invoice #380821	School Lunch and Breakfast
1/9/2024	585.25	Claim	23-Dec	Claim 1 Rev 0	School Lunch and Breakfast
1/9/2024	14693.67	Claim	23-Dec	Claim 1 Rev 0	School Lunch and Breakfast
1/9/2024	42724.1	Manual Adjustment	23-Dec	Manual Adjustment-School Lunch and Breakfast State Offset	School Lunch and Breakfast
2/6/2024	-91.8	Invoice	24-Jan	Invoice #382883	School Lunch and Breakfast

2/6/2024	-85	Invoice	24-Jan	Invoice #381750	School Lunch and Breakfast
2/6/2024	-68	Invoice	24-Jan	Invoice #381402	School Lunch and Breakfast
2/6/2024	-64.6	Invoice	24-Jan	Invoice #382551	School Lunch and Breakfast
2/6/2024	671.65	Claim	24-Jan	Claim 1 Rev 0	School Lunch and Breakfast
2/6/2024	16577.84	Claim	24-Jan	Claim 1 Rev 0	School Lunch and Breakfast
2/6/2024	33256.36	Manual Adjustment	24-Feb	Manual Adjustment-Supply Chain Assistance Funds - Round 4	School Lunch and Breakfast
2/6/2024	49897.65	Manual Adjustment	24-Jan	Manual Adjustment-School Lunch and Breakfast State Offset	School Lunch and Breakfast
3/7/2024	-122.4	Invoice	24-Feb	Invoice #383864	School Lunch and Breakfast
3/7/2024	-102	Invoice	24-Feb	Invoice #383441	School Lunch and Breakfast
3/7/2024	578.5	Claim	24-Feb	Claim 1 Rev 0	School Lunch and Breakfast
3/7/2024	14090.05	Claim	24-Feb	Claim 1 Rev 0	School Lunch and Breakfast
3/7/2024	42414.85	Manual Adjustment	24-Feb	Manual Adjustment-School Lunch and Breakfast State Offset	School Lunch and Breakfast
4/4/2024	-122.4	Invoice	24-Mar	Invoice #385682	School Lunch and Breakfast
4/4/2024	-95.2	Invoice	24-Mar	Invoice #386003	School Lunch and Breakfast
4/4/2024	-68	Invoice	24-Feb	Invoice #384884	School Lunch and Breakfast
4/4/2024	-64.6	Invoice	24-Mar	Invoice #385248	School Lunch and Breakfast
4/4/2024	-54.4	Invoice	24-Feb	Invoice #384885	School Lunch and Breakfast
4/4/2024	724.85	Claim	24-Mar	Claim 1 Rev 0	School Lunch and Breakfast
4/4/2024	17891.92	Claim	24-Mar	Claim 1 Rev 0	School Lunch and Breakfast
4/4/2024	52796.25	Manual Adjustment	24-Mar	Manual Adjustment-School Lunch and Breakfast State Offset	School Lunch and Breakfast
5/9/2024	-153	Invoice	24-Apr	Invoice #386984	School Lunch and Breakfast
5/9/2024	-91.8	Invoice	24-Apr	Invoice #387690	School Lunch and Breakfast
5/9/2024	-68	Invoice	24-Apr	Invoice #387292	School Lunch and Breakfast
5/9/2024	629.7	Claim	24-Apr	Claim 1 Rev 0	School Lunch and Breakfast
5/9/2024	15846.75	Claim	24-Apr	Claim 1 Rev 0	School Lunch and Breakfast
5/9/2024	45858.15	Manual Adjustment	24-Apr	Manual Adjustment-School Lunch and Breakfast State Offset	School Lunch and Breakfast
6/6/2024	-68	Invoice	24-May	Invoice #388394	School Lunch and Breakfast
6/6/2024	744.35	Claim	24-May	Claim 1 Rev 0	School Lunch and Breakfast
6/6/2024	19193.64	Claim	24-May	Claim 1 Rev 0	School Lunch and Breakfast
6/6/2024	54480.55	Manual Adjustment	24-May	Manual Adjustment-School Lunch and Breakfast State Offset	School Lunch and Breakfast
6/20/2024	-319.6	Invoice	24-Jun	Invoice #389950	School Lunch and Breakfast
6/20/2024	138.65	Claim	24-Jun	Claim 1 Rev 0	School Lunch and Breakfast
6/20/2024	4108.06	Claim	24-Jun	Claim 1 Rev 0	School Lunch and Breakfast
6/20/2024	10780.95	Manual Adjustment	24-Jun	Manual Adjustment-School Lunch and Breakfast State Offset	School Lunch and Breakfast

9/19/2024	1,781.13	Claim	24-Aug	Claim 1 Rev 0	School Lunch and Breakfast
9/19/2024	77.3	Claim	24-Aug	Claim 1 Rev 0	School Lunch and Breakfast
8/22/2024	184.7	Manual Adjustment	24-Aug	Manual Adjustment-School Lunch and Breakfast State Offset	School Lunch and Breakfast
9/19/2024	-20.4	Invoice	24-Aug	Invoice 390547	School Lunch and Breakfast
9/19/2024	5,562.29	Manual Adjustment	24-Aug	Manual Adjustment-School Lunch and Breakfast State Offset	School Lunch and Breakfast
9/19/2024	-59.5	Invoice	24-Aug	Invoice 390350	School Lunch and Breakfast
10/11/2024	19,910.27	Claim	24-Sep	Claim 1 Rev 0	School Lunch and Breakfast
10/11/2024	794.2	Claim	24-Sep	Claim 1 Rev 0	School Lunch and Breakfast
10/11/2024	-98.6	Invoice	24-Sep	Invoice 391553	School Lunch and Breakfast
10/11/2024	58,618.58	Manual Adjustment	24-Sep	Manual Adjustment-School Lunch and Breakfast State Offset	School Lunch and Breakfast
10/11/2024	-47.6	Invoice	24-Sep	Invoice 390989	School Lunch and Breakfast
11/7/2024	21,375.70	Claim	24-Oct	Claim 1 Rev 0	School Lunch and Breakfast
11/7/2024	830.6	Claim	24-Oct	Claim 1 Rev 0	School Lunch and Breakfast
11/7/2024	62,811.34	Manual Adjustment	24-Oct	Manual Adjustment-School Lunch and Breakfast State Offset	School Lunch and Breakfast
11/7/2024	-32.3	Invoice	24-Oct	Invoice 392588	School Lunch and Breakfast
11/7/2024	-27.2	Invoice	24-Oct	Invoice 392580	School Lunch and Breakfast
11/7/2024	-115.6	Invoice	24-Oct	Invoice 393507	School Lunch and Breakfast
11/7/2024	-3.4	Invoice	24-Oct	Invoice 393525	School Lunch and Breakfast
12/12/2024	15,296.95	Claim	24-Nov	Claim 1 Rev 0	School Lunch and Breakfast
12/12/2024	580.65	Claim	24-Nov	Claim 1 Rev 0	School Lunch and Breakfast
12/12/2024	44,595.32	Manual Adjustment	24-Nov	Manual Adjustment-School Lunch and Breakfast State Offset	School Lunch and Breakfast
12/12/2024	-62.9	Invoice	24-Nov	Invoice 394104	School Lunch and Breakfast

Criteria: Program: School Lunch and Breakfast; Sponsor: 14-276 Southborough School Committee; Transaction Dates: JUL-2023 through DEC-2024; Report Detail: All Detail											
Agm #	Sponsor Name	Transactic	Transactic	Transaction Type	Pmt Date	Fed Lun	Fed Brk	Fed Snk	State Lun	State Brk	
14-276	Southborough School Committee	AUG	2023	Claim 1 Rev 0	9/28/2023	489.27	0	0	32.2	0	
14-276	Southborough School Committee	AUG	2023	Invoice 373545	9/28/2023	-102	0	0	0	0	
14-276	Southborough School Committee	AUG	2023	Invoice 373951	9/28/2023	-40.8	0	0	0	0	
14-276	Southborough School Committee	AUG	2023	Invoice 374117	9/28/2023	-37.4	0	0	0	0	
14-276	Southborough School Committee	AUG	2023	Manual Adjustment 12065	9/28/2023	0	0	0	2,299.25	0	
14-276	Southborough School Committee	SEP	2023	Claim 1 Rev 0	11/7/2023	11,570.55	1,148.68	0	690	0	
14-276	Southborough School Committee	SEP	2023	Invoice 374436	9/28/2023	-74.8	0	0	0	0	
14-276	Southborough School Committee	SEP	2023	Invoice 374843	9/28/2023	-64.6	0	0	0	0	
14-276	Southborough School Committee	SEP	2023	Invoice 375474	11/7/2023	-27.2	0	0	0	0	
14-276	Southborough School Committee	SEP	2023	Manual Adjustment 12506	11/7/2023	0	0	0	51,494.45	0	
14-276	Southborough School Committee	SEP	2023	Invoice 375155	11/7/2023	-132.6	0	0	0	0	
14-276	Southborough School Committee	OCT	2023	Claim 1 Rev 0	11/30/2023	13,852.97	2,749.26	0	799.7	0	
14-276	Southborough School Committee	OCT	2023	Invoice 376063	11/7/2023	-17	0	0	0	0	
14-276	Southborough School Committee	OCT	2023	Invoice 377012	11/7/2023	-122.4	0	0	0	0	
14-276	Southborough School Committee	OCT	2023	Invoice 377462	11/7/2023	-91.8	0	0	0	0	
14-276	Southborough School Committee	OCT	2023	Invoice 376344	11/7/2023	-105.4	0	0	0	0	
14-276	Southborough School Committee	OCT	2023	Manual Adjustment 12865	11/30/2023	0	0	0	63,281.15	0	
14-276	Southborough School Committee	OCT	2023	Manual Adjustment 13621	1/23/2024	477.68	0	0	0	0	
14-276	Southborough School Committee	NOV	2023	Claim 1 Rev 0	12/21/2023	10,572.93	2,652.82	0	629.55	0	
14-276	Southborough School Committee	NOV	2023	Invoice 377719	11/30/2023	-20.4	0	0	0	0	
14-276	Southborough School Committee	NOV	2023	Invoice 378314	11/30/2023	-112.2	0	0	0	0	
14-276	Southborough School Committee	NOV	2023	Invoice 378675	11/30/2023	-40.8	0	0	0	0	
14-276	Southborough School Committee	NOV	2023	Invoice 379382	12/21/2023	-139.4	0	0	0	0	
14-276	Southborough School Committee	NOV	2023	Manual Adjustment 13310	12/21/2023	0	0	0	51,174.80	0	
14-276	Southborough School Committee	DEC	2023	Claim 1 Rev 0	1/9/2024	9,792.99	1,763.38	0	555.65	0	
14-276	Southborough School Committee	DEC	2023	Manual Adjustment 13533	1/9/2024	0	0	0	42,994.80	0	
14-276	Southborough School Committee	DEC	2023	Invoice 379779	12/21/2023	-156.4	0	0	0	0	
14-276	Southborough School Committee	DEC	2023	Invoice 380107	1/9/2024	-108.8	0	0	0	0	
14-276	Southborough School Committee	DEC	2023	Invoice 380811	2/22/2024	-74.8	0	0	0	0	
14-276	Southborough School Committee	JAN	2024	Claim 1 Rev 0	2/22/2024	13,038.42	2,058.04	0	770.95	0	
14-276	Southborough School Committee	JAN	2024	Invoice 381791	2/22/2024	-78.2	0	0	0	0	

14-276	Southborough School Committee	JAN	2024	Invoice 382593	2/22/2024	-115.6	0	0	0	0	
14-276	Southborough School Committee	JAN	2024	Invoice 381472	2/22/2024	-54.4	0	0	0	0	
14-276	Southborough School Committee	JAN	2024	Invoice 382926	2/22/2024	-102	0	0	0	0	
14-276	Southborough School Committee	JAN	2024	Invoice 381080	2/22/2024	-10.2	0	0	0	0	
14-276	Southborough School Committee	JAN	2024	Manual Adjustment 14711	2/22/2024	0	0	0	58,788.25	0	
14-276	Southborough School Committee	JAN	2024	Manual Adjustment 15650	4/18/2024	144	0	0	0	0	
14-276	Southborough School Committee	FEB	2024	Claim 1 Rev 0	3/14/2024	9,906.33	1,696.08	0	538.8	0	
14-276	Southborough School Committee	FEB	2024	Invoice 383514	2/22/2024	-20.4	0	0	0	0	
14-276	Southborough School Committee	FEB	2024	Invoice 383880	3/14/2024	-102	0	0	0	0	
14-276	Southborough School Committee	FEB	2024	Manual Adjustment 15078	3/14/2024	0	0	0	40,816.95	0	
14-276	Southborough School Committee	FEB	2024	Manual Adjustment 14273	2/6/2024	35,990.08	0	0	0	0	
14-276	Southborough School Committee	MAR	2024	Claim 1 Rev 0	4/11/2024	12,630.11	2,350.90	0	659.85	0	
14-276	Southborough School Committee	MAR	2024	Invoice 385252	4/11/2024	-132.6	0	0	0	0	
14-276	Southborough School Committee	MAR	2024	Invoice 386024	4/11/2024	-156.4	0	0	0	0	
14-276	Southborough School Committee	MAR	2024	Manual Adjustment 15540	4/11/2024	0	0	0	50,187.60	0	
14-276	Southborough School Committee	MAR	2024	Manual Adjustment 16540	6/13/2024	180	0	0	0	0	
14-276	Southborough School Committee	APR	2024	Claim 1 Rev 0	5/16/2024	12,264.95	1,855.28	0	624	0	
14-276	Southborough School Committee	APR	2024	Invoice 386986	5/16/2024	-74.8	0	0	0	0	
14-276	Southborough School Committee	APR	2024	Invoice 387279	5/16/2024	-37.4	0	0	0	0	
14-276	Southborough School Committee	APR	2024	Manual Adjustment 16082	5/9/2024	0	0	0	46,384.25	0	
14-276	Southborough School Committee	MAY	2024	Claim 1 Rev 0	6/20/2024	16,485.63	2,999.74	0	836.05	0	
14-276	Southborough School Committee	MAY	2024	Invoice 388887	6/20/2024	-68	0	0	0	0	
14-276	Southborough School Committee	MAY	2024	Invoice 388651	6/20/2024	-85	0	0	0	0	
14-276	Southborough School Committee	MAY	2024	Manual Adjustment 16837	6/20/2024	0	0	0	63,445.60	0	
14-276	Southborough School Committee	MAY	2024	Invoice 388122	6/20/2024	-132.6	0	0	0	0	
14-276	Southborough School Committee	MAY	2024	Invoice 389001	6/20/2024	-34	0	0	0	0	
14-276	Southborough School Committee	JUN	2024	Claim 1 Rev 0	6/20/2024	6,063.62	1,293.44	0	309.95	0	
14-276	Southborough School Committee	JUN	2024	Invoice 389781	6/20/2024	-30.6	0	0	0	0	
14-276	Southborough School Committee	JUN	2024	Manual Adjustment 17483	8/9/2024	72	0	0	0	0	
14-276	Southborough School Committee	JUN	2024	Manual Adjustment 16952	6/20/2024	0	0	0	23,618.25	0	
14-276	Southborough School Committee	AUG	2024	Claim 1 Rev 0	10/3/2024	1,121.81	40.44	0	67.05	0	
14-276	Southborough School Committee	AUG	2024	Manual Adjustment 17867	8/22/2024	0	0	0	184.59	0	

14-276	Southborough School Committee	AUG	2024	Invoice 390369	10/3/2024	-73.1	0	0	0	0	
14-276	Southborough School Committee	AUG	2024	Manual Adjustment 18188	10/3/2024	0	0	0	5,036.53	0	
14-276	Southborough School Committee	SEP	2024	Claim 1 Rev 0	10/11/2024	13,206.25	2,162.25	0	712.6	0	
14-276	Southborough School Committee	SEP	2024	Invoice 391625	10/11/2024	-23.8	0	0	0	0	
14-276	Southborough School Committee	SEP	2024	Manual Adjustment 18433	10/11/2024	0	0	0	56,921.31	0	
14-276	Southborough School Committee	SEP	2024	Invoice 391682	10/11/2024	-1.7	0	0	0	0	
14-276	Southborough School Committee	SEP	2024	Invoice 390918	10/3/2024	-6.8	0	0	0	0	
14-276	Southborough School Committee	SEP	2024	Invoice 391624	10/11/2024	-23.8	0	0	0	0	
14-276	Southborough School Committee	SEP	2024	Invoice 390860	10/3/2024	-37.4	0	0	0	0	
14-276	Southborough School Committee	OCT	2024	Claim 1 Rev 0	12/27/2024	14,296.24	2,514.21	0	775.75	0	
14-276	Southborough School Committee	OCT	2024	Invoice 392692	12/27/2024	-17	0	0	0	0	
14-276	Southborough School Committee	OCT	2024	Invoice 392694	12/27/2024	-6.8	0	0	0	0	
14-276	Southborough School Committee	OCT	2024	Invoice 392697	12/27/2024	-17	0	0	0	0	
14-276	Southborough School Committee	OCT	2024	Invoice 392693	12/27/2024	-6.8	0	0	0	0	
14-276	Southborough School Committee	OCT	2024	Invoice 393601	12/27/2024	-10.2	0	0	0	0	
14-276	Southborough School Committee	OCT	2024	Invoice 393581	12/27/2024	-5.1	0	0	0	0	
14-276	Southborough School Committee	OCT	2024	Invoice 393598	12/27/2024	-5.1	0	0	0	0	
14-276	Southborough School Committee	OCT	2024	Invoice 392686	12/27/2024	-6.8	0	0	0	0	
14-276	Southborough School Committee	OCT	2024	Invoice 392626	12/27/2024	-30.6	0	0	0	0	
14-276	Southborough School Committee	OCT	2024	Invoice 393597	12/27/2024	-10.2	0	0	0	0	
14-276	Southborough School Committee	OCT	2024	Invoice 393559	12/27/2024	-11.9	0	0	0	0	
14-276	Southborough School Committee	OCT	2024	Invoice 392625	12/27/2024	-13.6	0	0	0	0	
14-276	Southborough School Committee	OCT	2024	Invoice 393583	12/27/2024	-11.9	0	0	0	0	
14-276	Southborough School Committee	OCT	2024	Invoice 393552	12/27/2024	-11.9	0	0	0	0	
14-276	Southborough School Committee	OCT	2024	Manual Adjustment 19363	12/27/2024	0	0	0	62,150.34	0	
14-276	Southborough School Committee	OCT	2024	Invoice 392639	12/27/2024	-13.6	0	0	0	0	
14-276	Southborough School Committee	OCT	2024	Invoice 392624	12/27/2024	-15.3	0	0	0	0	
14-276	Southborough School Committee	OCT	2024	Invoice 393595	12/27/2024	-8.5	0	0	0	0	
14-276	Southborough School Committee	NOV	2024	Claim 1 Rev 0	1/9/2025	9,107.35	2,014.32	0	497.85	0	
14-276	Southborough School Committee	NOV	2024	Invoice 394130	12/27/2024	-10.2	0	0	0	0	
14-276	Southborough School Committee	NOV	2024	Invoice 394713	12/27/2024	-35.7	0	0	0	0	
14-276	Southborough School Committee	NOV	2024	Invoice 394712	12/27/2024	-6.8	0	0	0	0	

14-276	Southborough School Committee	NOV	2024	Invoice 394734	12/27/2024	-6.8	0	0	0	0	
14-276	Southborough School Committee	NOV	2024	Invoice 394146	12/27/2024	-1.7	0	0	0	0	
14-276	Southborough School Committee	NOV	2024	Invoice 394162	12/27/2024	-3.4	0	0	0	0	
14-276	Southborough School Committee	NOV	2024	Invoice 394167	12/27/2024	-6.8	0	0	0	0	
14-276	Southborough School Committee	NOV	2024	Invoice 394735	12/27/2024	-13.6	0	0	0	0	
14-276	Southborough School Committee	NOV	2024	Invoice 394129	12/27/2024	-18.7	0	0	0	0	
14-276	Southborough School Committee	NOV	2024	Invoice 394727	12/27/2024	-13.6	0	0	0	0	
14-276	Southborough School Committee	NOV	2024	Invoice 394157	12/27/2024	-8.5	0	0	0	0	
14-276	Southborough School Committee	NOV	2024	Invoice 394144	12/27/2024	-3.4	0	0	0	0	
14-276	Southborough School Committee	NOV	2024	Manual Adjustment 19645	1/9/2025	0	0	0	40,989.23	0	
14-276	Southborough School Committee	DEC	2024	Invoice 395774	12/27/2024	-11.9	0	0	0	0	
14-276	Southborough School Committee	DEC	2024	Invoice 395773	12/27/2024	-18.7	0	0	0	0	
14-276	Southborough School Committee	DEC	2024	Invoice 395816	12/27/2024	-11.9	0	0	0	0	
14-276	Southborough School Committee	DEC	2024	Invoice 395818	12/27/2024	-25.5	0	0	0	0	

Serving Line Sales Report

Northborough-Southborough Public Schools

Summary

7/1/24 - 12/31/24

School Group	1-All Schools	**Start Date :**	7/1/2024
End Date :	12/31/2024	**Report Type**	Summary
Group By Date	Yes	**Group By School**	Yes
OneSheet	false		

Algonquin Regional High School

Serving Line: All

Number of Serving Days: 75

	Breakfast		Lunch		
Student Sales	**Quantity**	**Amount**	**Quantity**	**Amount**	**Combined**
Free Reimbursable Meals	2242	0.00	7244	0.00	0.00
Reduced Reimbursable Meals	379	0.00	1238	0.00	0.00
Full Paid Reimbursable Meals	9974	0.00	47970	0.00	0.00
Reimbursable Meals Subtotals	12595	0.00	56452	0.00	0.00
A la Carte	403	832.04	36857	47414.10	48246.14
Student Totals		832.04		47414.10	48246.14
Adult Sales					
Meals	13	32.50	1460	3905.70	3938.20
A la Carte	62	62.05	284	274.05	336.10
Adult Subtotals		94.55		4179.75	4274.30
Sales Tax		6.59		293.33	299.92
Total Sales		933.18		51887.18	52820.36
Prepayments Received		**Breakfast**		**Lunch**	**Combined**
Cash Prepayments		724.60		7060.20	7784.80
Check Prepayments		100.00		0.00	100.00
Credit Card Prepayments		0.00		0.00	0.00
Total Prepayments		824.60		7060.20	7884.80

Cash Reconciliation		**Breakfast**		**Lunch**	**Combined**
Total Sales		933.18		51887.18	52820.36
- Accounts Charged		511.69		47200.44	47712.13
- Credit Card		0.00		0.00	0.00
= Cash Sales		421.49		4686.08	5107.57
+ Prepayments Received		824.60		7060.20	7884.80
- Refunds		0.00		0.00	0.00
+ Credit Card		0.00		0.00	0.00
= Machine Balance(System)		1246.09		11746.28	12992.37

- Cash in Drawer(Declared)		1246.09		11731.93	12978.02
- Credit Card(+Prepayments)		0.00		0.00	0.00
DRAWER IS		**EVEN** 0.00		**SHORT** -14.35	**SHORT** -14.35

Cash Counter

Algonquin Regional High School

Breakfast		
Currency	**Quantity**	**Amount**
$100	26	2600.00
$50	0	0.00
$20	27	540.00
$10	6	60.00
$5	26	130.00
$2	0	0.00
$1	68	68.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	96	24.00
$0.10	74	7.40
$0.05	57	2.85
$0.01	75	0.75
Checks		513.09
Breakfast Subtotal:		3946.09
Starting Cash:		-2700.00
Breakfast Total:		1246.09

Lunch		
Currency	**Quantity**	**Amount**
$100	6	600.00
$50	4	200.00
$20	251	5020.00
$10	223	2230.00
$5	2648	13240.00
$2	2	4.00
$1	13037	13037.00
1.00 C	612	612.00
$0.50	0	0.00
$0.25	21633	5408.25
$0.10	20810	2081.00
$0.05	17021	851.05
$0.01	25243	252.43
Checks		796.20
Lunch Subtotal:		44331.93
Starting Cash:		-32600.00
Lunch Total:		11731.93

	Breakfast	Lunch	Amount
Bills	3398.00	34331.00	37729.00
Coins	35.00	9204.73	9239.73
Checks	513.09	796.20	1309.29
Subtotals	3946.09	44331.93	48278.02
Starting Cash	-2700.00	-32600.00	-35300.00
Totals	1246.09	11731.93	12978.02

Finn School

Serving Line: All

Number of Serving Days: 75

	Breakfast		Lunch		
Student Sales	**Quantity**	**Amount**	**Quantity**	**Amount**	**Combined**
Free Reimbursable Meals	462	0.00	1715	0.00	0.00
Reduced Reimbursable Meals	0	0.00	36	0.00	0.00
Full Paid Reimbursable Meals	1735	0.00	9239	0.00	0.00
Reimbursable Meals Subtotals	2197	0.00	10990	0.00	0.00
A la Carte	0	0.00	2192	0.00	0.00
Student Totals		0.00		0.00	0.00
Adult Sales					
Meals	1	0.00	13	0.00	0.00
A la Carte	0	0.00	0	0.00	0.00
Adult Subtotals		0.00		0.00	0.00
Sales Tax		0.00		0.00	0.00
Total Sales		0.00		0.00	0.00
Prepayments Received		**Breakfast**		**Lunch**	**Combined**
Cash Prepayments		0.00		0.00	0.00
Check Prepayments		0.00		0.00	0.00
Credit Card Prepayments		0.00		0.00	0.00
Total Prepayments		0.00		0.00	0.00

Cash Reconciliation		**Breakfast**		**Lunch**	**Combined**
Total Sales		0.00		0.00	0.00
- Accounts Charged		0.00		0.00	0.00
- Credit Card		0.00		0.00	0.00
= Cash Sales		0.00		0.00	0.00
+ Prepayments Received		0.00		0.00	0.00
- Refunds		0.00		0.00	0.00
+ Credit Card		0.00		0.00	0.00
= Machine Balance(System)		0.00		0.00	0.00
- Cash in Drawer(Declared)		0.00		0.00	0.00
- Credit Card(+Prepayments)		0.00		0.00	0.00
DRAWER IS		**EVEN** 0.00		**EVEN** 0.00	**EVEN** 0.00

Cash Counter

Finn School

Breakfast		
Currency	**Quantity**	**Amount**
$100	0	0.00
$50	0	0.00
$20	0	0.00
$10	0	0.00
$5	0	0.00
$2	0	0.00
$1	0	0.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	0	0.00
$0.10	0	0.00
$0.05	0	0.00
$0.01	0	0.00
Checks		0.00
Breakfast Subtotal:		0.00
Starting Cash:		-0.00
Breakfast Total:		0.00

Lunch		
Currency	**Quantity**	**Amount**
$100	0	0.00
$50	0	0.00
$20	0	0.00
$10	0	0.00
$5	75	375.00
$2	0	0.00
$1	0	0.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	0	0.00
$0.10	0	0.00
$0.05	0	0.00
$0.01	0	0.00
Checks		0.00
Lunch Subtotal:		375.00
Starting Cash:		-0.00
Lunch Total:		375.00

	Breakfast	Lunch	Amount
Bills	0.00	375.00	375.00
Coins	0.00	0.00	0.00
Checks	0.00	0.00	0.00
Subtotals	0.00	375.00	375.00
Starting Cash	-0.00	-0.00	-0.00
Totals	0.00	375.00	375.00

Lincoln Street Elementary School

Serving Line: All

Number of Serving Days: 75

	Breakfast		Lunch		
Student Sales	**Quantity**	**Amount**	**Quantity**	**Amount**	**Combined**
Free Reimbursable Meals	408	0.00	1957	0.00	0.00
Reduced Reimbursable Meals	30	0.00	150	0.00	0.00
Full Paid Reimbursable Meals	3608	0.00	10298	0.00	0.00
Reimbursable Meals Subtotals	4046	0.00	12405	0.00	0.00
A la Carte	0	0.00	62	65.30	65.30
Student Totals		0.00		65.30	65.30
Adult Sales					
Meals	0	0.00	1	4.10	4.10
A la Carte	0	0.00	2	9.30	9.30
Adult Subtotals		0.00		13.40	13.40
Sales Tax		0.00		0.66	0.66
Total Sales		0.00		79.36	79.36

Prepayments Received	**Breakfast**	**Lunch**	**Combined**
Cash Prepayments	0.00	20.00	20.00
Check Prepayments	0.00	0.00	0.00
Credit Card Prepayments	0.00	0.00	0.00
Total Prepayments	0.00	20.00	20.00

Cash Reconciliation	**Breakfast**	**Lunch**	**Combined**
Total Sales	0.00	79.36	79.36
- Accounts Charged	0.00	52.86	52.86
- Credit Card	0.00	0.00	0.00
= Cash Sales	0.00	26.50	26.50
+ Prepayments Received	0.00	20.00	20.00
- Refunds	0.00	0.00	0.00
+ Credit Card	0.00	0.00	0.00
= Machine Balance(System)	0.00	46.50	46.50
- Cash in Drawer(Declared)	0.00	46.50	46.50
- Credit Card(+Prepayments)	0.00	0.00	0.00
DRAWER IS	**EVEN** 0.00	**EVEN** 0.00	**EVEN** 0.00

Cash Counter

Lincoln Street Elementary School

Breakfast		
Currency	**Quantity**	**Amount**
$100	0	0.00
$50	0	0.00
$20	1	20.00
$10	69	690.00
$5	69	345.00
$2	0	0.00
$1	276	276.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	276	69.00
$0.10	0	0.00
$0.05	0	0.00
$0.01	0	0.00
Checks		0.00
Breakfast Subtotal:		1400.00
Starting Cash:		-20.00
Breakfast Total:		1380.00

Lunch		
Currency	**Quantity**	**Amount**
$100	0	0.00
$50	0	0.00
$20	1	20.00
$10	10	100.00
$5	13	65.00
$2	0	0.00
$1	52	52.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	31	7.75
$0.10	16	1.60
$0.05	3	0.15
$0.01	0	0.00
Checks		0.00
Lunch Subtotal:		246.50
Starting Cash:		-200.00
Lunch Total:		46.50

	Breakfast	Lunch	Amount
Bills	1331.00	237.00	1568.00
Coins	69.00	9.50	78.50
Checks	0.00	0.00	0.00
Subtotals	1400.00	246.50	1646.50
Starting Cash	-20.00	-200.00	-220.00
Totals	1380.00	46.50	1426.50

Melican Middle School

Serving Line: All

Number of Serving Days: 75

	Breakfast		Lunch		
Student Sales	**Quantity**	**Amount**	**Quantity**	**Amount**	**Combined**
Free Reimbursable Meals	1456	0.00	4977	0.00	0.00
Reduced Reimbursable Meals	183	0.00	684	0.00	0.00
Full Paid Reimbursable Meals	3191	0.00	20766	0.00	0.00
Reimbursable Meals Subtotals	4830	0.00	26427	0.00	0.00
A la Carte	41	48.75	15214	20418.90	20467.65
Student Totals		48.75		20418.90	20467.65
Adult Sales					
Meals	0	0.00	4	16.40	16.40
A la Carte	0	0.00	52	238.65	238.65
Adult Subtotals		0.00		255.05	255.05
Sales Tax		0.00		16.79	16.79
Total Sales		48.75		20690.74	20739.49

Prepayments Received	**Breakfast**	**Lunch**	**Combined**
Cash Prepayments	50.75	4486.06	4536.81
Check Prepayments	0.00	0.00	0.00
Credit Card Prepayments	0.00	0.00	0.00
Total Prepayments	50.75	4486.06	4536.81

Cash Reconciliation	**Breakfast**	**Lunch**	**Combined**
Total Sales	48.75	20690.74	20739.49
- Accounts Charged	47.50	20607.62	20655.12
- Credit Card	0.00	0.00	0.00
= Cash Sales	1.25	83.12	84.37
+ Prepayments Received	50.75	4486.06	4536.81
- Refunds	0.00	7.00	7.00
+ Credit Card	0.00	0.00	0.00
= Machine Balance(System)	52.00	4562.18	4614.18
- Cash in Drawer(Declared)	52.00	4562.18	4614.18
- Credit Card(+Prepayments)	0.00	0.00	0.00
DRAWER IS	**EVEN** 0.00	**EVEN** 0.00	**EVEN** 0.00

Cash Counter

Melican Middle School

Breakfast		
Currency	**Quantity**	**Amount**
$100	0	0.00
$50	1	50.00
$20	0	0.00
$10	0	0.00
$5	16	80.00
$2	1	2.00
$1	70	70.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	0	0.00
$0.10	0	0.00
$0.05	0	0.00
$0.01	0	0.00
Checks		0.00
Breakfast Subtotal:		202.00
Starting Cash:		-150.00
Breakfast Total:		52.00

Lunch		
Currency	**Quantity**	**Amount**
$100	1	100.00
$50	61	3050.00
$20	52	1040.00
$10	66	660.00
$5	153	765.00
$2	2	4.00
$1	2944	2944.00
1.00 C	4	4.00
$0.50	2	1.00
$0.25	169	42.25
$0.10	4	0.40
$0.05	13	0.65
$0.01	88	0.88
Checks		0.00
Lunch Subtotal:		8612.18
Starting Cash:		-4050.00
Lunch Total:		4562.18

	Breakfast	Lunch	Amount
Bills	202.00	8563.00	8765.00
Coins	0.00	49.18	49.18
Checks	0.00	0.00	0.00
Subtotals	202.00	8612.18	8814.18
Starting Cash	-150.00	-4050.00	-4200.00
Totals	52.00	4562.18	4614.18

Neary School

Serving Line: All

Number of Serving Days: 75

	Breakfast		Lunch		
Student Sales	**Quantity**	**Amount**	**Quantity**	**Amount**	**Combined**
Free Reimbursable Meals	216	0.00	865	0.00	0.00
Reduced Reimbursable Meals	18	0.00	73	0.00	0.00
Full Paid Reimbursable Meals	1454	0.00	9197	0.00	0.00
Reimbursable Meals Subtotals	1688	0.00	10135	0.00	0.00
A la Carte	0	0.00	20	6.10	6.10
Student Totals		0.00		6.10	6.10
Adult Sales					
Meals	0	0.00	0	0.00	0.00
A la Carte	0	0.00	0	0.00	0.00
Adult Subtotals		0.00		0.00	0.00
Sales Tax		0.00		0.00	0.00
Total Sales		0.00		6.10	6.10

Prepayments Received	**Breakfast**	**Lunch**	**Combined**
Cash Prepayments	0.00	0.00	0.00
Check Prepayments	0.00	0.00	0.00
Credit Card Prepayments	0.00	0.00	0.00
Total Prepayments	0.00	0.00	0.00

Cash Reconciliation	**Breakfast**	**Lunch**	**Combined**
Total Sales	0.00	6.10	6.10
- Accounts Charged	0.00	6.10	6.10
- Credit Card	0.00	0.00	0.00
= Cash Sales	0.00	0.00	0.00
+ Prepayments Received	0.00	0.00	0.00
- Refunds	0.00	0.00	0.00
+ Credit Card	0.00	0.00	0.00
= Machine Balance(System)	0.00	0.00	0.00
- Cash in Drawer(Declared)	0.00	0.00	0.00
- Credit Card(+Prepayments)	0.00	0.00	0.00
DRAWER IS	**EVEN** 0.00	**EVEN** 0.00	**EVEN** 0.00

Cash Counter

Neary School

Breakfast		
Currency	**Quantity**	**Amount**
$100	0	0.00
$50	0	0.00
$20	0	0.00
$10	0	0.00
$5	0	0.00
$2	0	0.00
$1	0	0.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	0	0.00
$0.10	0	0.00
$0.05	0	0.00
$0.01	0	0.00
Checks		0.00
Breakfast Subtotal:		0.00
Starting Cash:		-0.00
Breakfast Total:		0.00

Lunch		
Currency	**Quantity**	**Amount**
$100	0	0.00
$50	0	0.00
$20	0	0.00
$10	0	0.00
$5	0	0.00
$2	0	0.00
$1	0	0.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	0	0.00
$0.10	0	0.00
$0.05	0	0.00
$0.01	0	0.00
Checks		0.00
Lunch Subtotal:		0.00
Starting Cash:		-0.00
Lunch Total:		0.00

	Breakfast	Lunch	Amount
Bills	0.00	0.00	0.00
Coins	0.00	0.00	0.00
Checks	0.00	0.00	0.00
Subtotals	0.00	0.00	0.00
Starting Cash	-0.00	-0.00	-0.00
Totals	0.00	0.00	0.00

Peaslee Elementary School

Serving Line: All

Number of Serving Days: 75

	Breakfast		Lunch		
Student Sales	**Quantity**	**Amount**	**Quantity**	**Amount**	**Combined**
Free Reimbursable Meals	700	0.00	2392	0.00	0.00
Reduced Reimbursable Meals	13	0.00	121	0.00	0.00
Full Paid Reimbursable Meals	3077	0.00	9934	0.00	0.00
Reimbursable Meals Subtotals	3790	0.00	12447	0.00	0.00
A la Carte	0	0.00	328	892.30	892.30
Student Totals		0.00		892.30	892.30
Adult Sales					
Meals	0	0.00	0	0.00	0.00
A la Carte	0	0.00	0	0.00	0.00
Adult Subtotals		0.00		0.00	0.00
Sales Tax		0.00		0.00	0.00
Total Sales		0.00		892.30	892.30
Prepayments Received		**Breakfast**		**Lunch**	**Combined**
Cash Prepayments		0.00		14.00	14.00
Check Prepayments		0.00		0.00	0.00
Credit Card Prepayments		0.00		0.00	0.00
Total Prepayments		0.00		14.00	14.00

Cash Reconciliation		**Breakfast**		**Lunch**	**Combined**
Total Sales		0.00		892.30	892.30
- Accounts Charged		0.00		891.10	891.10
- Credit Card		0.00		0.00	0.00
= Cash Sales		0.00		1.20	1.20
+ Prepayments Received		0.00		14.00	14.00
- Refunds		0.00		0.00	0.00
+ Credit Card		0.00		0.00	0.00
= Machine Balance(System)		0.00		15.20	15.20
- Cash in Drawer(Declared)		0.00		15.20	15.20
- Credit Card(+Prepayments)		0.00		0.00	0.00
DRAWER IS		**EVEN** 0.00		**EVEN** 0.00	**EVEN** 0.00

Cash Counter

Peaslee Elementary School

Breakfast		
Currency	**Quantity**	**Amount**
$100	0	0.00
$50	0	0.00
$20	0	0.00
$10	0	0.00
$5	0	0.00
$2	0	0.00
$1	0	0.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	0	0.00
$0.10	0	0.00
$0.05	0	0.00
$0.01	0	0.00
Checks		0.00
Breakfast Subtotal:		0.00
Starting Cash:		-0.00
Breakfast Total:		0.00

Lunch		
Currency	**Quantity**	**Amount**
$100	0	0.00
$50	0	0.00
$20	0	0.00
$10	6	60.00
$5	5	25.00
$2	0	0.00
$1	16	16.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	48	12.00
$0.10	168	16.80
$0.05	198	9.90
$0.01	50	0.50
Checks		0.00
Lunch Subtotal:		140.20
Starting Cash:		-125.00
Lunch Total:		15.20

	Breakfast	**Lunch**	**Amount**
Bills	0.00	101.00	101.00
Coins	0.00	39.20	39.20
Checks	0.00	0.00	0.00
Subtotals	0.00	140.20	140.20
Starting Cash	-0.00	-125.00	-125.00
Totals	0.00	15.20	15.20

Proctor Elementary School

Serving Line: All

Number of Serving Days: 75

	Breakfast		Lunch		
Student Sales	**Quantity**	**Amount**	**Quantity**	**Amount**	**Combined**
Free Reimbursable Meals	1156	0.00	2486	0.00	0.00
Reduced Reimbursable Meals	272	0.00	499	0.00	0.00
Full Paid Reimbursable Meals	2546	0.00	8490	0.00	0.00
Reimbursable Meals Subtotals	3974	0.00	11475	0.00	0.00
A la Carte	0	0.00	107	334.60	334.60
Student Totals		0.00		334.60	334.60
Adult Sales					
Meals	0	0.00	10	36.90	36.90
A la Carte	0	0.00	30	138.95	138.95
Adult Subtotals		0.00		175.85	175.85
Sales Tax		0.00		9.57	9.57
Total Sales		0.00		520.02	520.02

Prepayments Received	**Breakfast**	**Lunch**	**Combined**
Cash Prepayments	0.00	47.74	47.74
Check Prepayments	0.00	0.00	0.00
Credit Card Prepayments	0.00	0.00	0.00
Total Prepayments	0.00	47.74	47.74

Cash Reconciliation	**Breakfast**	**Lunch**	**Combined**
Total Sales	0.00	520.02	520.02
- Accounts Charged	0.00	375.06	375.06
- Credit Card	0.00	0.00	0.00
= Cash Sales	0.00	144.96	144.96
+ Prepayments Received	0.00	47.74	47.74
- Refunds	0.00	0.00	0.00
+ Credit Card	0.00	0.00	0.00
= Machine Balance(System)	0.00	192.70	192.70
- Cash in Drawer(Declared)	0.00	192.72	192.72
- Credit Card(+Prepayments)	0.00	0.00	0.00
DRAWER IS	**EVEN** 0.00	**OVER** 0.02	**OVER** 0.02

Cash Counter

Proctor Elementary School

Breakfast		
Currency	**Quantity**	**Amount**
$100	0	0.00
$50	0	0.00
$20	0	0.00
$10	0	0.00
$5	0	0.00
$2	0	0.00
$1	0	0.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	0	0.00
$0.10	0	0.00
$0.05	0	0.00
$0.01	0	0.00
Checks		0.00
Breakfast Subtotal:		0.00
Starting Cash:		-0.00
Breakfast Total:		0.00

Lunch		
Currency	**Quantity**	**Amount**
$100	0	0.00
$50	0	0.00
$20	2	40.00
$10	2	20.00
$5	9	45.00
$2	0	0.00
$1	74	74.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	42	10.50
$0.10	28	2.80
$0.05	1	0.05
$0.01	37	0.37
Checks		0.00
Lunch Subtotal:		192.72
Starting Cash:		-0.00
Lunch Total:		192.72

	Breakfast	Lunch	Amount
Bills	0.00	179.00	179.00
Coins	0.00	13.72	13.72
Checks	0.00	0.00	0.00
Subtotals	0.00	192.72	192.72
Starting Cash	-0.00	-0.00	-0.00
Totals	0.00	192.72	192.72

Trottier Middle School

Serving Line: All

Number of Serving Days: 75

	Breakfast		Lunch		
Student Sales	**Quantity**	**Amount**	**Quantity**	**Amount**	**Combined**
Free Reimbursable Meals	833	0.00	1650	0.00	0.00
Reduced Reimbursable Meals	12	0.00	105	0.00	0.00
Full Paid Reimbursable Meals	6053	0.00	16426	0.00	0.00
Reimbursable Meals Subtotals	6898	0.00	18181	0.00	0.00
A la Carte	183	145.00	8748	13143.05	13288.05
Student Totals		145.00		13143.05	13288.05
Adult Sales					
Meals	1	0.00	39	155.80	155.80
A la Carte	8	7.75	30	83.50	91.25
Adult Subtotals		7.75		239.30	247.05
Sales Tax		0.00		3.30	3.30
Total Sales		152.75		13385.65	13538.40
Prepayments Received		**Breakfast**		**Lunch**	**Combined**
Cash Prepayments		31.00		1069.40	1100.40
Check Prepayments		0.00		0.00	0.00
Credit Card Prepayments		0.00		0.00	0.00
Total Prepayments		31.00		1069.40	1100.40

Cash Reconciliation		**Breakfast**		**Lunch**	**Combined**
Total Sales		152.75		13385.65	13538.40
- Accounts Charged		148.00		13366.55	13514.55
- Credit Card		0.00		0.00	0.00
= Cash Sales		4.75		19.10	23.85
+ Prepayments Received		31.00		1069.40	1100.40
- Refunds		0.00		0.00	0.00
+ Credit Card		0.00		0.00	0.00
= Machine Balance(System)		35.75		1088.50	1124.25
- Cash in Drawer(Declared)		35.75		1055.70	1091.45
- Credit Card(+Prepayments)		0.00		0.00	0.00
DRAWER IS		**EVEN** 0.00		**SHORT** -32.80	**SHORT** -32.80

Cash Counter

Trottier Middle School

Breakfast		
Currency	**Quantity**	**Amount**
$100	0	0.00
$50	0	0.00
$20	1	20.00
$10	1	10.00
$5	3	15.00
$2	0	0.00
$1	25	25.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	3	0.75
$0.10	0	0.00
$0.05	0	0.00
$0.01	0	0.00
Checks		0.00
Breakfast Subtotal:		70.75
Starting Cash:		-30.00
Breakfast Total:		40.75

Lunch		
Currency	**Quantity**	**Amount**
$100	0	0.00
$50	0	0.00
$20	4	80.00
$10	10	100.00
$5	19	95.00
$2	1	2.00
$1	1153	1153.00
1.00 C	0	0.00
$0.50	1	0.50
$0.25	11	2.75
$0.10	7	0.70
$0.05	0	0.00
$0.01	175	1.75
Checks		0.00
Lunch Subtotal:		1435.70
Starting Cash:		-380.00
Lunch Total:		1055.70

	Breakfast	Lunch	Amount
Bills	70.00	1430.00	1500.00
Coins	0.75	5.70	6.45
Checks	0.00	0.00	0.00
Subtotals	70.75	1435.70	1506.45
Starting Cash	-30.00	-380.00	-410.00
Totals	40.75	1055.70	1096.45

Woodward Memorial School

Serving Line: All

Number of Serving Days: 75

	Breakfast		Lunch		
Student Sales	**Quantity**	**Amount**	**Quantity**	**Amount**	**Combined**
Free Reimbursable Meals	121	0.00	798	0.00	0.00
Reduced Reimbursable Meals	80	0.00	120	0.00	0.00
Full Paid Reimbursable Meals	1335	0.00	11600	0.00	0.00
Reimbursable Meals Subtotals	1536	0.00	12518	0.00	0.00
A la Carte	1	0.00	0	0.00	0.00
Student Totals		0.00		0.00	0.00
Adult Sales					
Meals	0	0.00	0	0.00	0.00
A la Carte	0	0.00	0	0.00	0.00
Adult Subtotals		0.00		0.00	0.00
Sales Tax		0.00		0.00	0.00
Total Sales		0.00		0.00	0.00

Prepayments Received	**Breakfast**	**Lunch**	**Combined**
Cash Prepayments	0.00	0.00	0.00
Check Prepayments	0.00	0.00	0.00
Credit Card Prepayments	0.00	0.00	0.00
Total Prepayments	0.00	0.00	0.00

Cash Reconciliation	**Breakfast**	**Lunch**	**Combined**
Total Sales	0.00	0.00	0.00
- Accounts Charged	0.00	0.00	0.00
- Credit Card	0.00	0.00	0.00
= Cash Sales	0.00	0.00	0.00
+ Prepayments Received	0.00	0.00	0.00
- Refunds	0.00	0.00	0.00
+ Credit Card	0.00	0.00	0.00
= Machine Balance(System)	0.00	0.00	0.00
- Cash in Drawer(Declared)	0.00	0.00	0.00
- Credit Card(+Prepayments)	0.00	0.00	0.00
DRAWER IS	**EVEN** 0.00	**EVEN** 0.00	**EVEN** 0.00

Cash Counter

Woodward Memorial School

Breakfast		
Currency	**Quantity**	**Amount**
$100	0	0.00
$50	0	0.00
$20	73	1460.00
$10	0	0.00
$5	73	365.00
$2	0	0.00
$1	0	0.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	0	0.00
$0.10	0	0.00
$0.05	0	0.00
$0.01	0	0.00
Checks		0.00
Breakfast Subtotal:		1825.00
Starting Cash:		-25.00
Breakfast Total:		1800.00

Lunch		
Currency	**Quantity**	**Amount**
$100	0	0.00
$50	0	0.00
$20	69	1380.00
$10	0	0.00
$5	69	345.00
$2	0	0.00
$1	0	0.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	0	0.00
$0.10	0	0.00
$0.05	0	0.00
$0.01	0	0.00
Checks		0.00
Lunch Subtotal:		1725.00
Starting Cash:		-25.00
Lunch Total:		1700.00

	Breakfast	Lunch	Amount
Bills	1825.00	1725.00	3550.00
Coins	0.00	0.00	0.00
Checks	0.00	0.00	0.00
Subtotals	1825.00	1725.00	3550.00
Starting Cash	-25.00	-25.00	-50.00
Totals	1800.00	1700.00	3500.00

Zeh Elementary School

Serving Line: All

Number of Serving Days: 75

	Breakfast		Lunch		
Student Sales	**Quantity**	**Amount**	**Quantity**	**Amount**	**Combined**
Free Reimbursable Meals	429	0.00	1622	0.00	0.00
Reduced Reimbursable Meals	148	0.00	163	0.00	0.00
Full Paid Reimbursable Meals	2260	0.00	8746	0.00	0.00
Reimbursable Meals Subtotals	2837	0.00	10531	0.00	0.00
A la Carte	1	0.50	15	6.90	7.40
Student Totals		0.50		6.90	7.40
Adult Sales					
Meals	0	0.00	1	0.00	0.00
A la Carte	0	0.00	0	0.00	0.00
Adult Subtotals		0.00		0.00	0.00
Sales Tax		0.00		0.00	0.00
Total Sales		0.50		6.90	7.40

Prepayments Received	**Breakfast**	**Lunch**	**Combined**
Cash Prepayments	0.00	0.00	0.00
Check Prepayments	0.00	0.00	0.00
Credit Card Prepayments	0.00	0.00	0.00
Total Prepayments	0.00	0.00	0.00

Cash Reconciliation	**Breakfast**	**Lunch**	**Combined**
Total Sales	0.50	6.90	7.40
- Accounts Charged	0.50	6.90	7.40
- Credit Card	0.00	0.00	0.00
= Cash Sales	0.00	0.00	0.00
+ Prepayments Received	0.00	0.00	0.00
- Refunds	0.00	0.00	0.00
+ Credit Card	0.00	0.00	0.00
= Machine Balance(System)	0.00	0.00	0.00
- Cash in Drawer(Declared)	0.00	0.00	0.00
- Credit Card(+Prepayments)	0.00	0.00	0.00
DRAWER IS	**EVEN** 0.00	**EVEN** 0.00	**EVEN** 0.00

Cash Counter

Zeh Elementary School

Breakfast		
Currency	**Quantity**	**Amount**
$100	0	0.00
$50	0	0.00
$20	41	820.00
$10	0	0.00
$5	46	230.00
$2	0	0.00
$1	0	0.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	0	0.00
$0.10	0	0.00
$0.05	0	0.00
$0.01	0	0.00
Checks		0.00
Breakfast Subtotal:		1050.00
Starting Cash:		-25.00
Breakfast Total:		1025.00

Lunch		
Currency	**Quantity**	**Amount**
$100	0	0.00
$50	0	0.00
$20	42	840.00
$10	0	0.00
$5	42	210.00
$2	0	0.00
$1	0	0.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	0	0.00
$0.10	0	0.00
$0.05	0	0.00
$0.01	0	0.00
Checks		0.00
Lunch Subtotal:		1050.00
Starting Cash:		-25.00
Lunch Total:		1025.00

	Breakfast	Lunch	Amount
Bills	1050.00	1050.00	2100.00
Coins	0.00	0.00	0.00
Checks	0.00	0.00	0.00
Subtotals	1050.00	1050.00	2100.00
Starting Cash	-25.00	-25.00	-50.00
Totals	1025.00	1025.00	2050.00

Combined Totals

	Breakfast		Lunch		
Student Sales	**Quantity**	**Amount**	**Quantity**	**Amount**	**Combined**
Free Reimbursable Meals	8023	0.00	25706	0.00	0.00
Reduced Reimbursable Meals	1135	0.00	3189	0.00	0.00
Full Paid Reimbursable Meals	35233	0.00	152666	0.00	0.00
Reimbursable Meals Subtotals	44391	0.00	181561	0.00	0.00
A la Carte	629	1026.29	63543	82281.25	83307.54
Student Totals		1026.29		82281.25	83307.54
Adult Sales					
Meals	15	32.50	1528	4118.90	4151.40
A la Carte	70	69.80	398	744.45	814.25
Adult Subtotals		102.30		4863.35	4965.65
Sales Tax		6.59		323.65	330.24
Total Sales		1135.18		87468.25	88603.43

Prepayments Received	**Breakfast**	**Lunch**	**Combined**
Cash Prepayments	806.35	12697.40	13503.75
Check Prepayments	100.00	0.00	100.00
Credit Card Prepayments	0.00	0.00	0.00
Total Prepayments	906.35	12697.40	13603.75

Cash Reconciliation	**Breakfast**	**Lunch**	**Combined**
Total Sales	1135.18	87468.25	88603.43
- Accounts Charged	707.69	82506.63	83214.32
- Credit Card	0.00	0.00	0.00
= Cash Sales	427.49	4960.96	5388.45
+ Prepayments Received	906.35	12697.40	13603.75
- Refunds	0.00	7.00	7.00
+ Credit Card	0.00	0.00	0.00
= Machine Balance(System)	1333.84	17651.36	18985.20
- Cash in Drawer(Declared)	1333.84	17604.23	18938.07
- Credit Card(+Prepayments)	0.00	0.00	0.00
DRAWER IS	**EVEN** 0.00	**SHORT** -47.13	**SHORT** -47.13

Cash Counter

Combined Totals

Breakfast		
Currency	**Quantity**	**Amount**
$100	26	2600.00
$50	1	50.00
$20	143	2860.00
$10	76	760.00
$5	233	1165.00
$2	1	2.00
$1	439	439.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	375	93.75
$0.10	74	7.40
$0.05	57	2.85
$0.01	75	0.75
Checks		513.09
Breakfast Subtotal:		8493.84
Starting Cash:		-2950.00
Breakfast Total:		5543.84

Lunch		
Currency	**Quantity**	**Amount**
$100	7	700.00
$50	65	3250.00
$20	421	8420.00
$10	317	3170.00
$5	3033	15165.00
$2	5	10.00
$1	17276	17276.00
1.00 C	616	616.00
$0.50	3	1.50
$0.25	21934	5483.50
$0.10	21033	2103.30
$0.05	17236	861.80
$0.01	25593	255.93
Checks		796.20
Lunch Subtotal:		58109.23
Starting Cash:		-37405.00
Lunch Total:		20704.23

	Breakfast	Lunch	Amount
Bills	7876.00	47991.00	55867.00
Coins	104.75	9322.03	9426.78
Checks	513.09	796.20	1309.29
Subtotals	8493.84	58109.23	66603.07
Starting Cash	-2950.00	-37405.00	-40355.00
Totals	5543.84	20704.23	26248.07

	Current Employee Roster				
	For Current School Year - July 2024 through June 2025				
	Location	Name	Hours Per Day	Number of Days per Year	Rate
1	ALGONQUIN REGIONAL HIGH SCHOOL		4.5000	173.0000	$22.16
2	ALGONQUIN REGIONAL HIGH SCHOOL		5.7500	173.0000	$19.55
3	ALGONQUIN REGIONAL HIGH SCHOOL		7.0000	173.0000	$29.61
4	ALGONQUIN REGIONAL HIGH SCHOOL		8.0000	200.0000	$45.74
5	ALGONQUIN REGIONAL HIGH SCHOOL		3.5000	173.0000	$17.98
6	ALGONQUIN REGIONAL HIGH SCHOOL		4.5000	173.0000	$22.16
7	ALGONQUIN REGIONAL HIGH SCHOOL		6.7500	173.0000	$24.52
8	ALGONQUIN REGIONAL HIGH SCHOOL		3.5000	173.0000	$17.98
9	ALGONQUIN REGIONAL HIGH SCHOOL		4.5000	173.0000	$20.15
10	ALGONQUIN REGIONAL HIGH SCHOOL		3.5000	173.0000	$17.98
11	ALGONQUIN REGIONAL HIGH SCHOOL		3.5000	173.0000	$19.55
12	ALGONQUIN REGIONAL HIGH SCHOOL		6.7500	173.0000	$24.52
13	ALGONQUIN REGIONAL HIGH SCHOOL		8.0000	200.0000	$43.75
14	ALGONQUIN REGIONAL HIGH SCHOOL		6.7500	173.0000	$24.52
15	ALGONQUIN REGIONAL HIGH SCHOOL		4.5000	173.0000	$22.16
16	SOUTHBORO		8.0000	200.0000	$53.26
17	FINN SCHOOL		3.0000	170.0000	$20.15
18	WOODWARD SCHOOL		3.0000	170.0000	$22.16
19	WOODWARD SCHOOL		4.0000	170.0000	$24.52
20	TROTTIER MIDDLE SCHOOL		5.2500	170.0000	$22.16
21	FINN SCHOOL		3.0000	170.0000	$20.15
22	NEARY SCHOOL		3.0000	170.0000	$22.16
23	TROTTIER MIDDLE SCHOOL		5.5000	170.0000	$22.33
24	NEARY SCHOOL		5.2500	170.0000	$25.54
25	WOODWARD SCHOOL		5.2500	170.0000	$27.23
26	FINN SCHOOL		3.7500	170.0000	$21.28

27	FINN SCHOOL		4.7500	170.0000	$25.54
28	TROTTIER MIDDLE SCHOOL		5.2500	170.0000	$24.52
29	TROTTIER MIDDLE SCHOOL		5.2500	170.0000	$22.16
30	TROTTIER MIDDLE SCHOOL		8.0000	170.0000	$28.55
31	NEARY SCHOOL		3.0000	170.0000	$21.34
32	TROTTIER MIDDLE SCHOOL		5.2500	170.0000	$20.24
	NORTHBORO		8.0000	200.0000	$53.26
33	Melican Middle School		5.7500	172.0000	$23.70
34	Peaslee		5.2500	172.0000	$23.70
35	Proctor		3.2500	172.0000	$19.65
36	Zeh		6.0000	173.0000	$28.05
37	Lincoln Street		6.0000	173.0000	$28.05
38	Melican Middle School		8.0000	173.0000	$31.26
39	Proctor		5.5000	173.0000	$27.00
40	Melican Middle School		5.7500	172.0000	$23.70
41	Lincoln Street		3.0000	172.0000	$19.65
42	Zeh		3.7500	172.0000	$20.87
43	Peaslee		7.0000	173.0000	$28.05
44	Melican Middle School		5.0000	172.0000	$22.93
45	Peaslee		5.2500	172.0000	$23.70
46	Melican Middle School		6.2500	172.0000	$22.18
47	Peaslee		3.2500	172.0000	$19.65
48	Zeh		6.0000	173.0000	$24.74
49	Melican Middle School		5.7500	172.0000	$22.93
50	Lincoln Street		3.5000	172.0000	$20.22
51	Melican Middle School		6.5000	172.0000	$25.42

Description	FTE	Amount	Budget	Col Head	StartDate	EndDate
Cafeteria Worker	1.0000	$17,251.56	$17,351.28	WORKER	8/29/2024	6/16/2025
Cafeteria Worker	1.0000	$19,447.36	$19,559.78	WORKER	8/29/2024	6/16/2025
Cafeteria Assistant Manager	1.0000	$3,316.32	$36,064.98	MANAGER	8/29/2024	9/20/2024
Regional Manager of Food Services	1.0000	$36,590.31	$73,180.62	Regional Manager of Food Services	7/1/2024	1/22/2025
Cafeteria Worker	1.0000	$2,705.99	$10,635.17	WORKER	9/5/2024	11/8/2024
Cafeteria Worker	1.0000	$17,251.56	$17,351.28	WORKER	8/29/2024	6/16/2025
Cafeteria Baker	1.0000	$28,633.23	$28,798.74	COOK/BAKER	8/29/2024	6/16/2025
Cafeteria Worker	1.0000	$10,509.31	$10,886.89	WORKER	9/9/2024	6/16/2025
Cafeteria Worker	1.0000	$15,686.78	$15,777.45	WORKER	8/29/2024	6/16/2025
Cafeteria Worker	1.0000	$6,922.30	$2,705.99	WORKER	12/9/2024	6/16/2025
Cafeteria Worker	1.0000	$11,837.53	$8,074.15	WORKER	8/29/2024	6/16/2025
Cafeteria Cook	1.0000	$28,633.23	$28,798.74	COOK/BAKER	8/29/2024	6/16/2025
Regional Manager of Food Services	1.0000	$43,400.00	$70,000.00	Regional Manager of Food Services	12/9/2024	6/30/2025
Cafeteria Cook	1.0000	$28,633.23	$28,798.74	COOK/BAKER	8/29/2024	6/16/2025
Cafeteria Worker	1.0000	$17,251.56	$17,351.28	WORKER	8/29/2024	6/16/2025
Northboro & Southboro Manager of Food Services	0.5000	$42,606.59	$42,606.59	NS Manager of Food Services	7/1/2024	6/30/2025
Cafeteria	1.0000	$7,677.15	$10,457.85	WORKER	11/4/2024	6/16/2025
Cafeteria	1.0000	$11,301.60	$11,501.04	WORKER	8/29/2024	6/16/2025
Cafeteria Cook	1.0000	$16,673.60	$16,967.84	COOK/BAKER	8/29/2024	6/16/2025
Cafeteria	1.0000	$18,265.38	$19,545.12	WORKER	9/18/2024	6/16/2025
Cafeteria	1.0000	$2,599.35	$10,457.85	WORKER	8/29/2024	11/1/2024
Cafeteria	1.0000	$10,437.36	$10,437.36	WORKER	9/18/2024	6/16/2025
Cafeteria Cook	1.0000	$20,878.55	$21,247.00	COOK/BAKER	8/29/2024	6/16/2025
Cafeteria Manager	1.0000	$22,794.45	$14,615.27	MANAGER	8/29/2024	6/16/2025
Cafeteria Manager	1.0000	$24,302.78	$24,731.65	MANAGER	8/29/2024	6/16/2025
Cafeteria - Asst Cook	1.0000	$13,566.00	$14,725.76	ASST COOK/ASST BAKER	8/29/2024	6/16/2025

Cafeteria Manager	1.0000	$20,623.55	$20,987.50	MANAGER	8/29/2024	6/16/2025
Cafeteria Bakers	1.0000	$257.46	$22,270.29	COOK/BAKER	8/29/2024	9/1/2024
Cafeteria	1.0000	$14,077.14	$19,777.80	WORKER	11/19/2024	6/16/2025
Cafeteria Manager	1.0000	$38,828.00	$39,513.20	CENTRAL KITCHEN	8/29/2024	6/16/2025
Cafeteria	1.0000	$10,883.40	$10,883.40	WORKER	8/29/2024	6/16/2025
Cafeteria - Asst Cook	1.0000	$1,593.90	$18,064.20	ASST COOK/ASST BAKER	8/29/2024	9/20/2024
Northboro & Southboro Manager of Food Services	0.5000	$42,606.59	$42,606.59	NS Manager of Food Services	7/1/2024	6/30/2025
Cook/Baker Asst Food Services Team Member	1.0000	$23,439.30	$23,439.30	COOK/ BAKER ASST FOOD SERVICES T	8/29/2024	6/15/2025
Cook/Baker Asst Food Services Team Member	1.0000	$12,318.08	$21,401.10	COOK/ BAKER ASST FOOD SERVICES T	1/6/2025	6/15/2025
Food Services Team Member	1.0000	$10,984.35	$10,984.35	FOOD SERVICES TEAM MEMBER	8/29/2024	6/15/2025
Food Services Manager (Elementary)	1.0000	$21,374.10	$22,047.30	FOOD SERVICES MANAGER - ELEMEN	11/12/2024	6/15/2025
Food Services Manager (Elementary)	1.0000	$29,115.90	$29,115.90	FOOD SERVICES MANAGER - ELEMEN	8/29/2024	6/15/2025
Food Services Manager (Secondary)	1.0000	$43,263.84	$43,263.84	FOOD SERVICES MANAGER MANAGEF	8/29/2024	6/15/2025
Food Services Manager (Elementary)	1.0000	$25,690.50	$25,690.50	FOOD SERVICES MANAGER - ELEMEN	8/29/2024	6/15/2025
Cook/Baker Asst Food Services Team Member	1.0000	$23,439.30	$23,439.30	COOK/ BAKER ASST FOOD SERVICES T	8/29/2024	6/15/2025
Food Services Team Member	1.0000	$8,429.85	$10,139.40	FOOD SERVICES TEAM MEMBER	10/15/2024	6/15/2025
Food Services Team Member	1.0000	$13,461.15	$13,461.15	FOOD SERVICES TEAM MEMBER	8/29/2024	6/15/2025
Food Services Manager (Elementary)	1.0000	$33,968.55	$33,968.55	FOOD SERVICES MANAGER - ELEMEN	8/29/2024	6/15/2025
Food Services Team Member	1.0000	$19,719.80	$19,719.80	FOOD SERVICES TEAM MEMBER	8/29/2024	6/15/2025
Cook/Baker Asst Food Services Team Member	1.0000	$9,083.03	$21,401.10	COOK/ BAKER ASST FOOD SERVICES T	8/29/2024	1/3/2025
Cook/Baker Asst Food Services Team Member	1.0000	$23,843.50	$23,843.50	COOK/ BAKER ASST FOOD SERVICES T	8/29/2024	6/15/2025
Food Services Team Member	1.0000	$10,984.35	$10,984.35	FOOD SERVICES TEAM MEMBER	8/29/2024	6/15/2025
Food Services Manager (Elementary)	1.0000	$6,234.48	$25,680.12	FOOD SERVICES MANAGER - ELEMEN	8/29/2024	11/1/2024
Food Services Team Member	1.0000	$22,677.77	$18,733.81	FOOD SERVICES TEAM MEMBER	8/29/2024	6/15/2025
Food Services Team Member	1.0000	$12,172.44	$12,172.44	FOOD SERVICES TEAM MEMBER	8/29/2024	6/15/2025
Cook/Baker Food Services Team Member	1.0000	$28,419.56	$28,419.56	COOK/BAKER FOOD SERVICES TEAM M	8/29/2024	6/15/2025

Algonquin Regional High School / Breakfast / Algonquin Breakfast **JANUARY 2025**

		Wed 1	Thu 2	Fri 3
		NEW YEAR'S DAY	Bagel w/Cream Cheese Assorted Cereals Oatmeal cup Nutrigrain Bar Poptart Assorted Fruit Cup Assorted Fresh Fruit Assorted Juice Milk 1% Low Fat Chocolate Milk Fat Free	Bagel w/Cream Cheese Assorted Cereals Oatmeal cup Nutrigrain Bar Poptart Assorted Fruit Cup Assorted Fresh Fruit Assorted Juice Milk 1% Low Fat Chocolate Milk Fat Free
Mon 6	**Tue 7**	**Wed 8**	**Thu 9**	**Fri 10**
Bagel w/Cream Cheese Assorted Cereals Oatmeal cup Nutrigrain Bar Poptart Assorted Fruit Cup Assorted Fresh Fruit Assorted Juice Milk 1% Low Fat Chocolate Milk Fat Free	Sausage Egg & Cheese Egg & Cheese Sandwich Assorted Cereals Oatmeal cup Nutrigrain Bar Poptart Assorted Fruit Cup Assorted Fresh Fruit Assorted Juice Milk 1% Low Fat Chocolate Milk Fat Free	Muffin Variety Donut Assorted Cereals Oatmeal cup Nutrigrain Bar Poptart Assorted Fruit Cup Assorted Fresh Fruit Assorted Juice Milk 1% Low Fat Chocolate Milk Fat Free	Sausage Egg & Cheese Egg & Cheese Sandwich Assorted Cereals Oatmeal cup Nutrigrain Bar Poptart Assorted Fruit Cup Assorted Fresh Fruit Assorted Juice Milk 1% Low Fat Chocolate Milk Fat Free	Bagel w/Cream Cheese Assorted Cereals Oatmeal cup Nutrigrain Bar Poptart Assorted Fruit Cup Assorted Fresh Fruit Assorted Juice Milk 1% Low Fat Chocolate Milk Fat Free
Mon 13	**Tue 14**	**Wed 15**	**Thu 16**	**Fri 17**
Bagel w/Cream Cheese Assorted Cereals Oatmeal cup Nutrigrain Bar	Sausage Egg & Cheese Egg & Cheese Sandwich Assorted Cereals Oatmeal cup	Muffin Variety Donut Assorted Cereals Oatmeal cup	Sausage Egg & Cheese Egg & Cheese Sandwich Assorted Cereals Oatmeal cup	Bagel w/Cream Cheese Assorted Cereals Oatmeal cup Nutrigrain Bar

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Algonquin Regional High School / Breakfast / Algonquin Breakfast **JANUARY 2025**

Mon 13	Tue 14	Wed 15	Thu 16	Fri 17
Poptart Assorted Fruit Cup Assorted Fresh Fruit Assorted Juice Milk 1% Low Fat Chocolate Milk Fat Free	Nutrigrain Bar Poptart Assorted Fruit Cup Assorted Fresh Fruit Assorted Juice Milk 1% Low Fat Chocolate Milk Fat Free	Nutrigrain Bar Poptart Yogurt Assorted Fruit Cup Assorted Fresh Fruit Assorted Juice Milk 1% Low Fat Chocolate Milk Fat Free	Nutrigrain Bar Poptart Assorted Fruit Cup Assorted Fresh Fruit Assorted Juice Milk 1% Low Fat Chocolate Milk Fat Free	Poptart Assorted Fruit Cup Assorted Fresh Fruit Assorted Juice Milk 1% Low Fat Chocolate Milk Fat Free
Mon 20	**Tue 21**	**Wed 22**	**Thu 23**	**Fri 24**
Bagel w/Cream Cheese Assorted Cereals Oatmeal cup Nutrigrain Bar Poptart Assorted Fruit Cup Assorted Fresh Fruit Assorted Juice Milk 1% Low Fat Chocolate Milk Fat Free	Sausage Egg & Cheese Egg & Cheese Sandwich Assorted Cereals Oatmeal cup Nutrigrain Bar Poptart Assorted Fruit Cup Assorted Fresh Fruit Assorted Juice Milk 1% Low Fat Chocolate Milk Fat Free	Muffin Variety Donut Assorted Cereals Oatmeal cup Nutrigrain Bar Poptart Assorted Fruit Cup Assorted Fresh Fruit Assorted Juice Milk 1% Low Fat Chocolate Milk Fat Free	Sausage Egg & Cheese Egg & Cheese Sandwich Assorted Cereals Oatmeal cup Nutrigrain Bar Poptart Assorted Fruit Cup Assorted Fresh Fruit Assorted Juice Milk 1% Low Fat Chocolate Milk Fat Free	Bagel w/Cream Cheese Assorted Cereals Oatmeal cup Nutrigrain Bar Poptart Assorted Fruit Cup Assorted Fresh Fruit Assorted Juice Milk 1% Low Fat Chocolate Milk Fat Free
Mon 27	**Tue 28**	**Wed 29**	**Thu 30**	**Fri 31**
Bagel w/Cream Cheese Assorted Cereals Oatmeal cup Nutrigrain Bar Poptart Assorted Fruit Cup	Sausage Egg & Cheese Egg & Cheese Sandwich Assorted Cereals Oatmeal cup Nutrigrain Bar Poptart	Muffin Variety Donut Assorted Cereals Oatmeal cup Nutrigrain Bar Poptart	Sausage Egg & Cheese Egg & Cheese Sandwich Assorted Cereals Oatmeal cup Nutrigrain Bar Poptart	Bagel w/Cream Cheese Assorted Cereals Oatmeal cup Nutrigrain Bar Poptart Assorted Fruit Cup

View more: http://schools.mealviewer.com/school/AlgonquinRegionalHighSchool

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Algonquin Regional High School / Breakfast / Algonquin Breakfast **JANUARY 2025**

Mon **27**	Tue **28**	Wed **29**	Thu **30**	Fri **31**
Assorted Fresh Fruit Assorted Juice Milk 1% Low Fat Chocolate Milk Fat Free	Assorted Fruit Cup Assorted Fresh Fruit Assorted Juice Milk 1% Low Fat Chocolate Milk Fat Free	Assorted Fruit Cup Assorted Fresh Fruit Assorted Juice Milk 1% Low Fat Chocolate Milk Fat Free	Assorted Fruit Cup Assorted Fresh Fruit Assorted Juice Milk 1% Low Fat Chocolate Milk Fat Free	Assorted Fresh Fruit Assorted Juice Milk 1% Low Fat Chocolate Milk Fat Free

View more: http://schools.mealviewer.com/school/AlgonquinRegionalHighSchool

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Algonquin Regional High School / Lunch / Algonquin Main Meal

JANUARY 2025

		Wed 1	Thu 2	Fri 3
		NEW YEAR'S DAY	Honey BBQ Rib Sandwich Vegetarian Baked Beans Steamed Peas	Cheeseburger on bun Hamburger on bun Veggie Burger on Bun Steamed Carrots
Mon 6	Tue 7	Wed 8	Thu 9	Fri 10
Dan Dan Noodles Bok Choy Fortune Cookie	Chicken Burrito Seasoned Black Beans Steamed Corn	Pasta with Meat Sauce Pasta w/ Marinara Sauce Bread Stick Steamed Green Beans	Chicken Tenders Mac & Cheese Steamed Peas	Chili Vegetarian Chili Homemade Corn Bread Steamed Carrots
Mon 13	Tue 14	Wed 15	Thu 16	Fri 17
Orange Chicken Brown Rice long grain Mixed Vegetable	Ciabatta Cheese Melt Broccoli & Cheddar Soup Steamed Broccoli	Pasta with Meat Sauce Pasta w/ Marinara Sauce Bread Stick Steamed Green Beans	Beef Shepherds pie Steamed Carrots	Taco Pasta Steamed Corn
Mon 20	Tue 21	Wed 22	Thu 23	Fri 24
Martin Luther King Day No School	Pizza Boli Calzone Tossed Salad Assorted Fresh Fruit	Chicken Patty on a Bun Veggie Burger on Bun Steamed Green Beans Assorted Fresh Fruit Chips	Chicken Cheese Empanada Roasted Sweet Potatoes Corn & Black Bean Salad Assorted Fresh Fruit Chips	Mid Terms No Lunch Served
Mon 27	Tue 28	Wed 29	Thu 30	Fri 31
Meatloaf Turkey Gravy	French Toast sticks Sausage Patty	Half Day No Lunch Served	Meatball Sub Oven French Fries	Cheeseburger on bun Hamburger on bun

Fruit Assorted Fresh Fruit - Assorted Fruit Cup
Milk Milk 1% Low Fat - Chocolate Milk Fat Free
Vegetables Baby Carrots
Dressings Caesar Dressing - Chipolte Dressing - Italian Dressing - Balsamic Salad Dressing - Ranch Dressing
Condiments Ketchup - Mustard - Mayo Packet
View more: http://schools.mealviewer.com/school/AlgonquinRegionalHighSchool

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Algonquin Regional High School / Lunch / Algonquin Main Meal **JANUARY 2025**

Mon **27**	Tue **28**	Wed **29**	Thu **30**	Fri **31**
Mashed Potato Steamed Corn	Steamed Carrots Warm Cinnamon Apple Sl		Steamed Green Beans Assorted Fruit Cup	Veggie Burger on Bun Roasted Sweet Potatoes

Fruit Assorted Fresh Fruit - Assorted Fruit Cup
Milk Milk 1% Low Fat - Chocolate Milk Fat Free
Vegetables Baby Carrots
Dressings Caesar Dressing - Chipolte Dressing - Italian Dressing - Balsamic Salad Dressing - Ranch Dressing
Condiments Ketchup - Mustard - Mayo Packet
View more: http://schools.mealviewer.com/school/AlgonquinRegionalHighSchool

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Finn Elementary School / Breakfast

JANUARY 2025

		Wed 1	Thu 2	Fri 3
		No Information Provided	No Information Provided	Muffin Variety Nutrigrain Bar Yogurt Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 6	**Tue 7**	**Wed 8**	**Thu 9**	**Fri 10**
Assorted Cereals Nutrigrain Bar Yogurt Mixed Fruit Cup Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Bagel w/Cream Cheese Nutrigrain Bar Yogurt Mixed Fruit Cup Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Breakfast Banana Bread Nutrigrain Bar Yogurt Mixed Fruit Cup Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Yogurt Parfait Assorted Cereals Mixed Fruit Cup Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Muffin Variety Nutrigrain Bar Yogurt Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 13	**Tue 14**	**Wed 15**	**Thu 16**	**Fri 17**
Assorted Cereals Nutrigrain Bar Yogurt Mixed Fruit Cup Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Bagel w/Cream Cheese Nutrigrain Bar Yogurt Mixed Fruit Cup Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Breakfast Banana Bread Nutrigrain Bar Yogurt Mixed Fruit Cup Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Yogurt Parfait Assorted Cereals Mixed Fruit Cup Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Muffin Variety Nutrigrain Bar Yogurt Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 20	**Tue 21**	**Wed 22**	**Thu 23**	**Fri 24**
Assorted Cereals Nutrigrain Bar Yogurt Mixed Fruit Cup	Bagel w/Cream Cheese Nutrigrain Bar Yogurt Mixed Fruit Cup	Breakfast Banana Bread Nutrigrain Bar Yogurt Mixed Fruit Cup	Yogurt Parfait Assorted Cereals Mixed Fruit Cup Mozzarella Cheese Stick	Muffin Variety Nutrigrain Bar Yogurt Mixed Fruit Cup

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Finn Elementary School / Breakfast

JANUARY 2025

Mon 20	Tue 21	Wed 22	Thu 23	Fri 24
Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Milk 1% Low Fat Chocolate Milk Fat Free	Milk 1% Low Fat Chocolate Milk Fat Free
Mon 27	**Tue 28**	**Wed 29**	**Thu 30**	**Fri 31**
No Information Provided	No Information Provided	No Information Provided	No Information Provided	No Information Provided

View more: http://schools.mealviewer.com/school/FinnElementarySchool

This Institution is an Equal Opportunity Provider

Finn Elementary School / Lunch

JANUARY 2025

		Wed 1	Thu 2	Fri 3
		NEW YEAR'S DAY	Steamed Broccoli Mixed Fruit Cup Chicken Alfredo Penne Garlic Bread Milk 1% Low Fat Chocolate Milk Fat Free	Cheese Pizza Tossed Salad Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 6	**Tue 7**	**Wed 8**	**Thu 9**	**Fri 10**
Mashed Potato Mixed Vegetable Assorted Fruit Cup WG Popcorn Chicken Milk 1% Low Fat Chocolate Milk Fat Free	Pasta with Meatballs Assorted Fruit Cup Steamed Corn Garlic Bread Milk 1% Low Fat Chocolate Milk Fat Free	Pancakes Yogurt Hash Brown Potatoes Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free Syrup	Chicken Tenders Rice Pilaf Steamed Peas Assorted Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free	Cheese Pizza Garden Salad Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 13	**Tue 14**	**Wed 15**	**Thu 16**	**Fri 17**
Hamburger on WW Roll Veggie Burger on WW Roll Vegetarian Baked Beans Sweet Potato Crinkle Fries Assorted Fresh Fruit Cheeseburger on WW Roll Milk,1% Lowfat Chocolate Milk Fat Free	French Toast sticks Sausage Patty Tater Tots Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free	WG Garlic Knot Mixed Vegetable Mixed Fruit Cup Macaroni and Cheese Milk 1% Low Fat Chocolate Milk Fat Free	Warm WG Pretzel Ultimate Cheddar Cheese Cup Assorted Fruit Cup Baby Carrots Milk 1% Low Fat Chocolate Milk Fat Free	French Bread Pizza Tossed Salad Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 20	**Tue 21**	**Wed 22**	**Thu 23**	**Fri 24**
Martin Luther King Day	BBQ Baked Beans Steamed Broccoli Mixed Fruit Cup	Chicken & Cheese Quesadillas Sour cream	Tater Tots Yogurt Mixed Fruit Cup	Cheese Pizza Garden Salad Mixed Fruit Cup

daily Bagel w/Cream Cheese - Hummus Plate

View more: http://schools.mealviewer.com/school/FinnElementarySchool

This Institution is an Equal Opportunity Provider

Finn Elementary School / Lunch

JANUARY 2025

Mon 20	Tue 21	Wed 22	Thu 23	Fri 24
	Kayem Hot Dog on WG Bun Milk 1% Low Fat Chocolate Milk Fat Free	BB & Corn Salad Milk 1% Low Fat Chocolate Milk Fat Free Salsa	Waffles, WG Milk 1% Low Fat Chocolate Milk Fat Free Syrup	Milk 1% Low Fat Chocolate Milk Fat Free
Mon 27	**Tue 28**	**Wed 29**	**Thu 30**	**Fri 31**
Chicken Patty on a Bun Oven French Fries Mixed Vegetable Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free	Tomato Soup Assorted Fruit Cup Grilled Cheese Sandwich Milk 1% Low Fat Chocolate Milk Fat Free	Half Day. No Lunch Served.	Chicken Nuggets Mashed Potatoes Steamed Broccoli Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free	Tony's Pizza Garden Salad Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free

daily Bagel w/Cream Cheese - Hummus Plate
This Institution is an Equal Opportunity Provider

View more: http://schools.mealviewer.com/school/FinnElementarySchool

Lincoln Street Elementary School / Breakfast

JANUARY 2025

		Wed 1	Thu 2	Fri 3
		No Information Provided	No Information Provided	Muffin Variety Nutrigrain Bar Yogurt Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 6	**Tue 7**	**Wed 8**	**Thu 9**	**Fri 10**
Assorted Cereals Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Bagel w/Cream Cheese Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Breakfast Banana Bread Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Yogurt Parfait Assorted Cereals Mixed Fruit Cup Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Muffin Variety Nutrigrain Bar Yogurt Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 13	**Tue 14**	**Wed 15**	**Thu 16**	**Fri 17**
Assorted Cereals Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Bagel w/Cream Cheese Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Breakfast Banana Bread Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Yogurt Parfait Assorted Cereals Mixed Fruit Cup Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Muffin Variety Nutrigrain Bar Yogurt Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free

This Institution is an Equal Opportunity Provider

Lincoln Street Elementary School / Breakfast

JANUARY 2025

Mon **20**	Tue **21**	Wed **22**	Thu **23**	Fri **24**
Assorted Cereals Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Bagel w/Cream Cheese Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Breakfast Banana Bread Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Yogurt Parfait Assorted Cereals Mixed Fruit Cup Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Muffin Variety Nutrigrain Bar Yogurt Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 27	**Tue 28**	**Wed 29**	**Thu 30**	**Fri 31**
No Information Provided	No Information Provided	No Information Provided	No Information Provided	No Information Provided

View more: http://schools.mealviewer.com/school/LincolnStreetElementarySchool

This Institution is an Equal Opportunity Provider

Lincoln Street Elementary School / Lunch

JANUARY 2025

		Wed 1	Thu 2	Fri 3
		No Information Provided	No Information Provided	Sal's Pizza Tossed Salad Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 6	**Tue 7**	**Wed 8**	**Thu 9**	**Fri 10**
Dinner Roll Steamed Broccoli Mixed Fruit Cup Chicken Alfredo Penne Milk 1% Low Fat Chocolate Milk Fat Free	Hamburger on WW Roll Veggie Burger on WW Roll Oven French Fries 3 Bean Salad Mixed Fruit Cup Cheeseburger on WW Roll Milk 1% Low Fat Chocolate Milk Fat Free	Corn Muffin Steamed Corn Mixed Fruit Cup Breaded Mozzarella Stics Milk 1% Low Fat Chocolate Milk Fat Free	Pasta with Meat Sauce WG Garlic Knot Steamed Peas Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free	Cheese Pizza Garden Salad Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 13	**Tue 14**	**Wed 15**	**Thu 16**	**Fri 17**
Vegetarian Baked Beans Mixed Fruit Cup Kayem Hot Dog on WG Bun Lay's Potato Chips Milk 1% Low Fat Chocolate Milk Fat Free	Dinner Roll Mixed Fruit Cup Macaroni and Cheese Steamed Green Beans Milk 1% Low Fat Chocolate Milk Fat Free	Chicken Nuggets Oven French Fries Candied Carrots Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free	Taco Nachos Mixed Fruit Cup BB & Corn Salad Milk 1% Low Fat Chocolate Milk Fat Free	Deep Dish Pizza Tossed Salad Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 20	**Tue 21**	**Wed 22**	**Thu 23**	**Fri 24**
Martin Luther King Day	Mixed Fruit Cup Chicken Patty Sandwich Steamed Green Beans Lay's Potato Chips Milk 1% Low Fat	Oven Fried Chicken Drums Mashed Potatoes Mixed Fruit Cup Steamed Corn Milk 1% Low Fat	Chili Cheese Fries Assorted Fruit Cup Baby Carrots Milk 1% Low Fat Chocolate Milk Fat Free	Cheese Pizza Tossed Salad Assorted Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free

daily Bagel w/Cream Cheese - Hummus Plate

View more: http://schools.mealviewer.com/school/LincolnStreetElementarySchool

This Institution is an Equal Opportunity Provider

Lincoln Street Elementary School / Lunch

JANUARY 2025

Mon 20	Tue 21	Wed 22	Thu 23	Fri 24
	Chocolate Milk Fat Free	Chocolate Milk Fat Free		
Mon 27	**Tue 28**	**Wed 29**	**Thu 30**	**Fri 31**
Pancakes Sausage Patty Tater Tots Carrot Sticks Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free	Tomato Soup Celery Sticks Mixed Fruit Cup Grilled Cheese Sandwich Milk 1% Low Fat Chocolate Milk Fat Free	Half Day. No Lunch Served.	American Chop Suey Steamed Peas Mixed Fruit Cup Texas Toast Milk 1% Low Fat Chocolate Milk Fat Free	Big Daddy's Pizza Tossed Salad Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free

daily Bagel w/Cream Cheese - Hummus Plate

View more: http://schools.mealviewer.com/school/LincolnStreetElementarySchool

This Institution is an Equal Opportunity Provider

Melican Middle School / Breakfast

JANUARY 2025

		Wed 1	Thu 2	Fri 3
		No Information Provided	No Information Provided	Muffin Variety Nutrigrain Bar Yogurt Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 6	**Tue 7**	**Wed 8**	**Thu 9**	**Fri 10**
Assorted Cereals Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Bagel w/Cream Cheese Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Breakfast Banana Bread Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Yogurt Parfait Assorted Cereals Mixed Fruit Cup Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Muffin Variety Nutrigrain Bar Yogurt Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 13	**Tue 14**	**Wed 15**	**Thu 16**	**Fri 17**
Assorted Cereals Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Bagel w/Cream Cheese Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Breakfast Banana Bread Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Yogurt Parfait Assorted Cereals Mixed Fruit Cup Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Muffin Variety Nutrigrain Bar Yogurt Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free

This Institution is an Equal Opportunity Provider

Melican Middle School / Breakfast

JANUARY 2025

Mon **20**	Tue **21**	Wed **22**	Thu **23**	Fri **24**
Assorted Cereals Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Bagel w/Cream Cheese Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Breakfast Banana Bread Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Yogurt Parfait Assorted Cereals Mixed Fruit Cup Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Muffin Variety Nutrigrain Bar Yogurt Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 27	**Tue 28**	**Wed 29**	**Thu 30**	**Fri 31**
No Information Provided	No Information Provided	No Information Provided	No Information Provided	No Information Provided

View more: http://schools.mealviewer.com/school/MelicanMiddleSchool

This Institution is an Equal Opportunity Provider

Melican Middle School / Lunch

JANUARY 2025

		Wed 1	Thu 2	Fri 3
		No Information Provided	No Information Provided	Sal's Pizza Tossed Salad Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 6	**Tue 7**	**Wed 8**	**Thu 9**	**Fri 10**
Dinner Roll Steamed Broccoli Mixed Fruit Cup Chicken Alfredo Penne Milk 1% Low Fat Chocolate Milk Fat Free	Hamburger on WW Roll Veggie Burger on WW Roll Oven French Fries 3 Bean Salad Mixed Fruit Cup Cheeseburger on WW Roll Milk 1% Low Fat Chocolate Milk Fat Free	Corn Muffin Steamed Corn Mixed Fruit Cup Breaded Mozzarella Stics Milk 1% Low Fat Chocolate Milk Fat Free	Pasta with Meat Sauce WG Garlic Knot Steamed Peas Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free	Cheesy Breadsticks Garden Salad Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 13	**Tue 14**	**Wed 15**	**Thu 16**	**Fri 17**
Vegetarian Baked Beans Mixed Fruit Cup Kayem Hot Dog on WG Bun Lay's Potato Chips Milk 1% Low Fat Chocolate Milk Fat Free	Dinner Roll Mixed Fruit Cup Macaroni and Cheese Steamed Green Beans Milk 1% Low Fat Chocolate Milk Fat Free	Chicken Nuggets Oven French Fries Candied Carrots Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free	Taco Nachos Mixed Fruit Cup BB & Corn Salad Milk 1% Low Fat Chocolate Milk Fat Free	Deep Dish Pizza Tossed Salad Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 20	**Tue 21**	**Wed 22**	**Thu 23**	**Fri 24**
Martin Luther King Day	Steak and Cheese Sub Mixed Fruit Cup Steamed Green Beans Lay's Potato Chips Milk 1% Low Fat	Oven Fried Chicken Drums Mashed Potatoes Mixed Fruit Cup Steamed Corn Milk 1% Low Fat	Chili Cheese Fries Assorted Fruit Cup Baby Carrots Milk 1% Low Fat Chocolate Milk Fat Free	Cheesy Garlic Bread Tossed Salad Assorted Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free

daily Bagel w/Cream Cheese - Hummus Plate

This Institution is an Equal Opportunity Provider

View more: http://schools.mealviewer.com/school/MelicanMiddleSchool

Melican Middle School / Lunch

JANUARY 2025

Mon 20	Tue 21	Wed 22	Thu 23	Fri 24
	Chocolate Milk Fat Free	Chocolate Milk Fat Free		
Mon 27	**Tue 28**	**Wed 29**	**Thu 30**	**Fri 31**
Pancakes Sausage Patty Tater Tots Carrot Sticks Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free	Tomato Soup Celery Sticks Mixed Fruit Cup Grilled Cheese Sandwich Milk 1% Low Fat Chocolate Milk Fat Free	Half Day. No Lunch Served.	American Chop Suey Steamed Peas Mixed Fruit Cup Texas Toast Milk 1% Low Fat Chocolate Milk Fat Free	No Information Provided

daily Bagel w/Cream Cheese - Hummus Plate

View more: http://schools.mealviewer.com/school/MelicanMiddleSchool

This Institution is an Equal Opportunity Provider

Trottier Middle School / Breakfast

JANUARY 2025

		Wed 1	Thu 2	Fri 3
		No Information Provided	No Information Provided	Muffin Variety Nutrigrain Bar Yogurt Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 6	**Tue 7**	**Wed 8**	**Thu 9**	**Fri 10**
Assorted Cereals Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Bagel w/Cream Cheese Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Breakfast Banana Bread Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Yogurt Parfait Assorted Cereals Mixed Fruit Cup Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Muffin Variety Nutrigrain Bar Yogurt Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 13	**Tue 14**	**Wed 15**	**Thu 16**	**Fri 17**
Assorted Cereals Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Bagel w/Cream Cheese Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Breakfast Banana Bread Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Yogurt Parfait Assorted Cereals Mixed Fruit Cup Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Muffin Variety Nutrigrain Bar Yogurt Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free

This Institution is an Equal Opportunity Provider

Trottier Middle School / Breakfast

JANUARY 2025

Mon **20**	Tue **21**	Wed **22**	Thu **23**	Fri **24**
Assorted Cereals Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Bagel w/Cream Cheese Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Breakfast Banana Bread Nutrigrain Bar Yogurt Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Yogurt Parfait Assorted Cereals Mixed Fruit Cup Mozzarella Cheese Stick Milk 1% Low Fat Chocolate Milk Fat Free	Muffin Variety Nutrigrain Bar Yogurt Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon **27**	Tue **28**	Wed **29**	Thu **30**	Fri **31**
No Information Provided	No Information Provided	No Information Provided	No Information Provided	No Information Provided

View more: http://schools.mealviewer.com/school/TrottierMiddleSchool

This Institution is an Equal Opportunity Provider

Trottier Middle School / Lunch

JANUARY 2025

		Wed 1	Thu 2	Fri 3
		NEW YEAR'S DAY	Steamed Broccoli Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free	Cheese Pizza Tossed Salad Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 6	**Tue 7**	**Wed 8**	**Thu 9**	**Fri 10**
Mashed Potato Mixed Vegetable Assorted Fruit Cup WG Popcorn Chicken Milk 1% Low Fat Chocolate Milk Fat Free	Pasta with Meatballs Assorted Fruit Cup Steamed Corn Garlic Bread Milk 1% Low Fat Chocolate Milk Fat Free	Pancakes Yogurt Hash Brown Potatoes Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free Syrup	Chicken Tenders Rice Pilaf Steamed Peas Assorted Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free	Cheese Pizza Garden Salad Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 13	**Tue 14**	**Wed 15**	**Thu 16**	**Fri 17**
Hamburger on WW Roll Veggie Burger on WW Roll Vegetarian Baked Beans Sweet Potato Crinkle Fries Assorted Fresh Fruit Cheeseburger on WW Roll Milk,1% Lowfat Chocolate Milk Fat Free	French Toast sticks Sausage Patty Tater Tots Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free	WG Garlic Knot Mixed Vegetable Mixed Fruit Cup Macaroni and Cheese Milk 1% Low Fat Chocolate Milk Fat Free	Warm WG Pretzel Ultimate Cheddar Cheese Cup Assorted Fruit Cup Baby Carrots Milk 1% Low Fat Chocolate Milk Fat Free	French Bread Pizza Tossed Salad Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free
Mon 20	**Tue 21**	**Wed 22**	**Thu 23**	**Fri 24**
Martin Luther King Day	BBQ Baked Beans Steamed Broccoli Mixed Fruit Cup Kayem Hot Dog on WG Bun	Chicken & Cheese Quesadillas Sour cream BB & Corn Salad	Tater Tots Yogurt Mixed Fruit Cup Waffles, WG Milk 1% Low Fat	Cheese Pizza Garden Salad Mixed Fruit Cup Milk 1% Low Fat

daily Bagel w/Cream Cheese - Hummus Plate

View more: http://schools.mealviewer.com/school/TrottierMiddleSchool

This Institution is an Equal Opportunity Provider

Trottier Middle School / Lunch

JANUARY 2025

Mon 20	Tue 21	Wed 22	Thu 23	Fri 24
	Milk 1% Low Fat Chocolate Milk Fat Free	Milk 1% Low Fat Chocolate Milk Fat Free Salsa	Chocolate Milk Fat Free Syrup	Chocolate Milk Fat Free
Mon 27	**Tue 28**	**Wed 29**	**Thu 30**	**Fri 31**
Chicken Patty on a Bun Oven French Fries Mixed Vegetable Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free	Tomato Soup Assorted Fruit Cup Grilled Cheese Sandwich Milk 1% Low Fat Chocolate Milk Fat Free	Half Day. No Lunch Served.	Chicken Nuggets Mashed Potatoes Steamed Broccoli Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free	Tony's Pizza Garden Salad Mixed Fruit Cup Milk 1% Low Fat Chocolate Milk Fat Free

daily Bagel w/Cream Cheese - Hummus Plate

View more: http://schools.mealviewer.com/school/TrottierMiddleSchool

This Institution is an Equal Opportunity Provider

NSboro 2023-2024 SCHOOL CALENDAR

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August
08/28 Professional Development
08/29 Professional Development
08/30 Professional Development
08/31 First Day of School for Students
1 Student Day

September
09/04 Labor Day (No School)
09/25 Yom Kippur (No School)
09/26 Wellness Day
19 Student Days

October
10/09 Columbus Day (No School)
10/31 Wellness Day
21 Student Days

November
11/13 Wellness Day
11/22 Half Day for Students
11/23-11/24 Thanksgiving Recess (No School)
20 Student Days

December
12/22 Half Day for Students
12/25-12/29 December Break (No School)
16 Student Days

January
01/01 New Year's Day (No School)
01/15 Martin Luther King Day (No School)
21 Student Days

February
02/19-02/23 February Break (No School)
16 Student Days

March
03/05 Professional Development (Presidential Primary)
03/29 Good Friday (No School)
19 Student Days

April
04/10 Wellness Day
04/15-04/19 April Break (No School)
17 Student Days

May
5/27 Memorial Day (No School)
22 Student Days

June
06/02 ARHS Graduation
06/12 Last Day of School (Half Day for Students)
06/13-06/20 Makeup Days
06/19 Juneteenth (No School)
8 Student Days

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Red: First and Last Day for Students
Yellow: No School
Green: Professional Development
Purple: Wellness Day No homework, tests, and quizzes assigned. Wellness Days will fall on the following religious dates when school is in session: *Rosh Hashanah, Yom Kippur, Diwali, Lunar New Year, Good Friday, Eid al-Fitr*

[2023-2024 Partial List of Religious and Cultural Observances]
[Link to Interfaith Calendar]

N/S/R/U Approved 03/08/2023

NSboro 2024-2025 SCHOOL CALENDAR

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August
08/26 Professional Development Day
08/27 Professional Development Day
08/28 Professional Development Day
08/29 First Day of School for Students
2 Student Days

September
09/02 Labor Day (No School)
20 Student Days

October
10/03 Rosh Hashanah (No School)
10/14 Columbus Day (No School)
21 Student Days

November
11/01 Wellness Day (Half Day for Students)
11/05 Professional Development Day (Presidential Election)
11/11 Veterans Day (No School)
11/27 Half Day for Students
11/28-11/29 Thanksgiving Recess (No School)
17 Student Days

December
12/20 Half Day for Students
12/23-01/01 December Break (No School)
15 Student Days

January
01/01 New Year's Day (No School)
01/20 Martin Luther King Day (No School)
01/29 Wellness Day (Half Day for Students)
21 Student Days

February
02/17-02/21 February Break (No School)
15 Student Days

March
03/31 Wellness Day (Half Day for Students)
21 Student Days

April
04/18 Good Friday (No School)
04/21-04/25 April Break (No School)
16 Student Days

May
5/26 Memorial Day (No School)
5/31 ARHS Graduation
21 Student Days

June
06/16 Last Day of School (Half Day for Students)
06/17-06/24 Makeup Days
06/19 Juneteenth (No School)
11 Student Days

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Red: First and Last Day for Students
Yellow: No School
Green: Professional Development Day ~ No School For Students
Purple: Wellness Day (Half Day for Students)

[2024-2025 Partial List of Religious and Cultural Observances]

N/S/R Approved 12/06/2023

2024-2025 Partial List of Religious and Cultural Observances

(Occurring during the Academic Year)

The Public Schools of Northborough and Southborough is a culturally and religiously diverse community. While the schools are not closed on all religious holidays, it is the intention of the District to respect religious and cultural days that are significant to the students, families, and staff. The following list, although not exhaustive, includes many holidays that may require a student to be absent from school. Students who miss schoolwork because of an excused absence, including absence(s) for religious observance, should not be expected to complete homework, study for tests, or do other schoolwork during their absence(s). They shall be given the opportunity to complete assignments and tests within a reasonable time, based on the circumstances. These absences should be managed in the same manner as absences for other excused reasons, including informing the school of the absence, talking with teachers about the absence(s) and missed work, etc. *(Religious Observance Policy – I 340).*

Please contact The Public Schools of Northborough and Southborough with information about any religious day not listed below for inclusion in future lists.

Month	Name of Holiday	Religion	Date(s)
September	Labor Day		September 2
	Feast of Nativity	Armenian Orthodox, Orthodox Christian	September 8
	Mawlid Al-Nabi	Islamic	September 17
	Fall Equinox*	Wicca/Neo-Pagan	September 22
October	Rosh Hashanah*	Jewish	October 2-4
	Yom Kippur*	Jewish	October 11-12
	Navratri/ Dussehra	Hindu	October 3-12
	Indigenous Peoples Day/Columbus Day		October 14
	Sukkot* (Feast of Tabernacles)	Jewish	October 16-23
	Shemini Atzeret*	Jewish	October 23
	Simchat Torah*	Jewish	October 25
November	Diwali	Hindu	November 1
	Bestu Varas	Hindu	November 2
	Birth of Bab*	Baha'i	November 2
	Veterans' Day		November 11
	Thanksgiving Day		November 28
December	Winter Solstice*	Wicca/Neo-Pagan	December 21
	Hanukkah (Chanukah)*	Jewish	December 25-January 2
	Christmas Day*	Christian	December 25
	Kwanzaa	African American	December 26-January 1
January 2025	New Year's Day		January 1
	Christmas	Orthodox Christian	January 7
	Pongal	Hindu	January 14-17
	Martin Luther King Jr. Day		January 20
	Lunar New Year	Chinese, Korean, Vietnamese	January 29
February	Presidents' Day		February 17
	International Mother Language Day		February 21
	Maha Shivaratri	Hindi	February 26
March	Ramadan begins*	Islamic	March 1
	Beginning of Lent	Orthodox Christian	March 5
	Ash Wednesday	Christian	March 5
	Purim*	Jewish	March 14
	Holi	Hindu	March 14
	Baha'i Naw-Rúz (New Year)	Baha'i	March 20
	Vernal Equinox		March 20
	Laylat al Qadr	Islamic	March 27
	Eid al-Fitr (end of Ramadan)*	Islamic	March 30
April	Rama Navami	Hindu	April 6
	Passover*	Jewish	April 12-20
	Palm Sunday	Christian	April 13
	Holy Thursday (Maundy Thursday)	Christian	April 17
	Good Friday	Christian	April 18
	Good Friday	Orthodox Christian	April 18
	Easter	Christian	April 20
	Easter	Orthodox Christian	April 20
	Patriots' Day		April 21
May	Declaration of the Báb	Bahá'í	May 22-23
	Memorial Day		May 26
	Ascension of the Bahá'u'lláh*	Bahá'í	May 28
	Ascension	Christian	May 29
June	Shavuot*	Jewish	June 1-3
	Juneteenth		June 19
	Litha Summer Solstice	Wicca/ Neo-Pagan	June 21

*Holiday begins at sundown

Public Schools of Northborough and Southborough

Narrative on Cleaning, A La Carte Options, Vehicles, and Cash Handling

Cleaning:
The 10 kitchens across our district are maintained by building-based custodian teams, overseen by a District Facilities Manager. This ensures consistent cleanliness and compliance with health and safety standards.

A La Carte:
Algonquin Regional High School, Melican Middle School, and Trottier Middle School offer daily a la carte menu options for students and staff. These include items such as chips, a variety of bars, fresh fruit, and milk, providing convenient and healthy choices.

Vehicles:
The Northborough (K-8) and Southborough (K-8) schools are supported by a chartered vehicle service from Van Pool, hired at a daily rate. This service, staffed by a dedicated and reliable driver, ensures timely and safe delivery of food and supplies. The Food Service Manager and cafeteria managers collaborate to monitor the schedule and maintain efficient operations.

> **Schedule** -
>
> Southborough is on Tuesday and Thursday traveling from Trottier to Woodward and Finn. The driver starts at 9:30 until about 10:30.
>
> Northborough is daily, starts at Melcian then goes to all of the elementary schools. He starts at 9:30 and finishes around 11.

Cash Handling:
Although cash transactions are limited, our schools accommodate them. Bookkeeping and collection are managed in coordination with each school's main office. Food Services Managers play a key role in supporting this process to ensure accuracy and accountability.

[redacted] EXHIBIT I

Sample SFA-FSMC Monitoring Form

SFA-FSMC Monitoring Form

Review Date: _____
Name of District and Site Monitored: _____

Menus and Service	Yes	Needs Improvement	N/A
Has the FSMC followed the 21-day cycle menu, as described in contract, for the first 21 days of the contract? (Monitored during the first year of contract only)	☐	☐	☐
If changes were made to menus following the first 21 days of the contract, did the SFA approve them?	☐	☐	☐
Have all menu standards been maintained as to type and quality of meal service as outlined in the contract?	☐	☐	☐
Have all menus been developed using the agreed upon menu planning system(s)?	☐	☐	☐
Is the FSMC only serving reimbursable meals that comply with the latest USDA dietary guidelines as established by USDA in Federal regulations for the National School Lunch Program, the School Breakfast Program, and all other USDA contracted meal programs?	☐	☐	☐
Has the SFA hs retained control of the quality, extent, and general nature of its food service?	☐	☐	☐
Has the SFA made no payment to the FSMC for meals that are spoiled or unwholesome at time of delivery; or do not meet detailed specifications, or do not otherwise meet the requirements of the contract?	☐	☐	☐
Are production records completed each day for all meals claimed for reimbursement?	☐	☐	☐
Is the FSMC following regulations concerning not selling restricted foods of minimal nutritional value in the food service areas during meal service periods (e.g.,carbonated beverages, certain candies, water ices and chewing gum)?	☐	☐	☐

Menus and Service continued	Yes	Needs Improvement	N/A
Are meals monitored after the last food or menu item is served/selected to ensure that only reimbursable meals are claimed?	☐	☐	☐
Do the foods purchased meet the quality specification standards indicated in the contract?	☐	☐	☐
Does the SFA evaluate the FSMC's menus for affordability, nutrition requirements, and appeal to the students?	☐	☐	☐
USDA Donated Foods	**Yes**	**Needs Improvement**	**N/A**
Does the SFA received credit for the value of USDA-donated foods, received during the school year or fiscal year?	☐	☐	☐
Credit for the value of donated foods was received through (circle all that apply): Invoice reductions Refunds Discounts Other:	☐	☐	☐
Does the FSMC provided clear documentation of the value received and of credit being recognized? (This includes crediting for the value of donated foods contained in processed end products.)	☐	☐	☐
Does the USDA Foods billing statement detail the value of the USDA Foods received and that it was used as the value for all credits?	☐	☐	☐
Does the FSMC contract outline the frequency by which crediting will occur and was that followed? (Crediting is to be performed at least annually.)	☐	☐	☐
Does the SFA retain title to all USDA donated foods and ensure that all USDA donated foods are made available to the FSMC, including processed foods?	☐	☐	☐
Does the SFA/FSMC use USDA donated foods to the maximum extent in quantities that can be used and stored without waste?	☐	☐	☐
Does the FSMC use all donated foods, or commercially purchased foods of the same generic identity, of U.S.	☐	☐	☐

origin, and of equal or better quality than the donated foods in the SFA's food service?			
Deos the FSMC use all donated ground beef, ground pork, and all processed end products in the SFA's food service without substitution?	☐	☐	☐
For cost-reimbursable contracts, does the FSMC ensure that its system of inventory management do not result in the SFA being charged for donated foods?	☐	☐	☐
Is the FSMC responsible for receiving donated foods on behalf of the SFA? If yes, is the SFA verifying delivery of donated food shipments and end products and not relying solely on the FSMC records?	☐ ☐	☐ ☐	☐ ☐
Financial Accountability Procedures	**Yes**	**Needs Improvement**	**N/A**
Do the food service daily meal count records accurately reflect the counts of student and adult meals by meal type and eligibility category?	☐	☐	☐
The FSMC maintains records to support the Claims for Reimbursement,reports claim information to the SFA promptly at the end of each month, and has meal count records for meals not covered by the Claim e.g., adult meals.	☐	☐	☐
Do the food service daily income records accurately reflect the revenue received by meal type? (student meals, adult meals, a la carte, etc.)	☐	☐	☐
For FSMC Cost Reimbursement Contracts: Has the SFA audited the food and non-food invoices to assure that bills sent reflect actual expenses?	☐	☐	☐
Has the SFA audited time reporting forms to assure only actual hours worked are billed to the SFA?	☐	☐	☐
Are allowable costs paid from the nonprofit school food service account net of all discounts, rebates, and other applicable credits accruing to or received by the FSMC?	☐	☐	☐
Is the FSMC transparent in their identification of all rebates, discounts, and applicable credits, and the FSMC provides sufficient information to permit the SFA to	☐	☐	☐

identify allowable and unallowable costs?			
Are all bills monitored to assure that the FSMC has not double-billed or included costs that are not allowed by the contract?	☐	☐	☐

(Continued on next page.)

Sanitation and Safety Procedures	**Yes**	**Needs Improvement**	**N/A**
Are facilities and equipment adequately maintained for safety and sanitation?	☐	☐	☐
Do employees practice safe food-handling procedures?	☐	☐	☐
Are State health licenses maintained as required by the contract?	☐	☐	☐
Does the SFA assure that all State and local regulations are being met by the FSMC?	☐	☐	☐
Other Contractual Requirements	**Yes**	**Needs Improvement**	**N/A**
Has the FSMC used the advisory committee of parents, students, and teachers to assist in menu planning?	☐	☐	☐
Have all corrections been made as required if problems were noted during an SFA review, administrative review, or a program audit?	☐	☐	☐
Does the SFA has procedures in place to monitor the FSMC's contract compliance?	☐	☐	☐
Is documentation of monitoring is maintained?	☐	☐	☐
Has the FSMC staffing plan been approved by the SFA?	☐	☐	☐
Have staffing plan been followed per the Contract?	☐	☐	☐
Has the SFA retained all food service responsibilities not allowed to be delegated to the FSMC? If "no," list what was delegated:	☐	☐	☐
FSMC's food service operations are monitored by the SFA through periodic on-site visits to ensure that the food service is in conformance with program regulations and that program review and audit findings are resolved.	☐	☐	☐
Is documentation of monitoring maintained?	☐	☐	☐
Have all responsibilities of the sponsor and the FSMC been implemented as defined by the terms of the contract? If no, explain.	☐	☐	☐

Procurement Requirements	**Yes**	**Needs Improvement**	**N/A**
Did the SFA follow the appropriate procurement procedures when awarding the FSMC contract including preparing all contract documents? (These documents include, but are not limited to, bid specifications, the RFP, the contract, and any contract amendments.)	☐	☐	☐
Were there an adequate number of qualified RFP responses to permit reasonable competition?	☐	☐	☐
Was the RFP publicized and any reasonable requests by other sources to compete were honored to the maximum extent practicable?	☐	☐	☐
Was the FSMC awarded the contract based on the SFA-provided mechanisms for technical evaluation of the proposals ? Was the contract awarded to the responsible offeror whose proposal was the most advantageous to the SFA with price and other factors considered (with price as the primary factor)?	☐ ☐	☐ ☐	☐ ☐
~~Were unsuccessful offerors were notified promptly?~~	☐	☐	☐

List Corrective Actions taken for all "Needs Improvement" items.	**Date of Implementation**

Other Comments:

Signature of FSMC Representative:	Title:	Date:
Signature of SFA Official:	Title:	Date:

Northborough Southborough Regional School District 14-213-1

Finanace would need paper work by	Payroll close	Pay Date		Finanace would need paper work by	AP warrants close	Pay Date
		7/3/2024				7/3/2024
7/8/2024	7/11/2024	7/18/2024		**7/5/2024**	7/10/2024	7/18/2024
7/22/2024	7/25/2024	8/1/2024		**7/19/2024**	7/24/2024	8/1/2024
8/5/2024	8/8/2024	8/15/2024		**8/2/2024**	8/7/2024	8/15/2024
8/19/2024	8/22/2024	8/29/2024		**8/16/2024**	8/21/2024	8/29/2024
9/2/2024	9/5/2024	9/12/2024		**8/30/2024**	9/4/2024	9/12/2024
9/16/2024	9/19/2024	9/26/2024		**9/13/2024**	9/18/2024	9/26/2024
9/30/2024	10/3/2024	10/10/2024		**9/27/2024**	10/2/2024	10/10/2024
10/14/2024	10/17/2024	10/24/2024		**10/11/2024**	10/16/2024	10/24/2024
10/28/2024	10/31/2024	11/7/2024		**10/25/2024**	10/30/2024	11/7/2024
11/11/2024	11/14/2024	11/21/2024		**11/8/2024**	11/13/2024	11/21/2024
11/25/2024	11/28/2024	12/5/2024		**11/22/2024**	11/27/2024	12/5/2024
12/9/2024	12/12/2024	12/19/2024		**12/6/2024**	12/11/2024	12/19/2024
12/16/2024	12/26/2024	1/2/2025		**12/16/2024**	12/20/2024	1/2/2025
1/6/2025	1/9/2025	1/16/2025		**1/3/2025**	1/8/2025	1/16/2025
1/20/2025	1/23/2025	1/30/2025		**1/17/2025**	1/22/2025	1/30/2025
2/3/2025	2/6/2025	2/13/2025		**1/31/2025**	2/5/2025	2/13/2025
2/17/2025	2/20/2025	2/27/2025		**2/14/2025**	2/19/2025	2/27/2025
3/3/2025	3/6/2025	3/13/2025		**2/28/2025**	3/5/2025	3/13/2025
3/17/2025	3/20/2025	3/27/2025		**3/14/2025**	3/19/2025	3/27/2025
3/31/2025	4/3/2025	4/10/2025		**3/28/2025**	4/2/2025	4/10/2025
4/14/2025	4/17/2025	4/24/2025		**4/11/2025**	4/16/2025	4/24/2025
4/28/2025	5/1/2025	5/8/2025		**4/25/2025**	4/30/2025	5/8/2025
5/12/2025	5/15/2025	5/22/2025		**5/9/2025**	5/14/2025	5/22/2025
5/26/2025	5/29/2025	6/5/2025		**5/23/2025**	5/28/2025	6/5/2025
6/9/2025	6/12/2025	6/19/2025		**6/6/2025**	6/11/2025	6/19/2025
6/23/2025	6/26/2025	7/3/2025		**6/20/2025**	6/25/2025	7/3/2025
7/7/2025	7/10/2025	7/17/2025		**7/4/2025**	7/9/2025	7/17/2025

Northborough 14-213

Finanace would need paper work by	Payroll close	Pay Date		Finanace would need paper work by	AP warrants close	Pay Date
		7/3/2024				7/3/2024
7/8/2024	7/11/2024	7/18/2024		**7/5/2024**	7/10/2024	7/18/2024
7/22/2024	7/25/2024	8/1/2024		**7/19/2024**	7/24/2024	8/1/2024
8/5/2024	8/8/2024	8/15/2024		**8/2/2024**	8/7/2024	8/15/2024
8/19/2024	8/22/2024	8/29/2024		**8/16/2024**	8/21/2024	8/29/2024
9/2/2024	9/5/2024	9/12/2024		**8/30/2024**	9/4/2024	9/12/2024
9/16/2024	9/19/2024	9/26/2024		**9/13/2024**	9/18/2024	9/26/2024
9/30/2024	10/3/2024	10/10/2024		**9/27/2024**	10/2/2024	10/10/2024
10/14/2024	10/17/2024	10/24/2024		**10/11/2024**	10/16/2024	10/24/2024
10/28/2024	10/31/2024	11/7/2024		**10/25/2024**	10/30/2024	11/7/2024
11/11/2024	11/14/2024	11/21/2024		**11/8/2024**	11/13/2024	11/21/2024
11/25/2024	11/28/2024	12/5/2024		**11/22/2024**	11/27/2024	12/5/2024
12/9/2024	12/12/2024	12/19/2024		**12/6/2024**	12/11/2024	12/19/2024
12/16/2024	12/26/2024	1/2/2025		**12/16/2024**	12/20/2024	1/2/2025
1/6/2025	1/9/2025	1/16/2025		**1/3/2025**	1/8/2025	1/16/2025
1/20/2025	1/23/2025	1/30/2025		**1/17/2025**	1/22/2025	1/30/2025
2/3/2025	2/6/2025	2/13/2025		**1/31/2025**	2/5/2025	2/13/2025
2/17/2025	2/20/2025	2/27/2025		**2/14/2025**	2/19/2025	2/27/2025
3/3/2025	3/6/2025	3/13/2025		**2/28/2025**	3/5/2025	3/13/2025
3/17/2025	3/20/2025	3/27/2025		**3/14/2025**	3/19/2025	3/27/2025
3/31/2025	4/3/2025	4/10/2025		**3/28/2025**	4/2/2025	4/10/2025
4/14/2025	4/17/2025	4/24/2025		**4/11/2025**	4/16/2025	4/24/2025
4/28/2025	5/1/2025	5/8/2025		**4/25/2025**	4/30/2025	5/8/2025
5/12/2025	5/15/2025	5/22/2025		**5/9/2025**	5/14/2025	5/22/2025
5/26/2025	5/29/2025	6/5/2025		**5/23/2025**	5/28/2025	6/5/2025
6/9/2025	6/12/2025	6/19/2025		**6/6/2025**	6/11/2025	6/19/2025
6/23/2025	6/26/2025	7/3/2025		**6/20/2025**	6/25/2025	7/3/2025
7/7/2025	7/10/2025	7/17/2025		**7/4/2025**	7/9/2025	7/17/2025

Southborough 14-276

Finanace would need paper work by	Payroll close	Pay Date		Finanace would need paper work by	AP warrants close	Pay Date
		7/3/2024				7/3/2024
7/8/2024	7/10/2024	7/17/2024		**7/5/2024**	7/9/2024	7/17/2024
7/22/2024	7/24/2024	7/31/2024		**7/19/2024**	7/23/2024	7/31/2024
8/5/2024	8/7/2024	8/14/2024		**8/2/2024**	8/6/2024	8/14/2024
8/19/2024	8/21/2024	8/28/2024		**8/16/2024**	8/20/2024	8/28/2024
9/2/2024	9/4/2024	9/11/2024		**8/30/2024**	9/3/2024	9/11/2024
9/16/2024	9/18/2024	9/25/2024		**9/13/2024**	9/17/2024	9/25/2024
9/30/2024	10/2/2024	10/9/2024		**9/27/2024**	10/1/2024	10/9/2024
10/14/2024	10/16/2024	10/23/2024		**10/11/2024**	10/15/2024	10/23/2024
10/28/2024	10/30/2024	11/6/2024		**10/25/2024**	10/29/2024	11/6/2024
11/11/2024	11/13/2024	11/20/2024		**11/8/2024**	11/12/2024	11/20/2024
11/25/2024	11/27/2024	12/4/2024		**11/22/2024**	11/26/2024	12/4/2024
12/9/2024	12/11/2024	12/18/2024		**12/6/2024**	12/10/2024	12/18/2024
12/16/2024	12/20/2024	12/31/2024		**12/16/2024**	12/20/2024	12/31/2024
1/6/2025	1/8/2025	1/15/2025		**1/3/2025**	1/7/2025	1/15/2025
1/20/2025	1/22/2025	1/29/2025		**1/17/2025**	1/21/2025	1/29/2025
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2/17/2025	2/19/2025	2/26/2025		**2/14/2025**	2/18/2025	2/26/2025
3/3/2025	3/5/2025	3/12/2025		**2/28/2025**	3/4/2025	3/12/2025
3/17/2025	3/19/2025	3/26/2025		**3/14/2025**	3/18/2025	3/26/2025
3/31/2025	4/2/2025	4/9/2025		**3/28/2025**	4/1/2025	4/9/2025
4/14/2025	4/16/2025	4/23/2025		**4/11/2025**	4/15/2025	4/23/2025
4/28/2025	4/30/2025	5/7/2025		**4/25/2025**	4/29/2025	5/7/2025
5/12/2025	5/14/2025	5/21/2025		**5/9/2025**	5/13/2025	5/21/2025
5/26/2025	5/28/2025	6/4/2025		**5/23/2025**	5/27/2025	6/4/2025
6/9/2025	6/11/2025	6/18/2025		**6/6/2025**	6/10/2025	6/18/2025
6/23/2025	6/25/2025	7/2/2025		**6/20/2025**	6/24/2025	7/2/2025
7/7/2025	7/9/2025	7/16/2025		**7/4/2025**	7/8/2025	7/16/2025
7/21/2025	7/23/2025	7/30/2025		**7/18/2025**	7/22/2025	7/30/2025
8/4/2025	8/6/2025	8/13/2025		**8/1/2025**	8/5/2025	8/13/2025

Finanace would need paper work by	Payroll close	Pay Date		Finanace would need paper work by	AP warrants close	Pay Date
8/18/2025	8/20/2025	8/27/2025		**8/15/2025**	8/19/2025	8/27/2025

Exhibit M – Scoring Committee Results Chart and Criteria Ratings Conversion Charts Example

***Please Note: This example is based upon a Scoring Committee with three members. If your scoring committee has a different number of members, Individual Criteria Rating/Values and Overall Rating Ranges must be adjusted.**

Committee Results Chart _ Vendor Name

Criteria	Committee Member 1	Committee Member 2	Committee Member 3	Committee Member	Total	Overall Rating*
General Experience						
Reference Satisfaction						
Operations						
Relative Experience (FSD)						
Menus						
Marketing/Merchandising						
Financial Stability						
Employee Training						
Student Participation						
Presentation Satisfaction						
Site Visit Satisfaction						
					Total Overall Rating	

Criteria	
Highly Advantageous - HA	
Advantageous - A	
Not Advantageous - NA	

Unacceptable - U		

See **Criteria Ratings Conversions Chart to determine **Overall Rating***

Criteria Ratings Conversion Chart

Criteria Rating	Value	Individual Criteria Rating/Value
Highly Advantageous	4	12 – 10 points
Advantageous	3	9 – 7 points
Not Advantageous	2	6 – 4 points
Unacceptable	1	3 points

**Each committee member criteria score will be converted into a point value*
**Point values for all committee members will be combined to identify an overall score for a particular criterion for a given vendor*

Exhibit M – Scoring Committee Results Chart and Criteria Ratings Conversion Charts

Overall Ratings Ranges Chart

Criteria Rating	Overall Rating Ranges	Vendor Names
Highly Advantageous*	44 – 34	
Advantageous	33 – 23	
Not Advantageous	22 – 12	
Unacceptable	11 – 0	

**Only Overall Ratings of Highly Advantageous move forward to the Price Evaluation Stage. If there are no vendors rated Highly Advantageous, the LEA reserves the right to move Advantageous vendors to the price (Guaranteed Return) evaluation stage.*

Overall Ratings Ranges Chart

Vendor Names	Criteria Points*	Guaranteed Return – Highest* (1st) to Lowest (4th)

**Ties on the Guaranteed Return are broken by the highest Criteria Points*
**Ties on both Guaranteed Return and Criteria Points are broken by lowest Management Fee*
****If the Guaranteed Return is Unacceptable for these vendors, the LEA reserves the right to go to the Advantageous vendor(s)***

Revenue (Source)	July	August	September	October	November	December	January	February	March	April	May	June	Year-to-Date
Local Sources:													
Student Meal Sales	$ -	$ -											$ -
Adult Meal Sales	$ -	$ 68	$ 959	$ 1,289	$ 858	$ 764							$ 3,938
A La Carte	$ -	$ 907	$ 12,161	$ 15,231	$ 10,868	$ 9,414							$ 48,583
Catering	$ -	$ -	$ -	$ -	$ -	$ -							$ -
Interest	$ 5	$ 11	$ 5	$ 5	$ 2	$ 2							$ 31
Federal Sources	$ -	$ -	$ 1,781	$ 19,910	$ 21,376	$ 15,297							$ 58,364
State Sources		$ 185	$ 5,640	$ 59,413	$ 63,642	$ 45,176							$ 174,055
Miscellaneous	$ -	$ 2	$ (2)	$ 9	$ (3)	$ (12)							$ (6)
Fund Transfer-In													$ -
Total Revenue	**$ 5**	**$ 1,173**	**$ 20,544**	**$ 95,858**	**$ 96,743**	**$ 70,641**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 284,964**

Expenditures	July	August	September	October	November	December	January	February	March	April	May	June	Year-to-Date	Percent of Total Revenue
Salaries & Wages	$ 5,629	$ 18,305	$ 27,662	$ 23,908	$ 24,866	$ 27,672							$ 128,043	44.93%
Employee Benefits	$ 3,851	$ 3,851	$ 3,851	$ 3,209	$ 1,926	$ 1,926							$ 18,615	6.53%
Purchased Services													$ -	0.00%
Property Services													$ -	0.00%
Food Costs	$ -	$ 2,180	$ 26,225	$ 29,007	$ 18,640	$ 15,792							$ 91,844	32.23%
Supplies													$ -	0.00%
Miscellaneous	$ -	$ 1,530	$ 2,457	$ 4,409	$ 3,337	$ 2,937							$ 14,670	5.15%
Capital Assets													$ -	0.00%
Indirect Costs		$ 52,622											$ 52,622	18.47%
Fund Transfer-Out													$ -	0.00%
Total Expenditures	**$ 9,481**	**$ 78,489**	**$ 60,196**	**$ 60,533**	**$ 48,769**	**$ 48,326**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 305,794**	107.31%
Net Profit/(Loss)	**$ (9,476)**	**$ (77,315)**	**$ (39,651)**	**$ 35,325**	**$ 47,974**	**$ 22,314**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (20,830)**	-7.31%

Note:

Student pre-payments should **not** be included in revenue. The dollars only become revenue when a meal or items have been purchased.

Revenue (Source)	July	August	September	October	November	December	January	February	March	April	May	June	Year-to-Date
Local Sources:													
Student Meal Sales													$ -
Adult Meal Sales	$ -	$ -	$ 53	$ 76	$ 37	$ 55							$ 221
A La Carte	$ -	$ 196	$ 3,988	$ 4,031	$ 2,463	$ 2,643							$ 13,320
Catering	$ -	$ -	$ -	$ -	$ -	$ -							$ -
Interest	$ 1	$ 1	$ 2	$ 3	$ 4	$ 5							$ 15
Federal Sources	$ -	$ -	$ -	$ 16,531	$ -	$ -							$ 16,531
State Sources	$ -	$ 257	$ -	$ 62,737	$ -	$ -							$ 62,994
Miscellaneous	$ -	$ -	$ -	$ -	$ -	$ -							$ -
Fund Transfer-In	$ -	$ -	$ -	$ -	$ -	$ -							$ -
Total Revenue	**$ 1**	**$ 453**	**$ 4,042**	**$ 83,377**	**$ 2,504**	**$ 2,703**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 93,081**

Expenditures	July	August	September	October	November	December	January	February	March	April	May	June	Year-to-Date	Percent of Total Revenue
Salaries & Wages	$ 1,653	$ 10,481	$ 33,456	$ 27,774	$ 23,319	$ 45,700							$ 142,384	152.97%
Employee Benefits	$ -	$ -	$ -	$ -	$ -	$ -							$ -	0.00%
Purchased Services	$ -	$ -	$ -	$ -	$ -	$ -							$ -	0.00%
Property Services	$ -	$ -	$ -	$ -	$ -	$ -							$ -	0.00%
Food Costs	$ 3,207	$ -	$ 39,931	$ 28,519	$ 19,508	$ 23,113							$ 114,278	122.77%
Supplies	$ -	$ -	$ -	$ -	$ -	$ -							$ -	0.00%
Miscellaneous	$ 1,149	$ 5,163	$ 4,906	$ 2,039	$ 9,110	$ 5,226							$ 27,592	29.64%
Capital Assets	$ -	$ -	$ 2,535	$ -	$ -	$ -							$ 2,535	2.72%
Indirect Costs	$ -	$ 51,081	$ -	$ -	$ -	$ -							$ 51,081	54.88%
Fund Transfer-Out	$ -	$ -	$ -	$ -	$ -	$ -							$ -	0.00%
Total Expenditures	**$ 6,010**	**$ 66,724**	**$ 80,828**	**$ 58,332**	**$ 51,937**	**$ 74,039**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 337,870**	362.99%
Net Profit/(Loss)	**$ (6,009)**	**$ (66,271)**	**$ (76,785)**	**$ 25,045**	**$ (49,433)**	**$ (71,336)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (244,789)**	-262.99%

Revenue (Source)	July	August	September	October	November	December	January	February	March	April	May	June	Year-to-Date
Local Sources:													
Student Meal Sales	$ -	$ -	$ -	$ -	$ -	$ -							$ -
Adult Meal Sales	$ -	$ -	$ 16	$ 137	$ 68	$ 105							$ 327
A La Carte	$ -	$ 518	$ 6,488	$ 6,377	$ 4,515	$ 3,987							$ 21,885
Catering	$ -	$ -	$ -	$ 385	$ 1,420	$ -							$ 1,805
Interest	$ -	$ -	$ -	$ -	$ -	$ -							$ -
Federal Sources	$ -	$ -	$ -	$ 31,289	$ 32,987	$ -							$ 64,276
State Sources	$ -	$ 893	$ -	$ 76,433	$ 79,866	$ -							$ 157,192
Miscellaneous	$ -	$ -	$ (1)	$ 1	$ -	$ -							$ 0
Fund Transfer-In	$ -	$ -	$ -	$ -	$ -								$ -
Total Revenue	**$ -**	**$ 1,411**	**$ 6,503**	**$ 114,623**	**$ 118,856**	**$ 4,092**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 245,485**

Expenditures	July	August	September	October	November	December	January	February	March	April	May	June	Year-to-Date	Percent of Total Revenue
Salaries & Wages	$ 2,964	$ 16,484	$ 49,177	$ 43,815	$ 39,389	$ 46,366							$ 198,195	80.74%
Employee Benefits	$ -	$ -	$ -	$ -	$ -	$ -							$ -	0.00%
Purchased Services	$ -	$ -	$ -	$ -	$ -	$ -							$ -	0.00%
Property Services	$ -	$ -	$ -	$ -	$ -	$ -							$ -	0.00%
Food Costs	$ 3,867	$ 4,013	$ 19,727	$ 52,298	$ 38,200	$ 51,615							$ 169,719	69.14%
Supplies	$ -	$ -	$ -	$ -	$ -	$ -							$ -	0.00%
Miscellaneous	$ 17,461	$ 6,805	$ 613	$ 8,376	$ 19,996	$ 4,823							$ 58,074	23.66%
Capital Assets	$ -	$ -	$ -	$ -	$ 7,795	$ -							$ 7,795	3.18%
Indirect Costs	$ -	$ 63,914	$ -	$ -	$ -	$ -							$ 63,914	26.04%
Fund Transfer-Out	$ -	$ -	$ -	$ -	$ -	$ -							$ -	0.00%
Total Expenditures	**$ 24,292**	**$ 91,215**	**$ 69,516**	**$ 104,489**	**$ 105,380**	**$ 102,804**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 497,697**	202.74%
Net Profit/(Loss)	**$ (24,292)**	**$ (89,804)**	**$ (63,013)**	**$ 10,134**	**$ 13,476**	**$ (98,712)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (252,212)**	-102.74%

Revenue (Source)	July	August	September	October	November	December	January	February	March	April	May	June	Year-to-Date
Local Sources:													
Student Meal Sales		$ -	$ -	$ -	$ -	$ -	$ -						$ -
Adult Meal Sales		$ 41	$ 793	$ 898	$ 928	$ 680	$ 815	$ 817	$ 1,020	$ 1,086	$ 1,161	$ 330	$ 8,569
A La Carte		$ 461	$ 10,561	$ 13,365	$ 12,288	$ 8,458	$ 11,116	$ 9,155	$ 11,140	$ 9,965	$ 11,901	$ 2,576	$ 100,986
Catering													$ -
Interest	$ 13	$ 13	$ 11	$ 11	$ 8	$ 6	$ 4	$ 9	$ 9	$ 8	$ 6	$ 107	$ 206
Federal Sources	$ 10,094	$ -	$ 700	$ 16,672	$ 19,458	$ 18,701	$ 14,694	$ 49,834	$ 14,090	$ 17,892	$ 15,847	$ 23,302	$ 201,283
State Sources	$ 24,100	$ -	$ 2,530	$ 54,168	$ 63,252	$ 56,829	$ 43,309	$ 50,569	$ 42,993	$ 53,521	$ 46,488	$ 66,145	$ 503,905
Miscellaneous			$ (1)	$ 4	$ 1	$ 14	$ 5	$ (0)	$ 2	$ 1	$ 3	$ 0	$ 30
Fund Transfer-In													$ -
Total Revenue	**$ 34,208**	**$ 515**	**$ 14,594**	**$ 85,118**	**$ 95,934**	**$ 84,688**	**$ 69,943**	**$ 110,384**	**$ 69,255**	**$ 82,474**	**$ 75,406**	**$ 92,459**	**$ 814,978**

Expenditures	July	August	September	October	November	December	January	February	March	April	May	June	Year-to-Date	Percent of Total Revenue
Salaries & Wages	$ 5,465	$ 17,387	$ 26,970	$ 24,785	$ 24,584	$ 26,268	$ 26,643	$ 39,552	$ 26,806	$ 25,581	$ 25,385	$ 24,965	$ 294,391	36.12%
Employee Benefits	$ 7,139	$ 3,569	$ 3,569	$ 3,569	$ 3,569	$ 3,569	$ 3,569	$ 3,569	$ 3,569	$ 3,569	$ 3,569	$ -	$ 42,832	5.26%
Purchased Services													$ -	0.00%
Property Services													$ -	0.00%
Food Costs	$ -	$ -	$ 30,626	$ 23,665	$ 28,602	$ 20,779	$ 19,573	$ 24,440	$ 22,314	$ 23,547	$ 8,163	$ 12,840	$ 214,549	26.33%
Supplies	$ -	$ -	$ 1,849										$ 1,849	0.23%
Miscellaneous	$ -	$ -	$ 3,538	$ 3,759	$ 4,109	$ 3,789	$ 2,267	$ 2,460	$ 2,636	$ 3,330	$ 4,450	$ 1,031	$ 31,370	3.85%
Capital Assets				$ 16,358									$ 16,358	2.01%
Indirect Costs							$ 73,922						$ 73,922	9.07%
Fund Transfer-Out													$ -	0.00%
Total Expenditures	**$ 12,604**	**$ 20,956**	**$ 66,553**	**$ 72,137**	**$ 60,864**	**$ 54,406**	**$ 125,974**	**$ 70,021**	**$ 55,326**	**$ 56,027**	**$ 41,568**	**$ 38,835**	**$ 675,271**	82.86%
Net Profit/(Loss)	**$ 21,604**	**$ (20,441)**	**$ (51,958)**	**$ 12,981**	**$ 35,069**	**$ 30,282**	**$ (56,031)**	**$ 40,363**	**$ 13,929**	**$ 26,447**	**$ 33,839**	**$ 53,624**	**$ 139,706**	17.14%

Note:
Student pre-payments should **not** be included in revenue. The dollars only become revenue when a meal or items have been purchased.

Attachment A

Revenue (Source)	July	August	September	October	November	December	January	February	March	April	May	June	Year-to-Date
Local Sources:										361	391	438	
Student Meal Sales	$ -	$ -	$ -										$ -
Adult Meal Sales	$ -	$ 4	$ 29	$ 51	$ 56	$ 48	$ 41	$ 29	$ 37	$ 41	$ 53	$ 31	$ 419
A La Carte	$ -	$ 9	$ 3,728	$ 4,721	$ 3,547	$ 3,862	$ 5,390	$ 3,656	$ 5,405	$ 4,219	$ 5,789	$ 1,681	$ 42,007
Catering	$ 153		$ -										$ 153
Interest	$ 8	$ 8	$ 9	$ 11	$ 12	$ 14	$ 17	$ 17	$ 19	$ 25	$ 27	$ 9	$ 176
Federal Sources	$ 32,358	$ -	$ 489	$ 12,719	$ 16,602	$ 13,226	$ 11,556	$ 15,096	$ 11,602	$ 14,981	$ 14,120	$ 26,842	$ 169,593
State Sources	$ 33,865	$ -	$ 2,331	$ 52,184	$ 64,081	$ 51,804	$ 43,550	$ 59,559	$ 77,346	$ 50,847	$ 47,008	$ 89,012	$ 571,588
Miscellaneous												$ (6)	$ (6)
Fund Transfer-In													$ -
Total Revenue	**$ 66,384**	**$ 21**	**$ 6,586**	**$ 69,687**	**$ 84,298**	**$ 68,953**	**$ 60,554**	**$ 78,358**	**$ 94,410**	**$ 70,113**	**$ 66,997**	**$ 117,569**	**$ 783,931**

Expenditures	July	August	September	October	November	December	January	February	March	April	May	June	Year-to-Date	Percent of Total Revenue
Salaries & Wages	$ -	$ 8,498	$ 26,858	$ 24,175	$ 20,799	$ 30,233	$ 33,125	$ 23,297	$ 29,729	$ 28,932	$ 23,550	$ 19,783	$ 268,980	34.31%
Employee Benefits													$ -	0.00%
Purchased Services													$ -	0.00%
Property Services													$ -	0.00%
Food Costs	$ 201	$ -	$ 15,452	$ 45,405	$ 23,236	$ 23,222	$ 18,503	$ 20,917	$ 18,346	$ 29,161	$ 30,156	$ 24,160	$ 248,757	31.73%
Supplies										$ 1,536			$ 1,536	0.20%
Miscellaneous	$ -	$ -	$ 5,050	$ 5,864	$ 3,188	$ 4,302	$ 1,734	$ 4,588	$ 5,927	$ 8,505	$ 4,316	$ 9,571	$ 53,045	6.77%
Capital Assets				$ 10,025									$ 10,025	1.28%
Indirect Costs							$ 43,180						$ 43,180	5.51%
Fund Transfer-Out													$ -	0.00%
Total Expenditures	**$ 201**	**$ 8,498**	**$ 47,360**	**$ 85,469**	**$ 47,223**	**$ 57,756**	**$ 96,542**	**$ 48,802**	**$ 54,002**	**$ 68,135**	**$ 58,022**	**$ 53,515**	**$ 625,524**	79.79%
Net Profit/(Loss)	**$ 66,183**	**$ (8,477)**	**$ (40,773)**	**$ (15,782)**	**$ 37,075**	**$ 11,197**	**$ (35,987)**	**$ 29,556**	**$ 40,407**	**$ 1,979**	**$ 8,975**	**$ 64,054**	**$ 158,407**	20.21%

Note:
Student pre-payments should **not** be included in revenue. The dollars only become revenue when a meal or items have been purchased.

Attachment A

Northborough Public Schools School Food Service Profit Loss Statement SY 2021-22 Period Ending June 30th, 2022

Revenue (Source)	July	August	September	October	November	December	January	February	March	April	May	June	Year-to-Date
Local Sources:										321	350	385	
Student Meal Sales		$ -	$ -										$ -
Adult Meal Sales		$ -	$ 4	$ 4	$ 16	$ 19	$ 8	$ 8	$ 4	$ -	$ 41	$ 8	$ 113
A La Carte		$ 79	$ 5,259	$ 6,349	$ 5,036	$ 4,405	$ 6,531	$ 5,002	$ 5,677	$ 4,868	$ 6,796	$ 2,429	$ 52,431
Catering	$ 938		$ -							$ 1,000			$ 1,938
Interest													$ -
Federal Sources	$ 66,890	$ -	$ 1,148	$ 24,175	$ 29,671	$ 28,536	$ 25,440	$ 34,995	$ 70,415	$ 31,753	$ 28,896	$ 51,987	$ 393,905
State Sources	$ 47,200	$ -	$ 3,163	$ 67,804	$ 80,009	$ 68,520	$ 57,117	$ 81,036	$ 58,227	$ 70,810	$ 64,956	$ 118,405	$ 717,246
Miscellaneous				$ (2)	$ 1	$ (1)	$ 0	$ 0	$ -	$ 1	$ (6)	$ 1	$ (5)
Fund Transfer-In													$ -
Total Revenue	**$ 115,027**	**$ 79**	**$ 9,574**	**$ 98,329**	**$ 114,734**	**$ 101,480**	**$ 89,096**	**$ 121,041**	**$ 134,322**	**$ 108,432**	**$ 100,682**	**$ 172,830**	**$ 1,165,627**

Expenditures	July	August	September	October	November	December	January	February	March	April	May	June	Year-to-Date	Percent of Total Revenue
Salaries & Wages	$ -	$ 13,509	$ 42,620	$ 35,357	$ 35,572	$ 44,102	$ 34,223	$ 54,910	$ 41,644	$ 35,746	$ 41,820	$ 31,566	$ 411,068	35.27%
Employee Benefits													$ -	0.00%
Purchased Services													$ -	0.00%
Property Services													$ -	0.00%
Food Costs	$ 275	$ -	$ 17,960	$ 42,984	$ 44,415	$ 28,662	$ 50,425	$ 26,025	$ 54,004	$ 41,614	$ 30,566	$ 47,958	$ 384,889	33.02%
Supplies			$ 6,190										$ 6,190	0.53%
Miscellaneous	$ -	$ 385	$ 3,570	$ 14,830	$ 4,201	$ 6,670	$ 2,513	$ 4,673	$ 2,911	$ 8,864	$ 8,705	$ 4,631	$ 61,954	5.32%
Capital Assets				$ 21,365									$ 21,365	1.83%
Indirect Costs							$ 57,573						$ 57,573	4.94%
Fund Transfer-Out													$ -	0.00%
Total Expenditures	**$ 275**	**$ 13,894**	**$ 70,340**	**$ 114,536**	**$ 84,188**	**$ 79,434**	**$ 144,735**	**$ 85,608**	**$ 98,558**	**$ 86,224**	**$ 81,091**	**$ 84,155**	**$ 943,039**	80.90%
Net Profit/(Loss)	**$ 114,752**	**$ (13,816)**	**$ (60,766)**	**$ (16,207)**	**$ 30,546**	**$ 22,045**	**$ (55,639)**	**$ 35,433**	**$ 35,764**	**$ 22,208**	**$ 19,591**	**$ 88,676**	**$ 222,587**	19.10%

Note:

Student pre-payments should **not** be included in revenue. The dollars only become revenue when a meal or items have been purchased.

Amount of interest attributable to cafeteria not received by town yet.

Attachment A



Lincoln-Sudbury Regional School District

Request for Proposal (RFP) / Contract

Food Service Management Companies
SY 2023 - 2024

Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street, Malden, MA 02148-4906
Phone 781-338-3000 TTY: N.E.T. Relay 800-439-2370
www.doe.mass.edu

MASSACHUSETTS
Department of Elementary and Secondary Education

This document was prepared by the
Massachusetts Department of Elementary and Secondary Education
Jeffrey C. Riley
Commissioner

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Massachusetts Department of Elementary and Secondary Education
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Phone 781-338-3000 TTY: N.E.T. Relay 800-439-2370
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Lincoln-Sudbury Regional School District

Request for Proposal (RFP) / Contract

Food Service Management Companies
SY 2023 – 2024

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:
(833) 256-1665 or (202) 690-7442; or

email:
program.intake@usda.gov

This institution is an equal opportunity provider.

Instructions for completing the RFP / Contract Template

The RFP/Contract Template is a locked document with SFA access to check off boxes, text fillable areas and drop-down form fields. To access each form fillable area, please utilize the tab key. SFAs must complete these areas of the RFP and subsequently, the contract portion of the document and submit to the Massachusetts Department of Elementary and Secondary Education, Office for Food and Nutrition Programs (MA DESE), for review and approval. **As part of the RFP process, all fields in the instructions below must be completed. Incomplete RFP's will be returned to the SFA, resulting in a delayed procurement process.**

Request For Proposal

- Page 1 – SFA must enter district name
- Page 3 - SFA must enter district name
- A.1. – SFA must enter district name, select all current CNPs and any CNP the FSMC must include with response.
- A.2. – SFA must enter Issuing Office
- A.4. – SFA must indicate number of copies FSMC must include with proposal, the location of clock that will be used for cutoff time, the date and time the proposals are due.
    - The SFA must enter district name and a date should the due date need to be changed.
    - The SFA must provide Name, Title, Email address, Fax # and address to whom and where proposals should be sent
    - The SFA must provide required timeline information
- Minimum Evaluation Criteria
    - #1 SFA must enter district name
    - #1 SFA must enter the minimum number of years' experience in managing K-12 school food service
    - #3 SFA must enter minimum number of years' experience for the food service director
    - #5 SFA must enter the minimum percentage
    - #7 SFA has option to add additional minimum criteria (**must be yes or no criteria**)
- Evaluation Criteria: Every field in the Evaluation Criteria must be completed by the SFA. FSMC must provide the page number reference.
    - #1 The SFA must adjust the number of years of experience the FSMC must have
    - #2 The SFA must adjust the number of references
    - #4 The SFA must adjust the number of years of experience and must enter district for each of the ratings
    - #8 The SFA must adjust the number of trainings per school year
    - #9 The SFA must adjust the percentage for student participation
- A.9. - The SFA must provide a date for the mandatory tours
- A.10. – The SFA must enter the years the one-year contract will be valid and the number of renewals
- B.4. – The SFA must select the bid guarantee percentage
- C.11. – The SFA must select one of the equipment options and provide a dollar amount
- C.12. – The SFA has the option to add additional specifications, if there are no other specifications indicate no additional specifications
- D.1. – SFA must add total number of proposal copies and SFA name
- [Non-Price] Proposal Contents (D2-D11) – The SFA must enter district name
- D.4. – SFA must list the number of references
- D.10.
    - 1 e – The SFA must define local
    - 2 – The SFA must select if the SFA will provide sample menus or the FSMC

Additionally the SFA should complete the contract items below in blue** to be included as part of the RFP. The remaining contract items will be completed by the SFA based upon the FSMC winning proposal. **Do not complete any non-blue sections of the contract portion as these will be completed during the contract phase of the process.**

- 1.1 – boxes checked should be reflective of the programs the SFA/FSMC will participate in during the term of the contract
- 3.6 – SFA must indicate if the FSMC will need to provide catering**
- 3.15 (A) – If the FSMC will service the Summer Program, the SFA must indicate dates**
- 4.1 – The SFA must define what services the FSMC will provide in relation to USDA Foods**
- 5.1 – SFA must indicate the equipment requirements
- 5.15 – SFA must indicate the appropriate option for Transportation Equipment and Vehicles**
- 8.2 – SFA must indicate the appropriate option for Employees**
- 8.3 – SFA must indicate the appropriate option for Student Workers**
- 10.9 – SFA must indicate minimum number of days**
- 12.5 – SFA must indicate the person and title responsible to oversee the contract
- 12.7 (G) – The SFA must indicate the FSMC's method for reporting discounts and rebates
- 12.10 – SFA must entered the required information
    - 12.10 A only**
- 15.4 – SFA must enter insurance information
- 15.6 – SFA must enter insurance information
- 15.7 – SFA must enter insurance information**
- 16.1 (A) & (B) – SFA must enter contract terms, renewal, and termination information
- 16.10 – SFA must enter dollar amounts for sanctions due to contract breaches**
- 17.5 (A) & (B) – The SFA must indicated who and where written communications need to be sent for both the SFA and FSMC

SCHEDULES: The following schedules must be completed and included as part of the RFP submission

- Schedule A is modifiable to individualize for each SFA
- Schedule B is modifiable to individualize for each SFA
- Schedule C must be completed as part of the RFP process
- Schedule D must be completed as part of the RFP process
- Schedule (E) (F) (G) – Forms must be submitted blank as part of the RFP. FSMC must complete as part of the proposal.

EXHIBITS: SFA must provide applicable exhibits noted in the table of contents. Exhibits A-L referenced in the table of contents, must be identified as such, and attached with the RFP. Exhibits A-L will be the SFA's own documents, and must be included for approval.

- Exhibit M – Scoring Chart must be submitted blank as part of the RFP
- Exhibit N – Forms must be submitted blank as part of the RFP. FSMC must complete as part of the proposal.

Please contact FSMC.Template@mass.gov with any questions you have regarding this process or documents. The FSMC must not complete any portion of the contract, however the FSMC must ensure the required information is addressed in the proposal.

Table of Contents – Request for Proposal (RFP)

Section A	General Information
Section B	Qualifications
Section C	Specification
Section D	Proposal Format and Contents for Submission
Section E	Program Objectives and Evaluation Criteria

Table of Contents – Contract

Section I	Contract Terms and Conditions
Section II	Relationship of the Parties
Section III	Food Service Program
Section IV	USDA Foods
Section V	Equipment
Section VI	Facilities
Section VII	Sanitation and Safety
Section VIII	Employees
Section IX	Free and Reduce Price Lunch Policy and Charging Policy
Section X	Meals – Portions, Planning and Purchasing
Section XI	Food Inventory, Storage and Procurement
Section XII	Financial: Accounting, Reporting Systems, Records and Payment Terms
Section XIII	Licenses, Fees and Taxes
Section XIV	Performance Bond
Section XV	Insurance
Section XVI	Contract Term, Renewal and Termination
Section XVII	Special and General Condition

Table of Contents – Schedules

Schedule A	Division of Costs for the Food Service Program
Schedule B	Procurement Specifications
Schedule C	Price List (SY23-24)
Schedule D	Reimbursement Rates
Schedule E	Financial Schedule
Schedule F	Food Service Management Company (FSMC) Fee
Schedule G	Guaranteed Return

Table of Contents – Exhibits

Exhibit A	Schools/Enrollment/Attendance Factor/Free – Reduced Percentage/Serving Times/CNPs
Exhibit B	Reimbursement Claims for the Last 12 Months
Exhibit C	Meal Counts and Sales by School
Exhibit D	Current Employee Roster by title, Hours Worked by Location and Wage Scales
Exhibit E	Last Year's Audited Financial Statement
Exhibit F	Current Menus
Exhibit G	2022-2023 and 2023-2024 School Calendar
Exhibit H	Brief Narrative Concerning Cleaning, A La Carte, Vehicles, and Cash
Exhibit I	Sample SFA Monitoring FSMC Form
Exhibit J	Equipment Specifications
Exhibit K	Current Equipment Amortization Schedule
Exhibit L	Accounts Payable Cut-off Schedule
Exhibit M	Scoring Committee Results Chart and Criteria Ratings Conversion Charts
Exhibit N	Certificate of Independent Price Determination Certification Regarding Debarment Certification Regarding Lobbying Disclosure of Lobbying Certification of Clean Air and Water Energy Policy and Conservation Act Non-Collusive Statement Tax Compliance Certification Foreign Corporation Certificate of Registration
Exhibit O	Additional agreed upon terms and conditions in reference to Section

Request for Proposal

Section A: General Information

A.1. Purpose of this request for proposal (RFP):

The organization or individual responding to this request will be referred to as the Food Service Management Company (FSMC) and the contract will be between the FSMC and Lincoln-Sudbury Regional School District hereafter referred to as the School Food Authority (SFA).

This solicitation is for the purpose of entering into a contract for the operation of a food service program for the SFA. Currently the SFA's food service program includes the following programs and options:

National School Lunch Program (NSLP)	☑
Fresh Fruit and Vegetable Program (FFVP)	☐
At-Risk Supper Program (CACFP)	☐
Special Milk Program	☐
A la Carte Food	☐
School Breakfast Program (SBP)	☑
At-Risk Snack (CACFP)	☐
After School Snack Program (SNAP)	☐
Vending Items	☑

The SFA requires the FSMC proposal to include the following programs and options in their response:

National School Lunch Program (NSLP)	☑
Fresh Fruit and Vegetable Program (FFVP)	☐
At-Risk Supper Program (CACFP)	☐
Special Milk Program	☐
A la Carte Food	☐
School Breakfast Program (SBP)	☑
At-Risk Snack (CACFP)	☐
After School Snack Program (SNAP)	☐
Vending Items	☑

The FSMC will assume responsibility for the efficient management and consulting service of the food program including, but not limited to: menus, purchasing, receiving, storing, setting up cafeteria lines, counter service, cleanup, sanitation, training, hiring and supervising personnel, and presenting food in a way to create optimum student participation at the schools listed in **Exhibit A**.

A.2. Issuing Office

Lincoln-Sudbury Regional School District is the issuing office for this document and all subsequent addenda relating to it. The information provided herein is intended to assist the FSMC in the preparation of proposals necessary to properly respond to this RFP. The RFP is designed to provide interested FSMCs with sufficient information to submit proposals meeting minimum requirements but is not intended to limit a proposal's content or exclude any relevant or essential data there from. The FSMCs may expand upon the specification details to evidence service capability under any agreement within regulatory limits.

Questions related to any portion of this RFP must be directed in writing to the office noted above via mail, e-mail, or fax. **Responses will be provided only to written questions** submitted if provided in accordance with the timeline in Section A4.

A.3. Procurement Method

Procurement Method will be the Competitive Sealed Proposal (commonly known as a Request for Proposals or RFP). A Chief Procurement Officer (CPO) or other local official(s) with delegated authority is responsible for conducting/overseeing the procurement.

The RFP method differs from the traditional Invitation for Bid (IFB) method in the following ways:

- RFP requires a separate price and non-price proposal
- All comparative criteria used to evaluate proposals are included in the RFP
- Proposers are informed that the contract will be awarded to the proposal that is most advantageous to the SFA, taking into consideration all evaluation criteria including-price, with price as the primary factor.

The contract will be a Cost-Reimbursable contract where the FSMC will be paid on the basis of the direct costs (food, labor and supplies) incurred plus fixed fees (Administrative Fee – corporate overhead costs and Management Fee – negotiated profit). Administrative and Management Fees must be itemized to ensure there are no duplicate charges.

A.4. Timeline: Response Due Date and Pre-Bid Conference

Number of Copies: 5 (outlined in Section D1) of the proposal must be received, time and date stamped by the time clock at Location: Business Center, LSRSD 390 Lincoln Road, Sudbury,MA 0177(by Due Date: 5/3/2023 at Time: 10:00 am . Any proposals en route, either in the mail or other locations in the SFA's offices will be ineligible for consideration. Emailed or faxed proposals WILL NOT be accepted.

Proposals will be made available for inspection onsite for a reasonable period of time after all proposals are opened and a determination made on the awarded vendor. RFP's will be opened privately and evaluated. Price Proposals are opened privately after proposal evaluations.

Unforeseeable Circumstances – If, at the time of the scheduled proposal submission date, Lincoln-Sudbury Regional School District are closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the proposal due date will be postponed until 10:00 am on the next normal business day.

The proposal must be received at the office of:

Name	Kirsteen Patterson
Title	Director of Finance and Operations
Address (Street Name)	390 Lincoln Road
Address (City, State)	Sudbury, MA
Address (Zip Code)	01776
Email Address	kirsteen_patterson@LSRHS.net
Fax	

Date	Description
Date: 3/13/23	Request for Proposals (RFP) Issued (RFP to be approved by MA DESE prior to issuing)
Date: 4/12/23	Pre-Proposal Conference Time: 9:00 am ☑ Attendance Required Address: Street Name: 390 Lincoln Road City, State: Sudbury, MA Zip Code: 01776 Tour of SFA facilities immediately following the Pre-Proposal Conference
Date: 4/26/23	Questions from Bidders Due
Date: 4/28/23	Responses from the SFA to the Bidders Questions Due (Written/Posted)
Date: 5/3/23	Proposal Deadline Time: 10:00 am
Date: 5/3/23	Review and Evaluation of Proposals
Date: 5/23/23	Award of Contract by School Committee
Date: 5/31/23	Draft contract due to MA DESE
Date: 6/30/23	Executed Contract due to MA DESE

A.5. Consideration and Rule for Award

1. The SFA may award a contract based upon the initial proposals received without discussion of such proposals with the proposer. Accordingly, each initial proposal should be submitted with the most favorable price (Guaranteed Return) and service standpoint.
2. In accordance with 2 CFR § 200.319 and MA 30B, this procurement transaction will be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective evaluation of contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or requests for proposals must be excluded from competing for this contract.
    a. Prohibited restrictions to competition:
        i. Placing unreasonable requirements on firms in order for them to qualify to do business;
        ii. Requiring unnecessary experience and excessive bonding;
        iii. Noncompetitive pricing practices between firms or between affiliated companies;
        iv. Noncompetitive contracts to consultants that are on retainer contracts;
        v. Organizational conflicts of interest;
        vi. Specifying a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
        vii. Any arbitrary action in the procurement process.
3. In accordance with 2 CFR § 200.319(c), the SFA will not conduct the procurement process in a manner that uses statutorily or administratively imposed state, local or tribal geographic preferences in the evaluation of proposals, except in those cases where applicable federal statutes expressly permit such preferences.

4. The SFA reserves the right to cancel the solicitation when deemed in the best interest of the SFA.
5. The SFA reserves the right to waive any informality in any proposal or in any provision in the RFP.
6. The SFA will award the contract, in writing, to the responsible FSMC whose proposal is most responsive and advantageous to the SFA taking into consideration all evaluation criteria, with price as the primary factor. A responsible FSMC is one in which contractor integrity, compliance with public policy, record of past performance, and financial, technical and other resources indicate an ability to perform successfully under the terms and conditions required by this solicitation. A responsive proposal is one that conforms to all the material terms and conditions of the solicitation. 2 CFR § 200.320(b)(2)(iii)
7. FSMCs or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting proposals. Failure to do so will be at the FSMC's own risk and cannot secure relief on a plea of error. This must include the contract terms and conditions as noted in Section 1.
8. Under no circumstances will the SFA be responsible for the cost of preparing any proposal.
9. Payments from the non-profit school food service account are prohibited prior to approval by MA DESE **and** contract execution (signed by both the SFA and the FSMC).
10. Submitted proposals must not include overly responsive items including but not limited to: funding scholarship programs, purchasing or gifting tickets, providing monetary gifts for unsolicited equipment, etc. The practice of including a requirement in solicitation documents or including contract clauses for the delivery of unsolicited funds, services, or items for anything that does not directly benefit the non-profit school food service account is unallowable. 2 CFR § 225 Appendix A(C)(1)(b)**.**
11. Contract Award Protest: The SFA shall act in accordance with 2 CFR § 200.318(k). Any action, which diminishes full and open competition, seriously undermines the integrity of the procurement process and may subject the SFA to contract award protests. SFAs are responsible for properly responding to protests and concerns raised by potential FSMCs. Pursuant to 2 CFR § 200.318(k), SFAs must in all instances disclose all information regarding a protest to the MA DESE. SFA's are highly encouraged to attach their contract award protest procedures to their RFP.
12. SFA will conduct this procurement in accordance with its Code of Conduct that prohibit a real or apparent conflict of interest and disciplinary action to be applied for violations of such standards. 2 CFR §200.318(c) and Chapter 268A Conflict of Interest Law.
13. SFA must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
14. A cost plus a percentage of cost and/or "cost-plus-a-percentage-of-income" provision will not be used in the award of this contract [2 CFR §200.324(d)] [7 CFR 210.16(c)].
15. The SFA must make available upon request, for the USDA or state agency, pre-procurement review, procurement documents, such as RFPs or independent cost estimates.

	MINIMUM EVALUATION CRITERIA	YES	NO	Proposal Page # *(FSMC must enter)*
1	Does the FSMC have a minimum of 2 year(s) experience in managing K-12 school food service programs with at least two districts of comparable enrollment to the Lincoln-Sudbury Regional School District ? **Note: Minimum of 1 year is recommended.**			
2	Has the FSMC conditioned or qualified the proposal beyond prescribed limits or instructions?			
3	Has the FSMC confirmed an on-site Food Service Director with at least 3 year(s) of experience in K-12 food service and meets USDA Professional Standards? **Note: Minimum of 1 year is recommended.**			
4	The FSMC shall not have defaulted on any school food service contract within five years prior to the proposal date.			
5	Is the average lunch participation rate at the proposer's comparable district sites for the SY2022-2023 at minimum 35 %. **Note: 35% is recommended**.			
6	Are the following materials/documents included with the proposal?			
	• Bid Bond			
	• Performance bond (if required) or Consent of Surety			
	• Non-Collusion Statement			
	• Tax-Compliance Certification			
	• Certificate of Insurance			
	• Recommended School Staffing Schedules			
	• Company Organization Chart			
	• Description of Marketing and Merchandising Programs			
	• Description of Food Handling/Sanitation Program			
	• Description of Nutrition Education/Awareness Program			
	• Description of Employee Training Programs			
	• Description of Accounting Program			
	• Resume for Food Service Director			
	• Client List of similar sized districts over past 3 years (including all districts from New England and New York)			
	• 21 Day Cycle Menus (H.S., ~~Middle, Elementary)~~			
	• Daily Menu Pattern (H.S., ~~Middle, Elementary~~)			
	• Summary of Experience			
	• Plan of Services			
	• Proof of Visitation			
	• Last Audited Financial Statement			
	• Complete Description of Employee Benefits with related employee costs			
	• Support Staff Visitation Schedule			

7	Please list Additional LEA-Defined Minimum Criteria below **Note: must be yes or no criteria**	**YES**	**NO**	**Proposal Page #** ***(FSMC must enter)***
	•			
	•			
	•			
	•			
	•			

A.6. Award Criteria

1. It is the intent of the SFA to select the proposal that will best meet its needs and is most advantageous to the non-profit school food service program of the SFA, with the highest guaranteed return. All responsive proposals will be evaluated and ranked. The contract will then be awarded to the company submitting the top-ranked proposal with price (highest guaranteed return) as the primary determining factor.
2. Proposals will be scored by a committee using the evaluation criteria.
3. The committee must be comprised of three (3) or more qualified evaluators.
4. Each evaluator must score each proposal individually.
5. Evaluator ratings will be converted to a score to facilitate identifying the overall vendor rating by criteria. (**See Exhibit M - Scoring Committee Results Chart).**
6. The overall vendor criteria ratings shall then be converted to a score to facilitate identifying the overall vendor score **(See Exhibit M - Criteria Ratings Conversion Chart)**.
7. Vendor proposals with an overall rating of Highly Advantageous (HA) will move to the price (Guaranteed Return) evaluation stage. If there are no vendors rated Highly Advantageous, the LEA reserves the right to move Advantageous vendors to the price (Guaranteed Return) evaluation stage.
8. The Highly Advantageous vendor with the highest Guaranteed Return will be awarded the contract **(See Contract Term and Conditions)**.

Evaluation Criteria

All bidders will respond to this section by including, in your submittal, detailed evidence of the items below in the form of backup documentation. Each proposal will be evaluated using the following ratings, where applicable:

Highly Advantageous (HA)
Advantageous (A)
Not Advantageous (NA)
Unacceptable (U)

Criteria will be evaluated using the above 4 ratings in accordance with MA 30B.

The following comparative evaluation criteria will be those utilized in the selection process. They are presented as a guide in understanding the District's requirements and expectations and are not presented in order of importance. Proposers are solely responsible for completely responding to all requests and requirements of this RFP.

1. General Experience – Demonstrated experience providing the services outlined in this RFP to other jurisdictions. *(FSMC must add page number: _____).*

Highly Advantageous: The proposer has at least 10 or more year(s) of K-12 school food service experience working with two or more districts providing the same services as outlined in this RFP.
Note: At least 10 years recommended.

Advantageous: The proposer has at least 5 year(s) but less than 10 of experience working with two or more districts providing the same services as outlined in this RFP.
Note: At least 5 years but less than 10 recommended.

Not Advantageous: The proposer has at least 2 year(s) but less than 5 experience working with two or more districts providing the same services as outlined in this RFP.
Note: At least 2 years but less than 5 recommended.

Unacceptable: The proposer has less than 2 year(s) of experience working with two or more districts providing the same services as outlined in this RFP.
Note: Less than 2 years recommended.

Consider information entered into Minimum Evaluation Criteria Row #1.

2. Reference Satisfaction – Satisfaction of SFA selected proposer references with school food service operations performed by the proposer, including but not limited to guaranteed return, implementation, customer service, quality of meals, and reporting. *(FSMC must add page number: _____).*

Highly Advantageous: All 5 references stated that the FSMC met or exceeded expectations in all contract years and achieved all other contract requirements and delivery specifications.
Note: 5 recommended. See page 21 Section D.4. #2.

Advantageous: At least 3 but less than 5 references stated that the FSMC met or exceeded expectations in all contract years and achieved all other contract requirements and delivery specifications.
Note: At least 3 but less than 5 recommended.

Not Advantageous: 1 or 2 of the 5 references stated that the FSMC met or exceeded expectations in all contract years and achieved all other contract requirements and delivery specifications.
Note: 1 or 2 of the 5 recommended.

Unacceptable: 0 of the 5 references stated that the FSMC met or exceeded expectations in all contract years and achieved all other contract requirements and delivery specifications.
Note: 0 of the 5 recommended.

3. **Operations – Reasonableness and reliability of proposed management and operational programs.** *(FSMC must add page number: _____).*

Highly Advantageous: The proposal contains a detailed, logical, and highly efficient scheme for management and operation of the school food service program, that addresses all of the required issues, with a clear and logically consistent relationship between costs and operational assumptions, with a sound and realistic implementation plan and schedule (reasonableness of staffing levels, startup and transition plan, and contingency plans).

Advantageous: The proposal contains a credible scheme for management and operation of the school food service program that addresses all of the required issues, with a somewhat clear and consistent relationship between costs and operational assumptions, with a reasonable implementation plan and schedule.

Not Advantageous: The proposal is not sufficiently detailed to fully evaluate, or the plan for management and operation of the school food service program and does not contain all the components necessary to produce satisfactory results that addresses all required issues, the relationship between costs and operational assumptions are unclear, the implementation plan and schedule is questionable.

4. **Relevant Experience of the Food Service Director** *(FSMC must add page number: _____).*

Highly Advantageous: The Food Service Director has 5_____ year(s) of experience in the school food service industry in providing school food services to comparable districts of size and scope to the SFA and meets the new USDA Hiring Standards for School Nutrition Program Directors. **Note: 5 or more recommended.**

Advantageous: The Food Service Director has at least 3_____ year(s) and less than 5_____ year(s) of experience in the school food service industry in providing school food services to comparable districts of size and scope to the SFA and meets the new USDA Hiring Standards for School Nutrition Program Directors.
Note: At least 3 and less than 5 recommended.

Not Advantageous: The Food Service Director has at least 1_____ year(s) and less than 3_____ year(s) of experience in the school food service industry in providing school food services to comparable districts of size and scope to the SFA and meets the new USDA Hiring Standards for School Nutrition Program Directors.
Note: At least 1 year and less than 3 years.

Unacceptable: The Food Service Director has less than 3_____ year(s) in the school food service industry in providing school food services to comparable districts of size and scope to the SFA and meets the new USDA Hiring Standards for School Nutrition Program Directors. **Note: Less than 1 year.**

Consider information entered into Minimum Evaluation Criteria Row #3.

5. **Proposed Menus** *(FSMC must add page number: _____).*

Highly Advantageous: The proposed menus exceed the requirements of CNP for nutrition content, provide contemporary, popular selections including an emphasis on fresh fruits and vegetables.

Advantageous: The proposed menus meet the requirements of CNP for nutrition content, provide contemporary, popular selections including an emphasis on fresh fruits and vegetables.

Not Advantageous: Nutrition content meets CNP requirements, however, the proposed menus are repetitive and do not include contemporary, popular selections.

Unacceptable: Nutrition content does not meet CNP requirements.

6. **Marketing and Merchandising** *(FSMC must add page number: _____).*

Highly Advantageous: The proposal provides for an aggressive, contemporary marketing and merchandising program with proven participation and financial results in at least three school districts of similar size and scope as the SFA's foodservice program.

Advantageous: The proposal provides for a marketing and merchandising program with proven participation and financial results in two or fewer school districts of similar size and scope as the SFA's foodservice program.

Not Advantageous: The proposal provides for a minimal marketing and merchandising program with limited or no proven track record.

7. **Financial Stability – Evidence that the Proposer has sufficient financial strength and ability to provide services required in this RFP.** *(FSMC must add page number: _____).*

Highly Advantageous: Audited financial statement indicates that Proposer has the financial capabilities to provide quality services to the district while adhering to the scope of work.

Advantageous: The audited financial statement indicates that the Proposer has some financial limitations to provide satisfactory services to the district and will only be able to partially adhere to the scope of work and provide quality services.

Not Advantageous: The audited financial statement indicates that the Proposer has significant financial limitations to provide satisfactory services to the district and will only be able to partially adhere to the scope of work and provide quality services.

Unacceptable: The audited financial statement indicates that the Proposer has significant financial limitations and will not be able to provide satisfactory services to the district and will be unable to adhere to the scope of work and provide quality services.

8. Employee Training *(FSMC must add page number: _____).*

Highly Advantageous: Training materials and programs are comprehensive, and the frequency of training is 10 per school year and ensures staff is current on all school food service procedures and safety protocols**.**
Note: 10 or more times recommended.

Advantageous: Training materials and programs are comprehensive, and the frequency of training is 6 to 9 times per school year and ensures staff is current on all school food service procedures and safety protocols**.**
Note: 6 to 9 times recommended.

Not Advantageous: Training materials and programs are basic, and the frequency of training is 2 to 5 times per school year and reflects only the minimum necessary to run a school food service program.
Note: 2 to 5 times recommended.

Unacceptable: Training materials and programs are basic, and the frequency of training is less than 2 times per school year.
Note: less than 2 times recommended.

9. Student Participation *(FSMC must add page number: _____).*

Highly Advantageous: The average lunch participation rate at the proposer's comparable sites (based upon the 5 SFA selected references) for SY2022-2023 is 50 % or higher.
Note: 60% is recommended. See page 21 Section D.4 #2.

Advantageous: The average lunch participation rate at the proposer's comparable sites (based upon the 5 SFA selected references) for SY2022-2023 school year is at least 40 % but less than 50 %.
Note: At least 50% but less than 60% is recommended.

Not Advantageous: The average lunch participation rate at the proposer's comparable sites (based upon the 5 SFA selected references) for SY2022-2023 is 35 % up to 40 %.
Note: 35% up to 50% is recommended.

Unacceptable: The average lunch participation rate at the proposer's comparable sites (based upon the 5 SFA selected references) for the SY2022-2023 school year is less than 35 %.
Note: 35% is recommended.

Consider information entered into Minimum Evaluation Criteria Row #5.

A.7. Oral Presentations

1. An oral presentation by a FSMC may be required to supplement a proposal. These presentations, if required:
   a. will be scheduled by the SFA subsequent to the receipt of proposals and prior to the award;
   b. the FSMCs will not be allowed to alter or amend their proposals through the presentation process;
   c. the oral presentation will only be used for clarification purposes and to allow for Q&A; and
   d. Oral Presentations will not be scored.

A.8. Site Visits to similar FSMC sites shall be scheduled as required.

A.9 Mandatory tour of SFA facilities will be scheduled on date: 4/12/23 and time: 9:00 am .

A.10. The Contract will be for a one-year period (beginning _____ and ending 6/30/24) with the option for up 4 additional one-year renewals; for a maximum total of five (5) years.
Note: MA 30B requires the approval of the governing body for any contract beyond 3 years.

SECTION B: Qualifications for consideration
The following qualifications and conditions must be met and/or addressed in the FSMC's proposal:

B.1. The FSMC must be of sufficient size and expertise to furnish the resources needed to manage and continuously improve the food services operation. The qualification data shall be submitted by each FSMC along with the sealed proposal.

1. The FSMC must be licensed to do business in the state of Massachusetts.

2. The FSMC or its principles must have been doing business for two consecutive years or more with school districts.

3. If a performance bond is required (see section XIV Performance Bond), the FSMC must be able to provide a performance bond should the FSMC be awarded the contract. A surety letter from an acceptable bonding or surety company indicating ability to obtain the bond must be included with the proposal.

4. Annual reports of financial statements certified by a licensed public accountant for the last year must be included with the proposal along with a three (3) year financial summary.

B.2. The FSMC must have extensive involvement and experience in the school food services field in the areas of: designing and planning serving and dining areas; selecting and procuring commodities and food service equipment; nutrition; menu planning; on-site production; quality control; employee supervision; staff and management training; employee motivation; marketing and public relations.

B.3. All proposals shall be valid and may not be withdrawn for sixty (60) days after submission.

B.4. Bonding Requirement
The FSMC shall submit with its proposal, a bid guarantee for 5 % of the total budgeted costs (expenses) in the form of a firm commitment such as a bid bond, certified check, cashier's check or postal money order. Bid guarantees will be returned to:(a) unsuccessful FSMCs after award of the contract; and (b) the successful FSMC upon execution of such further contractual documents (e.g., insurance coverage) and bonds as required by the proposal.
Note: Minimum of 5% is required per federal standards.

SECTION C: Specifications

C.1. The SFA participates in the programs noted in Section A1. USDA Foods from the Federal Food Distribution Program are available for use in programs noted in Section A1 and it is the intent of the SFA that such items be included in the menus to the greatest extent possible.

C.2. The FSMC shall meet all requirements of the USDA programs noted in Section A1, and any other requirements promulgated by the state of Massachusetts. The FSMC shall provide all meals in accordance with all applicable meal patterns for age and grade groupings. This may include preschool meal patterns.

C.3. The FSMC costs shall include all expenses associated with the operation of the food service program as submitted in the financial budget of the RFP (e.g. on-site costs, food costs, labor costs, value of USDA Foods used, management fee and administrative fee).

C.4. The FSMC shall receive an Administrative Fee and Management Fee for its service.

C.5. The FSMC shall submit a budget to the Business Manager or equivalent, upon request, to be used by the SFA in its budget process and to demonstrate its ability to meet the guaranteed financial agreement.

C.6. Meal prices shall be approved by the SFA. The SFA shall retain ultimate control over meal prices and any other related or appropriate elements of the food service program.

C.7. The FSMC shall supply with this proposal a full description of the proposed benefit package, including but not limited to, levels of coverage, co-pay features and any other options and limitations.

C.8. The FSMC shall procure products based on the specifications established in Schedule B. FSMC must include, as part of the RFP response, a specifications sheet with grade, weight, nutritional qualities, and item labels for all products not included in the SFA's Schedule B.

C.9. All proposals shall include a completed Schedule E.

C.10. Terms of the contract are listed in Section 1 of Contract Terms and Conditions; however, the SFA may develop additional terms and or conditions with the successful FSMC, derived from the program objectives and or specifications listed in section D and E respectively, through negotiation and shall be consistent with the rights reserved by the SFA as described herein. Any additional terms or conditions must not conflict with any of the terms set forth in Section 1 and must be consistent with all applicable laws and regulations.

C.11. Equipment

The FSMC shall provide a proposal for any necessary equipment.

Equipment dollar value to be purchased:

○ In the first year of the contract: up to $ _____. All equipment purchased must be given up to five years to be paid off without regard to the contract year it was purchased. SFA payments must only begin once the equipment has been placed in service.

○ In each year of the contract: up to $ _____. All equipment purchased must be given up to five years to be paid off without regard to the contract year it was purchased. SFA payments must only begin once the equipment has been placed in service.

◉ The SFA is not requesting any equipment purchases in this RFP.

If the contract is terminated or not renewed the SFA can retain the property and continue to make payments in accordance with the amortization schedule.

C.12. Additional specifications requested by SFA. If there are no other specifications, indicate no additional specifications.

No additional specifications

SECTION D: Proposal Format and Contents

Proposals must be concise and in outline format. Pertinent supplemental information should be referenced and included as attachments. Limit responses to pertinent information; the SFA is not interested in receiving marketing material; reports or other extraneous information. All proposals must include/address the following:

D.1. Proposal Submittal

Proposals consist of two parts: a Price Proposal and a Non-Price Proposal. In accordance with Massachusetts General Laws (M.G.L.) Chapter 30B and 2 CFR 200, respondents must submit separate Price and Non-Price proposals in separately sealed envelopes. Each envelope must be marked as follows:

"Price Proposals for RFP/CONTRACT FOOD SERVICE MANAGEMENT COMPANIES" #

"Non-Price Proposal for RFP/CONTRACT FOOD SERVICE MANAGEMENT COMPANIES" #

Required for Both Price and Non-Price Proposal Submissions: Total number of copies: 5
(one original and remainder are photocopies) submitted separately in a sealed envelope and marked as stated above. A separate CD or thumb drive should be provided for the Price Proposal and the Non-Price Proposal.

Price and Non-Price Proposals must be signed as follows:

- If the FSMC is an individual, by her/him personally;
- If the FSMC is a partnership, by the name of the partnership, followed by the signature of each general partner; and
- If the FSMC is a corporation, by the name of the corporation, followed by the signature of an authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation with the corporate seal affixed

[Non-Price] Proposal Contents (D2 – D11)

Lincoln-Sudbury Regional School District is requesting the Non-Price Proposal be submitted bound or in a binder with tabs indicating which exhibit letter the information being provided corresponds to in vendor's proposal submission.

For example:
Tab 1: Exhibit A Schools/Enrollment/Attendance Factor/Free – Reduced Percentage/Serving Times/CNPs

Forms included in this RFP or separately attached by the SFA must be completed by the FSMC. FSMC must seek clarification of interpretation (as necessary) prior to submission of proposal.

D.2. Letter of Transmittal, which includes:

1. An introduction of the FSMC.
2. The name, address,4r and telephone number of the person to be contacted, along with others who are authorized to represent the company in dealing with the SFA and RFP.
3. An expression of the FSMC's ability and desire to meet the requirements of the RFP, and a positive assertion of the FSMC's intention to do so.
4. Any other responsive information not otherwise included in the proposal.

D.3. Executive Summary, which includes:

1. Briefly describes the FSMC's approach to the proposal and clearly indicates any options or alternatives.
2. Indicates any major requirements that cannot be met by the FSMC.
3. Highlights the major features of the proposal and identifies any supporting information considered pertinent and responsive.

D.4. Experience, References and Service Capability

1. Describe the FSMC's experience in managing food service operations in public schools or comparable experience.
2. Include a Client List of similar sized districts over past 3 years (including all districts from New England and New York). List contact names, titles, addresses and telephone numbers of SFA administrators. Poor references may be a basis for determination that the vendor is not a responsible bidder. The SFA will choose the 5 references from this list to contact relative to the evaluation criteria.
   Note: 5 references are recommended. Consider the information entered into Evaluation Criteria #2 and #9.
3. Provide documentation on any accounts lost or not renewed and the reasons for such during the last five years.
4. Include a resume or listing of the qualifications for the proposed Food Service Director for the SFA which must meet USDA Professional Standards.
5. Include the resume and background of person who will supervise the work of the Food Service Director and how the FSMC will ensure optimal performance.
6. Include a table of the FSMC organization and a plan for managing, supervising, and staffing.
7. Include a FSMC organization chart including all positions that are non-school based.
8. Include a transition plan, which shall indicate the activities, procedures, timetable, and support personnel involved in the implementation of services.

D.5. Financial Condition

1. Provide the most recent audited financial statement.

D.6. Accounting and Reporting Systems

1. Describe complete accounting procedures used to address:
    a. Inventory control and management including purchasing.
    b. Method of collecting, reconciling, and reporting sales.
    c. Internal control of cash handling.
    d. Internal audit procedures.
    e. All regular accounting forms used, with detailed explanations.
    f. All regular reports used, with detailed explanations.
2. Provide examples of the reports the FSMC will provide the SFA and the frequency of each. List other assistance the FSMC will provide the SFA (any costs, if applicable, should be detailed in the Price Proposal).
3. Provide a sample of a monthly invoice to the SFA.
4. Describe the FSMC's process for reporting rebates, discounts, and credits on monthly invoices. Provide a detailed sample.

D.7. Personnel Management and Training

1. Describe the FSMC's personnel management philosophy, particularly regarding food service directors and their relationship to existing staff.
2. Describe training and development programs provided for employees and management personnel to meet the USDA Professional Standards for School Nutrition Professions requirements.
3. Explain how the FSMC works to improve employee morale and reduce turnover.
4. Describe the FSMC's employee evaluation process (include forms) and disciplinary action process (include forms).
5. Describe the proposed benefits package for employees.

D.8. Innovation and Promotion of the School Lunch Program

1. Describe how the FSMC's proposed school food service program for the SFA differs from the SFA's current school food service program. Describe the benefits of the proposed program. Describe how the FSMC would implement changes with specific, relevant examples. The proposal must include a staffing model.
2. Describe how the FSMC proposes to expand the SFA's participation in purchasing local foods as defined in D10.
3. Describe how the FSMC would involve employees to use their expertise and experience in making future innovations.
4. Provide examples of service and merchandising programs.
5. Describe the FSMC's philosophy regarding promotion (increasing awareness and participation) of the school food service program. How would the FSMC implement this philosophy in our SFA? Provide specific, relevant examples.

D.9. Involvement of Students, Staff and Patrons

1. Describe the FSMC's philosophy and plans regarding involvement of students, teachers, building administrators and parents in program evaluation, menu development, menu item preference and acceptance and discussion of nutritional issues, etc.
2. Provide specific, relevant examples of involvement effort and results, by other SFA clients, where applicable.

D.10. Menu Selection, Use of USDA Foods, Food Quality and Portion Size

1. Describe the FSMC's philosophy regarding each of the following:
    a. Menu selection.
    b. Use of USDA foods.
    c. Food Quality.
    d. Portion Quantities.
    e. Procurement and use of locally grown and produced foods as noted in Schedule B. Describe how the FSMC would increase the amount of locally grown and produced food, reduce the amount of processed food, provide understandable and easily accessible information on the nutritional value and ingredients of menus and increase the number of "green cafeterias".

        i. Locally grown and produced foods are defined as (Select or Add Option Below):

Grown within the state of MA borders ☐	
Grown within 250-miles radius of SFA's Central Office ☐	
• Address of SFA Central Office	Street: City, State: Zip Code:
Add Option ☑	the New England states

2. Supply sample menus to be implemented including portion sizes. Prepare sample menus using (SFA to select option below):

    ○ SFA-developed menus

    OR

    ◉ FSMC-developed menus

[Price] Proposal Contents (D11 – D12):

D.11. Bid Bond

1. The FSMC shall submit with its proposal, a bid guarantee for five percent (5%) of the total budgeted costs (expenses) in the form of a firm commitment such as a bid bond, certified check, cashier's check or postal money order. Bid guarantees will be returned to: (a) unsuccessful FSMCs after award of the contract; and(b) to the successful FSMC upon execution of such further contractual documents (e.g., insurance coverage) and bonds as required by the proposal.

D.12 Price/Cost Information

1. List and describe all costs to the SFA for any Management Fee (FSMC's profit) to be charged as a flat rate or on a per meal basis - Schedule F.
2. List and describe all costs to the SFA for the Administrative Fee (FSMC's overhead and other off-site costs not otherwise paid by the SFA) to be charged as a flat rate or on a per meal basis - Schedule F
3. If consulting services are not covered in Administrative Fee, list those services along with the extra charges.

4. Guaranteed Return – Schedule G
5. List payment terms and arrangements.
6. Complete budgeted financial forms provided in Schedule E and provide a summary of the following:
    a. Financial Budget Projections;
    b. Income Summary;
    c. Labor Cost Summary: Management/Administrative/Clerical; and
    d. Miscellaneous Expense Summary.

SECTION E: Program Objectives

The successful FSMC shall conduct the food service program in a manner which best fulfills the following program objectives. All FSMC's submitting proposals must first meet minimum requirements.

E.1. To provide appealing and nutritionally sound meals, compliant with all USDA regulations including all aspects of the Healthy, Hunger-Free Kids Act of 2010 and an a la carte program for students as economical as possible. In order to offer a la carte food service, the FSMC must also offer free, reduced price and full price reimbursable meals to all eligible children (according to eligibility) 7 CFR 210.16(a).

E.2. To promote nutritional awareness and interface with the SFA's academic and instructional programs in health and nutrition.

E.3. To increase participation at all levels of the program by improving food quality; sourcing locally grown foods; effectively maintaining equipment and facilities; engaging students, parents, and the school community in the food service program; planning and implementing successful menus and menu variation; and implementing effective marketing techniques.

E.4. To provide a management staff and structure, with the necessary expertise to ensure that the school food program is consistently of the highest quality and held in positive regard by students, staff, and the public.

E.5. To utilize a formal structure and routinely and continuously gather input from students, staff, the public and food service employees to ensure the most effective and efficient operation possible.

E.6. To establish and conduct management and staff training programs, which will ensure staff development, proper supervision, adherence to health code requirements, and consistent quality control both in production and service that meets or exceeds the USDA Professional Standards for Food Service Professionals.

E.7. To provide a financial reporting system that meets federal and state requirements.

E.8. To provide SFA Administration with monthly operating statements and information regarding the food service program.

Contract Terms and Conditions

SECTION I: General

1.1 The FSMC shall comply with all laws, as amended, ordinances, rules, and regulations of all applicable federal, state, county, and city governments, bureaus, and agencies, regarding purchasing, sanitation, health, and safety of the food service operations including those requirements and regulations, instructions and policies, adopted by the Massachusetts Department of Elementary and Secondary Education and the United States Department of Agriculture and any conditions or amendments thereto. The FSMC shall procure and maintain all necessary licenses and permits. The SFA shall cooperate, as necessary, for the FSMC's compliance and procurement efforts.
The FSMC shall conduct program operations in accordance with 7 CFR Sections: (check all that apply)

- ☐ **210 (National School Lunch Program);**
- ☐ **210.10 (Afterschool Snack Program);**
- ☐ **215 (Special Milk Program);**
- ☐ **220 (School Breakfast Program);**
- ☐ **225 (Summer Food Service Program);**
- ☐ **226 (Child and Adult Care Food Program);**
- ☐ **42 U.S.C. 1769 (Fresh Fruit and Vegetable Program);**
- ☐ **245 (Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools)**
- ☐ **250 (Donation of Foods for Use in the USDA Food Distribution Program);**
- ☐ **FNS instructions and policies**

1.2 The SFA shall retain control of the quality, extent and general nature of the food service program and prices to be charged. 7 CFR§210.16(a)(4)

1.3 The SFA shall be entitled to all receipts of the food service program.

1.4 All net income accruing to the SFA from the food service program shall remain in the program and be deposited by the FSMC into the nonprofit school food service account.

1.5 The FSMC shall be an independent contractor and not an employee of the SFA; nor are the employees of the FSMC employees of the SFA.

1.6 The FSMC, as an independent contractor, shall have the exclusive right to operate the school food service program and/or special milk program on behalf of the SFA.

SECTION II: Relationship of the Parties

2.1 The FSMC shall be an independent contractor and shall retain control over its employees and agents. Nothing in this contract shall be deemed to create a partnership, agency, joint venture, or landlord-tenant relationship.

2.2 FSMC Responsibilities.

A. The FSMC shall maintain such records as the SFA will need to support its Claim for Reimbursement; make all records available to the SFA upon request; and retain all records for a period of for a period of 6 years from the end of the contract for inspection and audit by representatives of the SFA, State Agency (SA), USDA and Office of Inspector General, at any reasonable time and place. In instances where audit findings have not been resolved, the records must be retained beyond the 6-year period until resolution of the issues raised by the audit. These records will be maintained at the school food service offices. [Recordkeeping, 2CFR§200.334, §210.16(c)(1), 7CFR §250.53(11) and 7CFR §210.23(c)]

B. The FSMC shall, to the maximum extent possible, utilize USDA Foods made available by the SFA solely for the purpose of providing benefits for the SFA's food service operation. [7 CFR § 210.16(a)(6)]

C. The FSMC shall prepare and serve a variety of appetizing, high quality, wholesome, and nutritious meals and a la carte items for the SFA's students, employees, and visitors in accordance with the terms and conditions of this contract. The FSMC agrees that it will perform the work described in this contract in full compliance with all applicable laws, rules, and regulations adopted or promulgated by any federal or state regulatory body or governmental agency.

D. The FSMC agrees to meet all requirements and performance standards that may be specified by rule or regulation by any administrative officials or bodies charged with enforcement of any state or federal laws on the subject matter of this contract.

E. The FSMC agrees to assume full responsibility for the payment of all contributions, assessments, both state and federal, including, but not limited to, wages, pension benefits, federal, state and local employment taxes, unemployment taxes, social security, and worker's compensation costs, as to all employees engaged by it in the performance of the contract.

F. The FSMC agrees to furnish the SFA, upon request, a certificate or other evidence of compliance with state or federal laws regarding contributions, taxes, and assessments on payrolls.

2.3 SFA Responsibilities.

A. The SFA shall ensure that the food service operation is in conformance with the *Child Nutrition Programs Permanent Agreement* and any addenda. [7 CFR § 210.16(a)(2)]

B. The SFA shall monitor the food service operation through periodic on-site visits to ensure the food service is in conformance with program regulations. [7 CFR § 210.16(a)(3)] SFA shall monitor each site a minimum of twice per school year.

C. The SFA shall retain control of the quality, extent, and general nature of its food service and the prices to be charged for meals. [7 CFR § 210.16(a)(4)]

D. The SFA shall retain signature authority on the *Child Nutrition Programs Permanent Agreement* and any addenda, free and reduced-price policy statement and Claims for Reimbursement. [7 CFR § 210.16(a)(5)]

E. The SFA shall retain title to all USDA Foods and ensure that all USDA Foods: are made available to the FSMC, including processed USDA Foods; accrue only to the benefit of the SFA's nonprofit school food service account; are fully utilized therein; and that all refunds, discounts, rebates and credits received from processors are retained by the SFA. [7 CFR § 210.16(a)(6)]

F. The SFA shall establish and maintain an advisory board composed of parents, teachers, and students to assist in menu planning. [7 CFR § 210.16(a)(8)]

G. The SFA shall make reasonable modifications with regard to all matters under its supervision and control, and the FSMC shall comply with them as soon as reasonably possible after proper notification is given.

H. The SFA shall retain control of the nonprofit school food service account and overall financial responsibility for the nonprofit food service operation, including control for setting of all prices, including price adjustments, for meals served under the nonprofit school food service account, including but not limited to, pricing for reimbursable meals, a la carte service, vending machines, and adult meals. [7 CFR §210.16(a)(4)]

I. The SFA shall retain signature authority and responsibility for all contractual agreements in connection with the school child nutrition programs. [7 CFR § 210.21]

J. The SFA shall ensure prompt resolution of findings from program administrative reviews and audit findings. [7 CFR § 210.9(b)(17)]

K. The SFA shall maintain responsibility for the implementation of the free and reduced-price policy. [7 CFR § 245]

L. The SFA shall develop, distribute, and collect the parent letter and application for free and reduced-price meals (as appropriate). [7 CFR § 245.6]

M. The SFA shall determine eligibility and verify applications for free and reduced-price meals benefits and conduct any hearings related to such determinations. [7 CFR § 245.6, 6a, 7, 10]

N. The SFA shall assure that the maximum amount of USDA Foods are received and utilized by the FSMC. [7 CFR § 210.9(b)(15)]

O. The SFA shall maintain responsibility for procuring processing agreements, private storage facilities, or any other aspect of financial management relating to USDA Foods. [7 CFR § 250.15]

SECTION III: Food Service Program

3.1 The FSMC shall prepare and serve meals for the schools listed on Exhibit A (Schools/Enrollment/Attendance Factor/Free – Reduced Percentage/Serving Times/Child Nutrition Programs). The SFA is allowed to add schools to this contract as required up to a 10% increase in the number of schools in Exhibit A

3.2 All meals will be provided in accordance with the approved calendar, attached as Exhibit F. For the first twenty-one (21) days of food service, the FSMC will adhere to the 21-day cycle menu agreed upon by FSMC and the SFA. Changes thereafter may only be made with approval of the SFA. [7 CFR § 210.16 (b)(1)]

A. The SFA shall administer the application process for all free and reduced-price meals and shall establish and notify parents and guardians of program criteria for eligible students. Both the SFA and the FSMC shall be responsible for protecting the anonymity of students receiving free or reduced-price meals. [7 CFR § 210.16 (a)(5)]

3.3 In cooperation with the SFA, the FSMC shall conduct on-going nutrition awareness programs for students, teachers, parents, and other interested parties.

3.4 The FSMC shall, in accordance with SFA policy, program and regulations, supply special diets, per 7 CFR 210.10(m) and 7 CFR 220.8(m), for students where medically necessary and/or when prescribed by a licensed physician.

3.5 The FSMC shall cooperate with the SFA's Advisory Board, consisting of students, parents, SFA staff, and a FSMC representative in developing menus and other food service program initiatives.

3.6 Catering

○ SFA will not be requesting catered food service

OR

◉ Upon request by the SFA, the FSMC shall provide catered food service at times and prices mutually agreed upon. The SFA may, if a price cannot be agreed upon or the FSMC cannot provide the service, obtain outside catering services. USDA Foods will not be used for catering. The FSMC shall provide the SFA with copies of invoices within ten (10) days after the end of each month. Catering invoices must be reflective of actual catering costs plus a reasonable profit. All catering revenues are to be retained in the Non-Profit School Food Service Account.

3.7 If participating in the Fresh Fruit and Vegetable Program (FFVP)

A. FSMC will ensure it documents allowable costs to include but not limited to; actual labor costs, administrative costs and fresh fruit and vegetable costs.

B. FSMC and SFA will ensure no more than ten percent (10%) of each awarded school's grant will be claimed for administrative costs (planning and managing the program).

C. FSMC will ensure it expends all FFVP funds received per school.

3.8 Clean Air Act – Federal Water Pollution Control Act. In performance of this contract, the FSMC shall comply with Section 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738, and EPA Regulations 40 CFR § 15, et seq. Environmental violations shall be reported to the USDA and US EPA Assistant Administrator for Enforcement, and the FSMC agrees not to utilize a facility listed on the EPA's "List of Violating Facilities." [Appendix II to CFR § 200 (G)]

3.9 Energy Policy and Conservation Act. The SFA and the FSMC shall recognize mandatory standards and policies relating to energy efficiency, which are contained in the state conservation plan issued in compliance with the Energy Policy and Conservation Act. [42 U.S.C. 6201

3.10 Davis-Bacon Act. In performance of this contract, the FSMC shall compliant with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148), Copeland "Anti-Kickback" Act (40 U.S.C. 3145) and MA Prevailing Wage Law Ch.149 Section 27.

3.11 Debarment and Suspension. The FSMC shall complete and submit to the SFA the Certification Regarding Debarment. The certification must accompany each amendment for all additional one-year renewals. Debarment, Suspension, Ineligibility and Voluntary Exclusion,2 CFR § 180 as adopted and modified by USDA regulations at 2 CFR § 417 – The SFA must check the Excluded Parties List System (EPLS), collect a certification, or include a clause in the contract. [Appendix II to CFR § 200 (H)] Executive Orders 12549 and 12689

3.12 Byrd Anti-Lobbying Amendment. Pursuant to section 1352, Title 31, US Code, the FSMC shall complete and submit a Certificate Regarding Lobbying and a Disclosure of Lobbying Activities to the SFA. These certifications must accompany each amendment for all additional one-year renewals. [Appendix II to CFR § 200 (I)]

3.13 Rights to Inventions Made Under a Contract or Agreement. In performance of this contract, the FSMC shall comply with the requirements of 37 CFR Part 401.

3.14 If operating SFSP and CACFP a food service management company may not subcontract for the total meal, with or without milk, or for the assembly of the meal. 7 CFR 225.6(h)(2)(ii) and7 CFR 226.21(e)

3.15 Summer Food Service (if applicable)

A. Dates of participation: _____ to _____

B. FSMC shall deliver meals to each of the annually selected and approved sites.

Section IV: USDA Foods

4.1 The FSMC will provide the following services in relation to USDA Foods *(Check only those duties below that the FSMC will provide):*

- ☑ Preparing and serving meals
- ☑ Ordering or selection of USDA Foods, in coordination with the SFA in accordance with 7 CFR §250.58(a).
- ☑ Storage and inventory management of USDA Foods in accordance with 7 CFR § 250.52.
- ☑ Payment of processing fees and or submittal of refund requests to a processor on behalf of the SFA, or remittance of refunds for the value of USDA Foods in processed end products to the SFA, in accordance with subpart C of 7 CFR § 250.

4.2 The FSMC must credit the SFA for the value of all USDA Foods received for use in the SFA's meals service in a school year (including both entitlement and bonus foods) and including the value of USDA Foods contained in processed end products if the FSMC procures processed end products on behalf of the SFA or acts as an intermediary in passing the USDA Foods value in processed end products on to the SFA.

4.3 The FSMC shall credit for USDA Foods by disclosure, i.e., the FSMC shall credit the SFA for the value of USDA Foods by disclosing, in its billing for food costs submitted to the SFA, the savings resulting from the receipt of USDA Foods for the billing period. Crediting by disclosure does not affect the requirement that the FSMC shall only bill the SFA for net allowable costs. The FSMC shall use either the USDA's cost-per-pound donated food prices posted annually by the USDA (generated on or about November 15th), or the most recently published cost-per-pound price in the USDA donated foods catalog to report the value of USDA Foods in its disclosure of the value of USDA Foods to the SFA in its invoices.

4.4 Any activities relating to donated foods that the food service management company will be responsible for, in accordance with §250.50(d), and assurance that such activities will be performed in accordance with the applicable requirements in 7 CFR 250.

4.5 The food service management company will use all donated ground beef and ground pork products, and all processed end products, in the recipient agency's food service.

4.6 The food service management company will use all other donated foods or will use commercially purchased foods of the same generic identity, of U.S. origin, and of equal of better quality than the donated foods, in the recipient agency's food service.

4.7 The FSMC must meet the general requirements in 7 CFR § 250.14(a) for the storage and inventory management of USDA Foods. In accordance with 7CFR §250.52(b), the FSMC may store and inventory donated foods together with foods it has purchased commercially for the SFA's use, unless this is specifically prohibited in its contract. It may store and inventory such foods together with other commercially purchased foods only to the extent that such a system ensures compliance with the requirements for the use of donated foods in 7CFR §250.51(d). Additionally, the FSMC must ensure that its system of inventory management does not result in the SFA being charged for USDA Foods.

4.8 The FSMC must return all unused USDA Foods, including but not limited to ground beef, ground pork, and processed end products to the SFA when the contract terminates, is not extended, or renewed.

4.9 The SFA must ensure that the FSMC has credited it for the value of all USDA Foods received for use in the SFA's meal service in the school year. The FSMC agrees to cooperate and provide information reasonably requested by the SFA.

4.10 The FSMC must ensure compliance with the requirements of subpart C of 7 CFR § 250 and with the provisions of the distributing and/or the SFA's processing agreements in the procurement of processed end products on behalf of the SFA and will ensure crediting of the SFA for the value of USDA Foods contained in such end products at the processing agreement value.

4.11 The FSMC shall not enter into the processing agreement with the processor required in subpart C of 7 CFR § 250.

4.12 The distributing agency, sub-distributing agency, or SFA, the Comptroller General, the USDA, or their duly authorized representatives, may perform on-site reviews of the FSMC's food service operation, including the review of records, to ensure compliance with requirements for the management and use of USDA Foods.

4.13 The FSMC shall maintain records to document its compliance with 7 CFR § 250.54(b).

4.14 Any extension or renewal of the contract is contingent upon fulfillment of all provisions in this contract relating to USDA Foods.

4.15 The FSMC must maintain the following records relating to the use of USDA Foods:

A. The USDA Foods and processed end products received from, or on behalf of, the SFA, for use in the SFA's food service operations;

B. Documentation that it has credited the SFA for the value of all USDA Foods received for use in the SFA's food service operations in the school year, including, in accordance with the requirements in 7 CFR §250.51(a), the value of USDA Foods contained in processed end products; and

C. Documentation of its procurement of processed end products on behalf of the SFA, as applicable.

4.16 The SFA shall ensure that the FSMC is in compliance with the requirements of this section through its monitoring of the food service operation, as required in 7 CFR §§ 210, 225, or 226, as applicable.

4.17 The SFA shall conduct a reconciliation at least annually (and upon termination of the contract) to ensure that the FSMC has credited it for the value of all USDA Foods received for use in the SFA's food service in the school year, including, in accordance with the requirements in 7 CFR §250.51(a), the value of USDA Foods contained in processed end products.

4.18 All USDA Foods received by the SFA and made available to the FSMC shall accrue only to the benefit of the SFA's non-profit school food service program and shall be used therein.

4.19 The FSMC shall have records available to substantiate the use of USDA Foods in reimbursable meal pattern meals.

4.20 The FSMC shall select, accept and use in as large quantities as may be used in SFA's non-profit school food service program, the type and quantities of available federally donated commodities, subject to the approval of the SFA.

4.21 Title of products purchased or processed using USDA Foods must remain within the SFA. Any charges incurred by the FSMC when processing or purchasing products containing government commodities shall be processed for payment by the FSMC and charged back to the SFA as a food cost.

SECTION V: Equipment

5.1 Equipment Purchases

◯ Equipment purchases were requested through the RFP.

The FSMC shall purchase equipment on behalf of the SFA as noted:

☐ As a yearly total value **OR** ☐ As a maximum annual amount to be purchased, which was identified in the RFP and included in the FSMC's proposal in response to the RFP. **FSMC must properly procure requested equipment** in an amount not to exceed $_____ (MUST BE REVIEWED ANNUALLY).

The FSMC shall amortize the investment on a straight-line basis over five (5) years, commencing with the date each piece of equipment is placed in service. Such amortization shall be charged as an Operating Expense. Title to the investment shall be vested with the SFA when it is placed in service. Payment must not commence prior to equipment being placed in service.

If the Agreement expires or is terminated prior to the complete amortization of the investment, the SFA shall on the expiration date, or within five (5) days after receipt by either party of any notice of termination or non-renewal of this Agreement the SFA will pay the unamortized balance in full to the FSMC that purchased the equipment.

OR

◯ The SFA did not request equipment purchases for this contract.

5.2 The FSMC may only charge the SFA for reasonable, necessary and allocable purchases

5.3 The FSMC may recommend to the SFA the purchase of new or replacement equipment as needed. The FSMC shall account for all equipment and protect it from pilferage or destruction, and will coordinate the repair or replacement of any equipment not functioning properly with the designated SFA personnel that has repair responsibility.

5.4 The FSMC shall operate and care for all equipment and food service areas (walls, windows, lights, etc.) in a clean, safe and healthy condition in accordance with standards acceptable to the SFA and comply with all applicable laws, ordinances, rules and regulations of federal, state and local authorities, normal wear and tear excepted.

5.5 The FSMC shall notify the SFA of any equipment belonging to the FSMC on SFA premises within ten (10) days of its placement on the SFA premises.

5.6 The FSMC, upon termination of the contract, shall surrender all equipment and furnishings belonging to the SFA and/or purchased through this agreement in good repair and condition, normal wear and tear excepted.

5.7 The SFA shall be responsible for repairs to all permanent fixtures such as faucets, lights, sewers, air conditioning, heating and all other electrical work not considered as being food equipment.

5.8 The SFA shall be responsible for any losses which may arise due to equipment malfunction or loss of electrical power not within the control of the FSMC.

5.10 The SFA shall not be responsible for loss or damage to equipment owned by the FSMC and located on the SFA premises except for loss or damage caused by SFA beyond normal wear and tear.

5.11 The SFA will provide the initial physical inventory of supplies and equipment available for use by the FSMC.

5.12 The SFA shall furnish and install any equipment or make any structural changes needed to comply with federal, state, and local laws.

5.13 Each party shall, at no cost to the other, make all repairs, alterations, modifications, or replacements which may be necessary to correct any conditions of premises or equipment owned, leased or controlled by such Party which violate applicable building, sanitation, health, or safety law, ordinance, rule or regulation.

5.14 All food preparation and serving equipment owned by the SFA shall remain on the premises of the SFA unless otherwise stated in writing by the SFA.

5.15 Transportation Equipment and Vehicle.

○ The SFA does not require transportation equipment or vehicles.

◉ If required, the SFA shall provide transportation vehicles and transportation equipment to be used in the food service program. Maintenance, fuel, insurance, and equipment for transportation shall be the responsibility of the SFA.

SECTION VI: Facilities

6.1 The SFA shall furnish at its expense, space, light, heat, power, hot and cold water and other utilities as are necessary for the operation of the food services to be furnished hereunder.

6.2 The SFA shall make available without cost to the FSMC, areas of the premises agreeable to both parties in which the FSMC shall render its services; such areas as are reasonably necessary for providing efficient food service. The SFA is responsible for maintaining the facilities in a good state of repair and free from vermin.

6.3 The SFA retains the right to rent food service facilities during non-school hours or weekends, provided that such rental does not interfere with the normal food service operation. When such activities take place, the SFA may require that a member(s) of the food service staff designated by the resident manager be on duty and be reimbursed. If the SFA approves the use of the facilities for extracurricular activities before or after the SFA's regularly scheduled meal periods, the SFA shall return facilities and equipment to the FSMC in the same condition as received, normal wear and tear excepted.

6.4 The FSMC shall not use the SFA's facilities to produce food, meals or services for other organizations without the approval of the SFA. If such usage is mutually agreeable, there shall be a signed agreement which stipulates the fees to be paid by the FSMC to the SFA for such facility usage.

6.5 The SFA shall have unlimited access to all areas used by the FSMC for purposes of inspections and audits.

6.6 The SFA shall provide suitable office facilities to the FSMC, including furniture and equipment, for use by the FSMC in performance of this contract. The FSMC shall take reasonable care of the office facilities and equipment and shall return them to the SFA in good condition upon termination of this contract, normal wear and tear excepted.

SECTION VII: Sanitation and Safety

7.1 The FSMC shall be responsible for usual and customary cleaning and sanitation of the SFA's food service facilities to include - housekeeping, preparation, storage, and equipment. The FSMC will also adjust practices and operation of equipment as required.

7.2 The FSMC shall be responsible for housekeeping and sanitation in areas used for food preparation, storage, and service, and shall clean and sanitize dishes, pots, pans, utensils, equipment, and similar items.

7.3 The FSMC shall comply with all local and state sanitation requirements in the preparation and service of food.

7.4 The FSMC shall maintain safety programs for employees as required by federal, state, and local authorities, including the FSMC's corporate policies.

7.5 The FSMC shall place garbage and trash in appropriate containers in the designated areas.

7.6 The FSMC shall cooperate in the SFA recycling program.

7.7 The FSMC shall clean the kitchen area, equipment, including but not limited to sinks, counters, tables, chairs, silverware, and utensils.

7.8 The SFA shall designate a refuse collection area and the FSMC shall be responsible for transporting refuse to the designated refuse collection area. The SFA shall remove all garbage and trash from the designated areas.

7.9 The SFA shall be responsible for cleaning of floors in the dining, serving and kitchen areas, walls, ceilings, tables and chairs in the cafeteria/dining area.

7.10 The SFA shall be responsible for painting and miscellaneous repairs within the kitchen and dining areas.

7.11 The SFA shall be responsible for the required cleaning and maintenance of dining areas, as well as periodic cleaning of all ceiling and light fixtures, air ducts, and hood vent systems (as per local ordinance). The SFA shall also provide and maintain adequate fire extinguishing equipment for food service areas and provide necessary pest control. If the SFA is unable to perform any of its responsibilities described in this paragraph, the FSMC may, with the written approval of the SFA, temporarily assume those responsibilities and shall bill the SFA for any costs incurred.

7.12 The SFA shall provide, at the SFA's expense, maintenance personnel and outside maintenance services, parts, and supplies as is necessary to properly maintain the food service facilities and equipment.

7.13 The SFA shall obtain necessary health permits and certification for its facilities. The premises and equipment provided by each party in performance of this contract shall comply with all applicable building, safety, sanitation, and health laws; and shall satisfy all permit requirements, ordinances, rules, and regulations, including the federal Occupational Health and Safety Act of 1970 or applicable state act and standards promulgated thereunder. The FSMC shall take reasonable and proper care of all premises and equipment in its custody and control and shall use them in a manner that will not cause violation of applicable laws, ordinances, rules, and regulations, including any reporting and record-keeping requirements. If at any time the FSMC is notified by an authorized government agency that the SFA's premises or equipment are not in compliance with any law, ordinance, rule, or regulation, the FSMC shall immediately inform the SFA of such notification.

SECTION VIII: Employees

8.1 The FSMC shall provide sufficient and qualified management and professional employees to manage the food service operations and supervise all employees employed therein who meet the USDA Professional Standards for Food Service Professionals.

8.2 It is expressly understood that all presently employed (SFA and/or FSMC) food service employees will be given the opportunity to interview for positions within the SFA as employees of the FSMC.

Non-Management Employees.

◉ All non-management food service employees shall be employees of the FSMC.

OR

○ All non-management food service employees shall be employees of the SFA; will be directed and supervised by FSMC Food Service Director

8.3 Student Workers.

○ The SFA does not utilize student workers in the food service program.

OR

◉ The SFA has a policy of providing work experience for its students as part of the educational curriculum and as such, the SFA may assign students for work in the food service operation in such numbers as are agreed upon between the SFA and the FSMC.

8.4 The FSMC shall prepare and process the payroll for and shall pay its employees directly. The FSMC further warrants that it shall withhold or pay as appropriate all applicable federal and state employment taxes and payroll insurance with respect to its employees, specifically including, but not limited to, any income, social security, and unemployment taxes and workers' compensation payments.

8.5 Contract Work Hours and Safety Standards Act: The FSMC and its employees shall comply with all wage and hours of employment requirements of federal and state laws and regulations, including the Contract Work Hours and Safety Standards Act, Appendix II to § 200 (E) 40 U.S.C. 3701-3708. All employees of the FSMC shall be paid in accordance with the Fair Labor Standards Act, as amended and any other applicable statutes. In addition, the FSMC will comply with all applicable federal and state employment statutes, including those statutes pertaining to labor relations.

8.6 The FSMC shall establish schedules, wage rates, and benefit programs for all employees.

8.7 The FSMC shall have the sole responsibility to compensate its employees, including all applicable taxes, insurances and worker's compensation and shall be solely responsible for any losses incurred by the SFA, resulting from dishonest, fraudulent or negligent acts on the part of its employees or agents. The FSMC is required to provide a fidelity bond for all FSMC employees.

8.8 The FSMC shall procure Workers' Compensation Insurance or shall maintain a system of self-insurance in conformance with applicable state law covering its employees and shall provide proof of such coverage or system to the SFA.

8.9 The FSMC shall maintain its own personnel policies and fringe benefits for its employees. The FSMC shall supply with this proposal a full description of the proposed benefit package, including but not limited to, levels of coverage, co-pay features and any other limitations.

8.10 The FSMC must provide a resident Food Service Director who will be approved by the SFA and will be responsible for directing the food services program and implementing cooperatively agreed upon strategies for maximizing participation in the Child Nutrition Programs. The Director shall be available to meet with principals, students, and staff to determine ways to improve the program. The Director must also be available to participate in town or state meetings when food service matters are to be discussed with appropriate notice given.

8.11 The FSMC shall instruct its employees to abide by the policies, rules and regulations, with respect to its use of District premises as established by SFA from time to time and which are furnished in writing to the FSMC.

8.12 Civil Rights: The FMSC here by agrees that it will comply with:

i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000 det seq.);
ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
v. Title II and Title III of the Americans with Disabilities Act (ADA)of1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15et seq.);
viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance. By accepting this assurance, the FSMC agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the FSMC, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the FSMC.

8.13 The FSMC shall be responsible for obtaining any necessary fingerprint clearances for its employees as required by law. The FSMC shall provide all necessary forms and/or documentation for such employees to the SFA.

8.14 The FSMC shall ensure that all food service employees comply with the rules of the MA DESE regarding fingerprinting and criminal background checks. (MGL Ch 71 sec.38R)

8.15 The FSMC shall comply with all rules policies, processes and guidance pertaining to all MA DESE Civil Rights Complaint Procedures.

SECTION IX: Free and Reduced Price Policy Statement and Written Charge Policy

9.1 The written policy of the SFA requiring feeding of students who qualify for free, reduced, or full price meals, shall apply to the FSMC's food service operation. The policy is on file in the SFA office. The SFA shall be responsible for the implementation of this policy.

9.2 The FSMC will be responsible for implementing policies covering free, reduced price, and full price meals and milk programs for those students designated by the SFA as meeting federal and state agency requirements for those programs. All such meals shall be served and accounted for in a manner approved by the SFA so as to protect the anonymity of the recipients. Meals shall be served, and proper, accurate pupil participation records shall be maintained by the FSMC.

9.3 Per USDA Policy SP46-2016, the SFA shall have a written student meal charge policy, that ensures a "transparent approach to the issue", on file in the SFA office. The SFA shall be responsible for the implementation of this policy and supply the FSMC with a written copy. The FSMC will work with the SFA to administer policy.

SECTION X: Meals – Planning and Procurement

10.1 The FSMC may recommend meal prices for approval by the SFA. The FSMC shall not alter the prices once approved without prior notice and approval by the SFA. [7 CFR §210.16(a)(4)] The SFA shall retain control of the quality, extent, and general nature of its food service, and the prices to be charged the children for meals.

10.2 The FSMC shall submit with the proposal a twenty-one (21) day cycle menu and a Daily Menu Pattern for the SFA's schools. The FSMC must adhere to this cycle for the first twenty-one (21) days of meal service; thereafter, changes may be made with the mutual agreement of the SFA and the FSMC. However, the menu standard as presented in the first twenty-one (21) day menu and the Daily Menu Pattern, must be maintained as to type and quality of meal service. The Daily Menu Pattern should clearly indicate the number and type of choices and offerings that will be offered at all grade levels.

10.3 The FSMC shall be responsible for purchasing standards and specifications to bring about the best quality and price for the food service program. The FSMC shall comply with the grade, purchase unit, style, weight, ingredients, formulations, etc., for foods served as agreed upon with the SFA. The minimum procurement specifications are listed on **Schedule B**.

10.4 The FSMC shall serve reimbursable meal pattern lunches pursuant to the NSLP. For purposes of this proposal, lunch prices as per attached listing shall be used as a guide for calculations **(reference Schedule C)**.

10.5 The FSMC may offer a choice of reimbursable meal pattern lunches and shall provide specified types of service as listed in **Exhibit A**.

10.6 The FSMC shall provide condiments and utensils as needed.

10.7 The FSMC shall use the SFA's facilities for the preparation of food to be served in the designated serving areas. This may include cafeterias, classrooms, hallways etc.

10.8 The FSMC shall promote maximum participation in the Child Nutrition Programs.

10.9 BUY AMERICAN PROVISION: The SFA and FSMC shall purchase, to the maximum extent practicable, domestic commodities or products which are either an agricultural commodity produced in the United States (U.S.) or a food product processed in the U.S. substantially using agricultural commodities produced in the U.S. for use in meals served in the SFA's Child Nutrition Programs in compliance with the Buy American Provision under 7 CFR § 210.21(d)(2) and 7 CFR § 250. FNS Policy Memo SP 38-2017 Exceptions to the Buy American Provision should be used as a last resort; however, an alternative or exception may be approved upon request. To be considered for the alternative or exception, the request must be submitted in writing to a designated official, a minimum of 30 day(s) in advance of delivery. The request must include:

A. Alternative substitute (s) that are domestic and meet the required specifications:
    i. Price of the domestic food alternative substitution (s); and
    ii. Availability of the domestic alternative substitute (s) in relation to the quantity ordered.
B. Reason for exception: limited/lack of availability or price (include price);
    i. Price of the domestic food product; and
    ii. Price of non-domestic product that meets the required specification of the domestic product.

10.10 The FSMC is prohibited from directly or indirectly restricting the sale or marketing of fluid milk at any time or in any place on school premises or at any school-sponsored event. [7 CFR 210.21(e)]

SECTION XI: Food Inventory and Storage

11.1 The FSMC shall purchase all food and non-food commodities at the lowest price possible, consistent with maintaining quality standards. The SFA retains the right to verify these standards.

11.2 Ownership of beginning and ending inventory of food and supplies, including USDA Foods, shall remain with the SFA.

11.3 The FSMC shall maintain adequate storage practices, inventory, and control of USDA Foods in conformance with SFA's agreement with the MA DESE.

11.4 The SFA and FSMC shall conduct a joint inventory of existing food and operational supplies at both the beginning and the end of this contract. If the ending inventory is less than the value of the beginning inventory the FSMC will credit the SFA for the difference. The cost of food and operational supplies ordered by the FSMC on behalf of the SFA in performance of this contract shall be paid for by the FSMC and the FSMC shall then be reimbursed for those costs incurred. The inventory of food and operational supplies shall remain the SFA's property.

11.5 The SFA and the FSMC shall inventory the equipment and USDA Foods owned by the SFA at the beginning of the contract year, including, but not limited to, consumable and non-consumable flatware, trays, china, glassware and food. The FSMC shall be responsible for reimbursing the SFA for all shortages noted on the year-end inventory.

SECTION XII: Financial: Accounting, Reporting Systems, Records, and Payment Terms

12.1 The FSMC shall assume accountability and responsibility for daily bookkeeping and recording functions, including state and federal reimbursements at a minimum:

A. Monthly Profit and Loss Statements
B. Annual Budgeting

C. Perpetual Inventory – Costs and Controls
D. Preparation of records for annual audit by SFA
E. USDA Foods Entitlement Summary Reports
F. Department of Defense (DoD Fresh) Program Reports
G. Usage Reports from K-12 Services and Processor Link demonstrating actual usage of pounds sent to processors
H. State reporting of Quarterly YTD Profit and Loss Statements and
I. State reporting of an Annual Balance Sheet.

12.2 The FSMC shall prepare information necessary for CNP claims for reimbursement from state and federal agencies and maintain such records, as the SFA will need to support its claims for reimbursement under the Child Nutrition Programs. The SFA shall retain signature authority on the MA DESE-SFA Agreement for Child Nutrition Programs (ED-099), including all addenda, free and reduced price policy statement and claims for reimbursement. The FSMC shall report the claim information to the SFA promptly at the end of each month or more frequently as specified by the SFA. [7 CFR § 210.16(c)(1)]

12.3 The FSMC shall maintain such records (supported by invoices, receipts, or other evidence) as the SFA will need to meet monthly reporting responsibilities and shall submit monthly operating statements, and particular records, in a format and timeline approved by the SFA. Reimbursement for direct expenses will only be allowed if previously included in the original or amended budget submitted to the SFA.

A. The FSMC shall maintain records to support all allowable expenses appearing on the monthly operating statement in an orderly fashion according to expense categories.

B. The FSMC shall provide monthly and other reports to the SFA, which describes operating costs, meals per labor hour, meals served, etc.
C. The FSMC shall provide the SFA with a year-end financial statement.

12.4 The FSMC shall bill the SFA for the actual direct costs of operation incurred at the close of each month of program operation.

12.5 The SFA shall designate by name and title the employee whose responsibility it shall be to manage the SFA/FSMC contract and to ensure the SFA meets all its responsibilities hereunder.

Name: Kirsteen Patterson _____ Title: Director of Finance and Op _____

12.6 Books and records of the FSMC pertaining to the foodservice operations shall be available at the SFA for a minimum of six (6) years, plus the current year, from the date of the final payment to which they pertain, for inspection and audit by either state, or federal representatives and auditors. In instances where audit findings have not been resolved, the records must be retained beyond the 6-year period until resolution of the issues raised by the audit.

12.7 Allowable Costs.

A. Allowable costs will be paid from the nonprofit school food service account to the FSMC net of all discounts, rebates and other applicable credits accruing to or received by the FSMC or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the SFA.

B. The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account).

C. The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification.

D. The FSMC's determination of its allowable costs must be made in compliance with the applicable USDA and Program regulations and Office of Management and Budget cost circulars as detailed in2 CFR§200.

E. The FSMC must identify the amount of each discount, rebate and other applicable credit, with the exception of the FSMC's prompt payment discounts for payments made to vendors, on bills and invoices presented to the SFA for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. All payment discounts, rebates and allowances obtained from vendors must be credited to the SFA's food services account.

F. The frequency of reporting this information must be monthly.

G. The FSMC must identify in their proposal the method by which it will report discounts, rebates, and other applicable credits allocable to the contract that are not reported prior to the conclusion of the contract.

FSMC Response: _____

H. The FSMC must maintain documentation of cost and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, MA DESE, or the USDA. The FSMC shall return the value of all discounts, rebates and all other applicable credits allocable to the contract to the SFA.

12.8 The FSMC shall submit monthly operating statements to the SFA. This statement shall reflect all activity for the previous calendar month.

12.9 Invoice Due Date. Invoices submitted to the SFA by the FSMC will be paid within thirty (30) days of receipt.

12.10 The FSMC shall submit supporting documents and invoice to the SFA monthly for the following direct, actual costs, Administrative Fee and Management Fee:

A. The actual and direct costs for the wages, taxes, and benefits of the FSMC employees at each site, food service director and other management employees on the FSMC's payroll.
0___ Number of employees are employed by the SFA and paid directly by SFA.

B. Direct operating costs paid by the FSMC arising from performance of this contract. Direct operating costs are defined as:

- food and supply purchases by the FSMC necessary to perform this contract
- food service program travel and mileage costs incurred
- advertising and promotions within the SFA
- the FSMC's insurance necessary for performance of this contract;
- service business and occupation tax
- employee training and development costs
- laundry, linen, and uniforms
- licenses and permits for performance of this contract; and
- USDA Foods delivery and storage fees.

C. The FSMC's Management Fee (FSMC's profit) is:

◯ $_____ per month for _____ months. Fee Total: $_____

OR

◯ $ _____ per meal and meal equivalent.

D. The FSMC's Administrative Fee is:

◯ $_____ per month for number of months: _____ Fee Total: $_____

OR

◯ $_____ per meal and meal equivalent.

The following functions are the FSMC's responsibility, and will be included in such fees:

- Corporate supervision;
- Financial reporting and analysis;
- Field auditing;
- Marketing Assistance; and
- Purchasing administration.

E. Per Meal Defined: Choose both options below- *only if the per meal equivalent option in 12.10.c or 12.10.d was selected.*

☐ For Management Fee and Administrative Fee purposes, each reimbursable lunch shall be considered one (1) meal/meal equivalent, each reimbursable breakfast shall be considered two-thirds (2/3) of a meal/meal equivalent, and one reimbursable snack shall be considered one- third (1/ 3) of a meal/meal equivalent.

AND

☐ Per meal/meal equivalent defined for Management Fee and Administrative Fee purposes, the number of meal equivalents shall be determined by dividing the total of all sales except reimbursable meal sales (including cash for adult meals, a la carte meals, and snack bar sales) by the free reimbursement rate plus the per meal value of commodities of the current school year.

F. Fee Adjustments: Upon mutual written agreement of the SFA and the FSMC, the Management Fee and Administrative Fee may be adjusted annually. Except as otherwise agreed by the SFA and the FSMC, such adjustment shall be by no more than the percentage of change in the Consumer Price Index ("CPI") for all Urban Consumers (CPI-U U.S. city average), Northeast Region, Food Away from Home for the preceding year (April – March). Upon acceptance by the SFA, such increase in fees shall be incorporated into any renewal of this contract.

G. The SFA:

◯ Participates in FFVP, thus, the FSMC must provide assurances that it will document and track FFVP expenses separately and make this documentation easily accessible for the SFA to review.

◉ Does not Participate in FFVP

H. No payment shall be made for meals or snacks that are spoiled or unwholesome at the time of service, or do not meet specifications developed by the SFA, or do not otherwise meet the requirements of this contract. [7 CFR § 210.16 (c)(3).]

I. Every payment obligation of the SFA under this contract is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this contract, this contract may be terminated by the SFA at the end of the period for which funds are available. No liability shall accrue to the SFA in the event this provision is exercised, and the SFA shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph. Notwithstanding the forgoing, the SFA shall be liable for the payment of services rendered up through and including the date of termination.

J. Guaranteed Return: The SFA and the FSMC shall work together to ensure a financially sound and well-run food service operation. For the term of the contract, including renewal years the FSMC shall guarantee that the food service program will achieve financial: (*select one option)*

◯ Breakeven: defined as "generated program revenues will be sufficient to cover all actual and direct operating costs incurred.

◯ Surplus: defined as "generated program revenues will exceed all actual and direct operating costs incurred. SFA enters surplus amount provided in winning proposal: $

◯ Deficit: defined as "generated program revenues will not be sufficient to cover all actual and direct operating costs incurred. SFA enters deficit amount in winning proposal: $

Actual and direct operating costs are as described in paragraphs 12.10A - E above.

If the FSMC does not meet their Guaranteed Return, they agree to offset the shortfall up to the full value of their Management Fee.

K. Force Majeure: Neither Party shall be responsible to the other for any losses or failure to perform its respective obligations under the Agreement (other than a payment obligation) when such failure is caused by conditions beyond the Party's control, and not due to the fault or negligence of such party, including, but not limited to, fire, explosion, water, Acts of God, civil disorder or disturbances, labor disputes, vandalism, war, riot, sabotage, weather and energy-related closings, pandemic, epidemic, governmental rules and regulations or like causes or the damage or destruction of real or personal property from such causes. In the event that either party ceases to perform its obligations under this Agreement due to the occurrence of a Force Majeure Event, the party shall; (a) as soon as practicable notify the other party in writing of the Force Majeure Event and its expected duration; and (b) take all reasonable steps to recommence performance of its obligations under this Agreement as soon as possible. The party shall not be relieved of its responsibility to fully perform as to all other commitments in the Agreement.

The party will not be liable for any failure of or delay in the performance of this agreement for the period that such failure or delay:

1. is beyond the reasonable control of a party,
2. materially affects the performance of any of its obligations under this agreement, and
3. could not reasonably have been foreseen or provided against, but
4. will not be excused for failure or delay resulting from only general economic conditions or other general market effects.

L. Unless otherwise expressly provided, the SFA and the FSMC shall remain responsible for all claims, liability, loss, and expense, including reasonable costs, collection expenses, and attorney's fees incurred, which arise by reasons of negligent or wrongful act or omission of the party, its agents, or its employees in the performance of its obligations under this agreement.

M. The FSMC accepts liability caused by FSMC negligence for claims assessed as a result of Federal/State reviews/audits, corresponding with the SFA's period of liability.

N. The FSMC accepts liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA donated foods.

O. Nonperformance. The FSMC shall pay the SFA any over claims due to FSMC negligence or noncompliance with regulations, including those over claims based on review or audit findings. This provision shall be based on the 6-year record retention period as established in MA 30B regulations or the SFA's established record retention timeframe, whichever is greater.

SECTION XIII: Licenses, Fees and Taxes

13.1 The SFA shall obtain and post all applicable health permits for its facilities and assure that all state and local regulations are being met by the FSMC preparing or serving meals at a SFA facility. [7 CFR § 210.16(a)(7)]

13.2 The FSMC shall comply with all health and safety regulations required by federal, state or local law and shall have state or local health certification for any facility outside the SFA in which it proposes to prepare meals or meal components and the FSMC shall maintain this health certification for the duration of the contract. The FSMC must meet all applicable state and local health regulations in preparing and serving meals at the SFA facility. [7 CFR § 210.16(c)(2)]

13.3 The FSMC shall comply with all building rules and regulations. SFA shall supply FSMC with copy of any written aforementioned documents.

SECTION XIV: Performance Bond

14.1 If operating SFSP for contracts over $100,000 as a condition to entry into this contract, the successful vendor shall provide to the SFA a performance bond equaling ten percent (10%) of the contract's value (total budgeted costs/expenses) associated with the Summer Food Service Program. This performance bond will guarantee the vendor's faithful performance. For the successful FSMC, the performance bond is required annually, in each year of the contract, to be submitted to the SFA Business Office within ten days of the awarding of the contract. 7 CFR Part 225.15(m) (5-7)

SECTION XV: Insurance

The FSMC shall maintain for the life of the contract, the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the state of Massachusetts with a rating by AM Best of "A" or better. A certificate of insurance indicating these amounts must be submitted at the time of award.

15.1 Comprehensive General Liability -$1,000,000 Combined Single Limit includes coverage for:

A. Premises-Operations,
B. Products/Completed Operations,
C. Contractual Insurance,
D. Broad Form Property Damage,
E. Independent Contractors,
F. Personal Injury, and
G. Employee Dishonesty.

15.2 Automobile Liability

$1,000,000 combined Single Limit

15.3 Worker's Compensation and Employer's Liability

A. Worker's compensation – Statutory; and
B. Employer's Liability - $500,000.

15.4 The Lincoln-Sudbury Regional School District and the Town/City of shall be additional named insured's on Comprehensive General Liability, Auto, and Workers' Compensation (Employer's Liability Only) policies.

15.5 The contract of insurance shall provide for notice to the SFA of cancellation of insurance policies thirty (30) days before such cancellation is to take effect.

15.6 The FSMC agrees to indemnify and hold harmless the Lincoln-Sudbury Regional School District and the town/city of and each of their respective members, employees, officers and agents from and against any claims, demands, losses, costs or liabilities for personal injury or property damage or any other loss which may result from the FSMC's performance or lack of performance of the Contract. Such "losses" shall include all reasonable attorney's fees and costs incurred in the representation of the Board, the Town, or any of their respective members, officers, employees or agents in any suit or claim arising from the FSMC's performance or lack of performance of the Contract or arising from the enforcement of this provision.

15.7 The FSMC shall obtain and keep in force during this contract, for the protection of the SFA and the FSMC, Comprehensive General Bodily Injury and Property Damage Liability Insurance in the combined single limit of $ 1,000,000 (no less than $1,000,000). That insurance shall include, but not be limited to, Personal Injury Liability, Broad Form Property Damage Liability, Blanket Contractual Liability, and Products Liability, covering only the operations of the FSMC under this contract, and shall deliver to the SFA a certificate evidencing such policies and coverage within thirty (30) days after the execution of this agreement by the parties. The insurance policies shall contain a covenant by the issuing company that the policies will not be canceled unless a thirty (30) day prior written notice of cancellation is given to the SFA. The policies for $ 1,000,000 coverage shall also name the SFA as an Additional Insured, but only with respect to operations of the FSMC under this agreement.

SECTION XVI: Contract Term, Renewal and Termination

16.1 This contract, dated: _____, is between FSMC Name: _____, the FSMC and Lincoln-Sudbury Regional School District , the SFA:

A. This contract sets forth the terms and conditions upon which the SFA retains the FSMC to manage and operate the SFA's food service for the SFA's students, employees, and visitors.

B. The life of the contract shall be for a period of one year with the school year beginning on or about _____, and ending _____ with up to 4 _____, not to exceed four, one-year renewal(s), with mutual agreement between the SFA and the FSMC. [7 CFR § 210.16 (d)]

16.2 The contract cannot be assigned or otherwise transferred or conveyed by either party without the written consent of the other. Consideration for the contract renewal by the SFA and the FSMC will be made in compliance with the rules and regulations prescribed by the USDA.

16.3 Neither the FSMC nor the SFA shall be responsible for any losses if the fulfillment of the terms of the contract should be delayed by wars, acts of public enemies, strikes, fires, floods, act of God, or any acts not within the control of either the FSMC or the SFA, and which by the exercise of due diligence it is unable to prevent.

16.4 If both parties agree to a contract renewal, the parties will work together to gather and complete all required documents for submission. The SFA will be responsible for submitting all contract renewal documents to the MA DESE.

16.5 Recovery of prior year FSMC losses from current year food service program surpluses is unallowable.

TERMINATION

16.6 With the exception of payment obligations for prior performance under this contract, neither party shall be liable for the failure to perform their respective obligations under this contract when such failure is caused by fire, explosion, water, act of God, civil disorder, strikes, vandalism, war, riot, sabotage, weather and energy related closings, governmental rules or regulations, or other like causes beyond the reasonable control of such party, nor for any real or personal property destroyed or damaged due to such causes. The FSMC shall resume food service operations as soon as possible.

16.7 Either party may terminate the contract for cause by giving sixty (60) days' notice in writing to the other party of its intention to do so. [7 CFR § 210.16 (d)]

16.8 If a cure or remedy is found for the termination request by mutual agreement of the contracting parties, the termination or non-renewal letter must be withdrawn in writing by the terminating party within the sixty (60) day period as described in paragraph 16.7 above. This letter should be counter-signed by the receiving party and the letter should become an amendment to this contract. [Appendix II to § 200]

16.9 The SFA may terminate the contract without cause. The SFA shall give no less than sixty (60) days written notice to the FSMC of its intention to terminate the contract without cause.

16.10 The right of termination referred to in this contract is not intended to be exclusive, and is in addition to any other rights available to either party at law or in equity. If the FSMC breaches a material provision of the contract and fails to cure such breach within sixty (60) days after receiving written notice of such breach the SFA may elect to pursue any available legal, contractual or administrative remedy or the following sanctions: (i) for a first violation, a written reprimand; (ii) for a second violation, a $ 1000 penalty; and (iii) for a third violation, a $ 10000 penalty. For the purposes of the foregoing, a single violation means an event of the same or similar kind, without regard for the duration or number of personnel, equipment, students or meals involved. [Appendix II to § 200 (A)] 7 CFR Part 210.16(b)(2)

16.11 The FSMC shall ensure, upon termination or completion of contract, the SFA is provided with the following documents in accordance with 7 CFR 210.23(c) or the SFA's established record retention timeframe, whichever is greater: production records, menus, all documents to support monthly claims, all documents to support the use of USDA Foods, professional development training records, CEP data, PLE Tool data, all documents related to free/reduced meal application process including certification and verification (if applicable), and access to any documents and or recipes requested for an administrative review.

16.12 A waiver of any failure under this contract shall neither be construed as, nor constitute a waiver of, any subsequent failure. This contract supersedes all prior negotiations, representations, or agreements. The Article and Paragraph headings are used solely for convenience and shall not be deemed to limit the subject of the Articles and Paragraphs or be considered in their interpretation. The appendices referred to herein are made part of this contract by the respective references to them. This contract may be executed in several counterparts, each of which shall be deemed an original.

16.13 The parties cannot alter any provision in this agreement that is required by any law, rule or regulation. The parties cannot otherwise amend or alter this agreement, except as to minor, non-substantive provisions or issues that do not materially affect the scope of work or the cost of the contract.

16.14 Notification of Termination. The MA DESE shall be notified immediately of termination action and reason for termination.

16.15 The parties agree that the terms of this contract shall be in accordance with the RFP published by the SFA and any amendments to the RFP, and the proposal submitted by the FSMC are incorporated into this contract. In the event the contradictory statements are contained in the RFP, the FSMC proposal, and this contract, the following order of precedence shall apply: Amendments to contract, contract, Amendments to RFP, RFP, FSMC proposal.

SECTION XVII: Special and General Conditions

17.1 Confidential/Proprietary Information

A. The FSMC and SFA shall designate any information they consider confidential or proprietary, including recipes, surveys and studies, management guidelines, operating manuals, and similar documents which it regularly uses in the operation of their business or which they develop independently during the course of

this contract. Information so designated and identified shall be treated as confidential by the FSMC and SFA, and the FSMC and SFA shall exercise the same level of care in maintaining the confidences of the other party as they would employ in maintaining their own confidences. All such materials shall remain the exclusive property of the party that developed them and shall be returned to that party immediately upon termination of this contract. Notwithstanding, the federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes: (a) the copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and (b) any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.[2 CFR § 200.315]

B. The FSMCs shall identify any specific information which the FSMC is claiming should not be disclosed to the public, along with a citation to the applicable provision of the Massachusetts Freedom of Information Act or other applicable statute on which the FSMC is basing its claim of confidentiality or non-disclosure. Information marked as "not to be disclosed to the public" must meet the standards set forth in the Freedom of Information Act. Provided that nothing herein shall be construed to relieve any SFA or the MA DESE from its obligations under any applicable freedom of information laws or other legal obligations concerning document disclosure, including, but not limited to, civil discovery demands. In the event a request for information/documentation is made pursuant to the Massachusetts Freedom of Information Act (or other applicable statute or regulation), and the FSMC objects to the release of the requested information, the FSMC shall bear all reasonable costs and fees incurred in asserting such objection.

17.2 The FSMC shall adhere to all applicable laws, especially all Pure Food laws, and all related regulations prescribed by the Federal Government, the state of Massachusetts, and the local department of health. The FSMC will comply with the rules and regulations as set up by the SFA and with state and/or own laws, etc., covering and controlling food services at the facilities.

17.3 No alterations, changes or improvements shall be made to the areas granted to the FSMC without obtaining prior written permission of the SFA with the final decision as to the alterations, changes or improvements reserved solely for the SFA.

17.4 Any silence, absence or omission from these specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail, and that only material (food, supplies, etc.) and workmanship of a quality that would normally be specified by the SFA are to be used.

17.5 Notice/Communication: Any notice or communication required or permitted under this contract shall be in writing and shall be delivered personally or sent by United States registered or certified mail, postage prepaid and return receipt requested, addressed to the other party as follows:

A. Notices to the SFA:

Name	Lincoln-Sudbury Regional School District
Address	390 Lincoln Road
	Sudbury, MA
	01776

B. Notices to the FSMC:

Name	
Address	

AND

Name	
Address	

E-mail communication may also be allowable under the terms of this contract. Other persons or places may also be designated, in writing, by either of the parties, during the term of this contract. Notices shall be effective when received. Sent notices will be considered received forty-eight (48) hours after they are deposited in the United States mail.

SO AGREED:

Signature of Food Service Management Company's Authorized Representative	Title	Date
Printed Name of Food Service Management Company's Authorized Representative		
	Director of Finance and Ope	
Signature of School Food Authority's Authorized Representative	Title	Date
Kirsteen Patterson		
Printed Name of School Food Authority's Authorized Representative		

Schedule A – Division of Costs for the Food Service Program

Schedule A to be completed as part of the RFP by the SFA

FOOD	FSMC	SFA
Food Purchasing	100	0
Processing of Invoices	100	0
Payment of Invoices	100	0
USDA Administrative Charges	100	0
USDA Processing Charges	100	0
USDA Delivery Charges	100	0

LABOR	FSMC	SFA
Payment of Hourly Full-Time Wages	100	0
Payroll Taxes of Hourly Employees	100	0
Fringe Benefits and Insurance of Hourly Employees	100	0
Preparation of Hourly Employees' Payroll	100	0
Processing of Hourly Employees' Payroll	100	0
Workers' Compensation for Hourly Employees	100	0

ADDITIONAL ITEMS	FSMC	SFA
China/Silver/Glassware – Original Purchase to Inventory Level Required for Operation	0	100
China/Silver/Glassware – Replacement During Operation	0	100
Telephone	0	100
Removal of Trash and Garbage from Kitchen	0	100
Removal of Trash and Garbage from Premises	0	100
Replacement of Expendable Equipment (Pots, Pans, etc.)	0	100
Replacement of Non-Expendable Equipment	0	100
Products and Public Liability Insurance	100	0
Cost of Repairing Equipment	0	100
Uniforms	100	0
Local Travel (Intra-District and Banking Reimbursement)	0	100
Vehicle	0	100

Schedule A (continued)

Schedule A to be completed as part of the RFP by the SFA

SUPPLIES	FSMC	SFA
Detergent and Cleaning Supplies	100	0
Paper Supplies	100	0
Menu Paper and Printing	100	0
Postage	0	100
Taxes/Licenses	0	100
Pest Control	0	100
Utilities	0	100

CLEANING	FSMC	SFA
Ceiling, Light Fixtures and Fans	0	100
Dishwashing	100	0
Equipment	100	0
Hoods	0	100
Floors	0	100
Rest Rooms	0	100
Vent from Hoods to Outside	0	100
Walls	0	100
Kitchen/Serving Area Equipment	100	0
Cafeteria/Serving Area Equipment	100	0
Dining Area/Tables and Chairs	0	100

Schedule B – Procurement Specifications

Schedule B to be completed as part of the RFP by the SFA

**The minimum requirement as specified below are USDA foods minimum specifications*

PRODUCT	**MINIMUM REQUIREMENTS**
Dairy Products	Grade A
Meat	USDA Grade Choice
Fish	U.S. Government Inspected
Poultry	USDA Grade A
Canned Fruits & Vegetables	U.S. Grade A Choice
Fresh Fruits & Vegetables	U.S. No. 1 Grade
Frozen Fruit & Vegetables	USDA Grade A
Bread	Packaged bread and buns to be manufacturer dated for freshness
Milk	Grade A
Ice Cream	Grade A
SFA Defined Products:	SFA Defined Minimum Requirement:

Schedule C – Price List (2023– 2024)

Schedule C to be completed as part of the RFP by the SFA and must be used in conjunction with Schedule E.
Note: In consideration of meals being offered at no cost to students for SY22-23, SFA's should provide proposed meal prices for SY23-24 should the Commonwealth discontinue funding meals at no cost.

SCHEDULE C
PRICE LIST:

SCHOOL	*BREAKFAST*		*LUNCH*		*MILK*	*ADULTS*		
	REDUCED .30	*PAID* 2.25	*REDUCED* .40	*PAID* 3.25		*BREAKFAST* 2.25	*LUNCH* 4.00	*MILK* .75
ELEMENTARY SCHOOLS:	Price:	Price:	Price:	Price:	Price:	Price:	Price:	Price:
MIDDLE SCHOOLS:	Price:	Price:	Price:	Price:	Price:	Price:	Price:	Price:
HIGH SCHOOLS:	Price:	Price:	Price:	Price:	Price: .75	Price:	Price:	Price:

Schedule D – Reimbursement Rates **Rates as of 7/1/2022**

Schedule D to be completed as part of the RFP by the SFA and must be used in conjunction with Schedule E.

1. National School Lunch Program (Federal CFDANo.10.555)

	Regular Rates	Severe Need Rates*
Paid	.77	.79
Reduced	3.93	3.95
Free	4.33	4.35

*In districts participating in the National School Lunch Program with 60 percent or greater free and reduced participation during the second prior year.

2. School Breakfast Program (Federal CFDANo.10.555)

	Regular Rates	Severe Need Rates*
Paid	.50	.50
Reduced	1.96	2.37
Free	2.26	2.67

*Severe Need Rates are available to schools where, in the second prioryear,40 percent or more of the students received lunches free or at a reduced price.

3. After-School Snack Program (Federal CFDANo.10.555)

	Rates
Paid	.09
Reduced	.54
Free	1.08

4. State Reimbursement Rates (Reimbursable Meals): $.055

   All Meals (State Match Payments [Includes free, reduced price, and paid reimbursable meals]).

5. Eight Cents Certification: $0.08

   (●) This district is eight-cent certified

   ( ) This district is not eight-cent certified

6. Effective USDA Foods Rate (Federal CFDA No. 10.560): $.43

Schedule E – Financial Schedule

***Please note: This form must be completed by the FSMC and submitted separately in the sealed Price Proposal Envelope.**

PROJECTED REVENUE

Cafeteria Sales: (Lunch)

Student Paid Meals:				
	Elementary Schools	@$_____	=	$_____
	_____ Middle Schools	@$_____	=	$_____
	_____ High Schools	@$_____	=	$_____
Student Reduced Price:				
	_____ District-wide	@$_____	=	$_____
Student a la Carte:		@$_____	=	$_____
Adult Lunches:		@$_____	=	$_____
Adult a la Carte:		@$_____	=	$_____

Cafeteria Sales: (Breakfast)

Student Paid Meals:				
	Elementary Schools	@$_____	=	$_____
	Middle Schools	@$_____	=	$_____
	High Schools	@$_____	=	$_____
Student Reduced Price:				
	District-wide	@$_____	=	$

Special Functions:		
Bank Interest		$_____
Other Income		$_____
Other Income		$_____
	Subtotal Sales	$_____(A)

Anticipated Reimbursement Federal & State (Lunch)				
	_____District-wide Paid Meals	@$_____	=	$_____
	_____Reduced Price	@$_____	=	$_____
	_____Free	@$_____	=	$_____
		Subtotal Lunch Reimbursement		$_____ (B)
Anticipated Reimbursement Federal & State (Breakfast)				
	_____District-Wide Paid Meals	@$_____	=	$_____
	_____Reduced Price	@$_____	=	$_____
	_____Free	@$_____	=	$_____
		Subtotal Breakfast Reimbursement		$_____ (C)
		Total Income (A+B+C)		$_____

Projected Expenses

Food				
Student Lunches	_____Meals	@$_____	=	$_____
Student Breakfasts	_____Meals	@$_____	=	$_____
Adult Lunches	_____Meals	@$_____	=	$_____
Employee Lunches	_____Meals	@$_____	=	$_____
Districtwide a la Carte				$_____
Special Functions				$_____
USDA Processing Charges				$_____
USDA Donated Foods Value				$_____
		Net Food Cost		$ (D)

Labor	
Hourly Wages: (Employee schedules, work hours and rates of pay must be attached)	
Administration/Clerical	$_____
Food Service Workers	$_____
Other: _____	$_____
Other: _____	$_____
Salaries: (Employee schedules, work hours and rates of pay must be attached)	
Management	$_____
Other: _____	$_____
Other Payroll Costs	
Employee Fringe Benefits	$_____
	$_____
Other Expenditures	
Auto Allowance	$_____
Cafeteria Supplies (paper, cleaning, etc.)	$_____
Commodity Delivery	$_____
General Support and Administrative Expense	$_____
Depreciation	$_____
Equipment Rental	$_____
Insurance	$_____
Menu/Ticket Printing	$_____
Office Supplies	$_____
Performance Bond	$_____
Promotions	$_____
Replacements	$_____
Stationary/Postage	$_____
Telephone	$_____
Uniforms/Laundry	$_____
Manuals	$_____
Miscellaneous	$_____
Other	$_____
Other	$_____
Other	$_____
Total Labor and Other Expenses	$_____(E)

***Management Fee**				
Monthly Flat Rate				$_____
OR				
Cents per Meal (Complete Calculation Below)				
*Student Annualized Meals		@$_____	=	$_____
		Total Management Fee		$_____(F)

Total Number of Reimbursable Meals	
Expense Total	$_____ (D+E+F)
Profit/Loss (SUBSIDY)	$_____
*Student Annualized Meals = the number of reimbursable meals + (the $ amount of adult and a la carte sales) divided by (the current free lunch reimbursement rate + the per meal commodity [USDA Foods] reimbursement).	
**In accordance with Section 18.6 of this RFP the Meal Equivalency Rate used in the Contract shall be adjusted annually and must be set no lower than the current free lunch reimbursement rate plus the commodity (USDA Foods) reimbursement rate.	
**Annualized a la Carte	
Meal Equivalent = The total $ value of a la carte and adult meals divided by the current free lunch reimbursement rate + per meal commodity foods reimbursement = $_____	

Schedule F – Food Service Management Company (FSMC) Fee

***Please note: This form must be completed by the FSMC and submitted separately in the sealed Price Proposal Envelope.**

Fee Components

The FSMC's fees must be inclusive of all general and administrative fees, as well as profit, and in compliance with USDA rules and regulations.

In addition to the above requirements and any other requirements included in the Agreement, the following costs MAY NOT be included in any other expense charged to the SFA other than as indicated in the chart under paragraph 2 herein.

1. Menu development specific to the operation
2. Management meetings, and/or management development program specific to the operation
3. Nutrition education materials and program expense
4. Facilities layout and design services specific to the operation
5. Cost of developing training or procedures manuals
6. Food service control forms and supplies
7. Materials for food service promotions
8. All purchasing services
9. Education provided through classroom programs, parent/teacher meetings and school food service advisory committee meetings
10. All accounting and bookkeeping
11. All payroll reporting, recording and documentation including the issuance of weekly payroll checks for food service management company employees
12. Supply of all administrative, dietetic, nutritional, sanitation and personnel advice
13. Visitation/coverage by corporate chef during school food service promotions
14. Visitation/coverage by a principal or other executive of the food service management company
15. Other Fees not outlined by this RFP that are included in the fee must be delineated and listed below:

Fee Structure: Please mark the table below with an X for the components that make up the Administrative Fee/Management Fee or are to be directly billed to the SFA from the items listed above. Labor and food production costs are covered later in this section.

Administrative Fee: The FSMC shall charge the SFA [CHECK ONE AND INSERT $]

◯ a fee of $_____ per month for _____ months during each year of the contract. The fee represents the FSMC overhead expenses listed below

OR

◯ a fee of $_____ per meal/meal equivalent. Meal equivalents shall be determined by _____. The fee represents the FSMC overhead expenses listed below

AND/OR

Management Fee: The FSMC shall charge the SFA [CHECK ONE AND INSERT $]

◯ a fee of $_____ per month for _____ months during each year of the contract. The fee represents the FSMC Profit **OR**

◯ a fee of $_____ per meal/meal equivalent. Meal equivalent's shall be determined by _____. The fee represents the FSMC Profit.

Management and/or Administrative Fee Proposal: _____, food service management company (hereinafter referred to as the FSMC), agrees to operate the school food service program of the SFA Name: Lincoln-Sudbury Regional School District , a federal Child Nutrition Program School Food Authority (hereinafter referred to as the SFA) as described in the SFA's

Request for Proposal (RFP) specifications for the 2023 - 2024 school year and for renewal years.

Renewal Year 1: to

Renewal Year 2: to

Renewal Year 3: to

Renewal Year 4: to

This is subject to subsequent negotiated one-year extensions of the agreement. Notwithstanding any contrary understanding or interpretation, the term of this agreement shall be one year, as required by USDA. This agreement may be renewed for one-year terms for up to four additional years.

Fee Adjustments: Upon mutual written agreement of the SFA and the FSMC, the Management Fee and Administrative Fee may be adjusted annually. Except as otherwise agreed by the SFA and the FSMC, such adjustment shall be by no more than the percentage of change in the Consumer Price Index ("CPI") for all Urban Consumers (CPI-U U.S. city average), Northeast Region, Food Away from Home for the preceding year (April – March). Upon acceptance by the SFA, such increase in fees shall be incorporated into any renewal of this contract.

Schedule G – Guaranteed Return

***Please note: This form must be completed by the FSMC and submitted separately in the sealed Price Proposal Envelope.**

Guaranteed Return: The SFA and the FSMC shall work together to ensure a financially sound and well-run food service operation. For the term of the contract, including renewal years the FSMC shall guarantee that the food service program will achieve financial: (*select one option)*

◯ Breakeven: defined as "generated program revenues will be sufficient to cover all actual and direct operating costs incurred.

◯ Surplus: defined as "generated program revenues will exceed all actual and direct operating costs incurred. Dollar Value: _____

◯ Deficit: defined as "generated program revenues will not be sufficient to cover all actual and direct operating costs incurred. Dollar Value: _____

Actual and direct operating costs are as described in paragraphs 12.10A - E above.

If the FSMC does not meet their Guaranteed Return, they agree to offset the shortfall up to the full value of their Management Fee.

EXHIBITS A – L

REFERENCES FOR USE IN PREPARATION

OF PROPOSAL RESPONSE

A - Schools/Enrollment/ Attendance Factor/Free - Reduced Percentage/Serving Times/CNPs

B - Reimbursement Claims for the Last 12 Months

C - Meal Counts and Sales by School

D - Current Employee Roster by title, Hours Worked by Location and Wage Scales

E - Last Year's Audited Financial Statement

F - Current Menus

G - 2022-2023 and 2023-2024 School Calendar

H - Brief Narrative Concerning Cleaning, A La Carte, Vehicles, and Cash

I - Sample SFA Monitoring FSMC Form

J - Equipment Specifications

K - Current Equipment Am01tization Schedule

L - Accounts Payable Cut-off Schedule

Exhibit A

ACTUAL ENROLLMENTS:

	Lincoln and Sudbury										High School						
Grade	K	1	2	3	4	5	6	7	8	K-8	9	10	11	12	9-12	FY	Change
October 2010	337	388	403	406	417	395	478	413	399	3,636	407	417	409	381	1614	2011	
October 2011	327	374	396	417	401	414	400	475	411	3,615	390	400	402	409	1601	2012	(13)
October 2012	350	359	379	393	411	405	412	394	465	3,568	399	390	394	397	1580	2013	(21)
October 2013	331	366	369	383	401	404	395	411	403	3,463	452	403	389	397	1641	2014	61
October 2014	312	354	383	385	369	410	394	389	409	3,405	399	450	383	385	1617	2015	(24)
October 2015	319	332	366	394	390	364	406	413	379	3,363	386	394	437	385	1602	2016	(15)
October 2016	308	337	345	366	389	392	366	397	411	3,311	369	378	380	443	1570	2017	(32)
October 2017	282	329	351	348	359	384	378	366	392	3,189	409	359	374	387	1529	2018	(41)
October 2018	311	310	344	360	343	362	388	373	361	3,152	406	395	353	374	1528	2019	(1)
October 2019	*324*	*339*	*318*	*353*	*363*	*349*	*360*	*396*	*374*	*3,176*	*353*	*411*	*389*	*359*	*1512*	*2020*	(16)
October 2020-CoVid	*238*	*339*	*332*	*318*	*344*	*335*	*337*	*362*	*379*	*2,984*	*369*	*363*	*406*	*387*	*1525*	*2021*	13
October 2021-CoVid	*302*	*284*	*356*	*334*	*327*	*339*	*341*	*343*	*358*	*2,984*	*391*	*362*	*361*	*399*	*1513*	*2022*	(12)
October 2022	*318*	*323*	*304*	*364*	*342*	*324*	*332*	*343*	*338*	*2,988*	*376*	*387*	*354*	*366*	*1483*	*2023*	(30)

PROJECTED ENROLLMENTS

	Lincoln and Sudbury								High School				Total		
Grade	K	1	2	3	4	5	6	7	8	9	10	11	12	9-12	FY	Chg Gr 9-12
October 2023		350	334	309	366	337	322	334	338	344	374	381	355	1454	2024	-29
October 2024		0	362	339	310	360	335	324	329	343	342	369	382	1436	2025	-18
October 2025		0	0	367	341	306	358	337	319	335	342	337	370	1383	2026	-53
October 2026		0	0	0	369	336	304	360	332	324	333	337	338	1332	2027	-51
October 2027		0	0	0	0	363	334	306	355	337	323	328	337	1326	2028	-6
October 2028		0	0	0	0	0	361	336	301	360	336	318	329	1343	2029	18
October 2029		0	0	0	0	0	0	364	331	306	359	331	319	1314	2030	-29
October 2030		0	0	0	0	0	0	0	358	336	304	354	331	1326	2031	11
October 2031		0	0	0	0	0	0	0	0	364	335	300	354	1353	2032	27
																-130

Color Code Legend: Class of 2024 | Class of 2025 | Class of 2026 | Class of 202 | Class of 2028

SURVIVAL RATIOS

	K	1	2	3	4	5	6	7	8	9	10	11	12
17-18		1.0993	1.0456	1.0256	0.9856	1.0084	1.0104	0.9868	0.9863	1.0357	0.9658	0.9833	1.0000
18-19		1.0900	1.0258	1.0262	1.0083	1.0175	0.9945	1.0206	1.0027	0.9778	1.0123	0.9848	1.0170
19-20		1.0463	0.9794	1.0000	0.9745	0.9229	0.9656	1.0056	0.9571	0.9866	1.0283	0.9878	0.9949
20-21		1.1933	1.0501	1.0060	1.0283	0.9855	1.0179	1.0178	0.9890	1.0317	0.9810	0.9945	0.9828
20-22		1.0695	1.0704	1.0225	1.0240	0.9908	0.9794	1.0059	0.9854	1.0503	0.9898	0.9779	1.0139
5 - YEAR AVERAGE		**1.0997**	**1.0343**	**1.0161**	**1.0041**	**0.9850**	**0.9936**	**1.0073**	**0.9841**	**1.0164**	**0.9954**	**0.9857**	**1.0017**

Lincoln Sudbury Regional High School

Blue

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30					
A	1	2	3	1	2
9:35				8:30 - 9:30	
9:39					
B	4	1	2	3	1
10:32				9:34 - 10:22	
10:36				Advisory	
C	3	4	5	10:26 - 10:56	5
11:41				4	
11:45	Lunch	Lunch	Lunch	11:00 - 12:00	Lunch
D	2	3	6	Lunch	4
1:08				5	
1:12			ACA	12:04 - 1:18	
E	7	6	1:51	6	7
2:17			1:55	1:22 - 2:22	
2:21			Bus Departure		
F	5	7		7	6
3:14				2:26 - 3:14	

White

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30					
A	3	1	2	3	1
9:35				8:30 - 9:30	
9:39					
B	4	2	3	1	2
10:32				9:34 - 10:22	
10:36				Advisory	
C	2	4	5	10:26 - 10:56	4
11:41				5	
11:45	Lunch	Lunch	Lunch	11:00 - 12:00	Lunch
D	1	3	7	Lunch	5
1:08				4	
1:12			ACA	12:04 - 1:18	
E	6	7	1:51	7	6
2:17			1:55	1:22 - 2:22	
2:21			Bus Departure		
F	5	6		6	7
3:14				2:26 - 3:14	

M/Tu/W/F Lunch -	First Lunch: 11:45 - 12:10	First Lunch Class: 12:15 - 1:08	Third Lunch Class: 11:45 - 12:38	Third Lunch: 12:43 - 1:08
Thursday Lunch -	First Lunch: 12:04 - 12:26	First Lunch Class: 12:30 - 1:18	Third Lunch Class: 12:04 - 12:52	Third Lunch: 12:56 - 1:18

Daily Attendance Totals

Total Enrollment 1477

2/1/2023 - 2/28/2023

Serving days 15
ADA 1390

Code	Excused	Unexcused	Total
YOG 2022			
A	2	0	2
T	1	0	1
Subtotals	3	0	3
YOG 2023			
A	348	4	352
D	256	1	257
DAth	35	0	35
FT	64	1	65
T	177	8	185
XL	1	0	1
Subtotals	881	14	895
YOG 2024			
A	345	18	363
BCN	0	8	8
D	244	1	245
DAth	40	0	40
FT	70	0	70
Sus	1	0	1
T	172	2	174
Subtotals	872	29	901
YOG 2025			
A	309	5	314
BCN	1	0	1
D	227	2	229
DAth	32	0	32
FT	74	2	76
ISS	1	0	1
OSch	15	0	15
Sus	1	0	1
T	159	7	166
UTd	0	1	1
Subtotals	819	17	836
YOG 2026			
A	268	5	273
D	538	6	544
DAth	29	0	29
FT	416	5	421

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20,853.00*+

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15.=
1,390.20*+

352.00+
363.00+
314.00+
273.00+
1,302.00*+

Total abs

ADA

Eligibility S stics by School Report

1-Lincoln Sudbury Regional High School

Info is as of 2/28/2023 12:15 AM

School Name	Free						Reduced					Paid					Non-Reimb
	Income	Cat Elig	DC	No Elig Record	**Total**	%	Income	DC	No Elig Record	**Total**	%	No Elig Record	Denied	**Total**	%	Enrollment	
Lincoln Sudbury Regional High School	0	1	138	0	**139**	8.22%	0	9	0	**9**	0.53%	1496	46	**1542**	91.24%	1690	256
Totals	0	1	138	0	**139**	8.22%	0	9	0	**9**	0.53%	1496	46	**1542**	91.24%	1690	256

EXHIBIT B

09-288-1 Lincoln-Sudbury Regional School District

*Claim FEB-2023 Claim 1, Rev 0 (APPROVED)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

			Claim Month/Year : Feb 2023
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	10073	0.0550	554.02
Total Lunches (Federal - Base)	10073	0.7700	7756.21
Total Lunches (Federal - Severe Need)	0	0.0200	0.00
Total Lunches (Federal - PBF)	10073	0.0800	805.84
Free Lunches	1495	3.5600	5322.20
Reduced Price Lunches	33	3.1600	104.28
Paid Lunches/Free to Student Workers	8545		
Total Claim for Served Lunches			14542.55
Free Breakfasts	103	2.2600	232.78
Reduced Breakfasts	7	1.9600	13.72
Free Breakfasts (Severe Need)	0	2.6700	0.00
Reduced Price Breakfast (Severe Need)	0	2.3700	0.00
Paid Breakfasts	1142	0.5000	571.00
Total Claim for Served Breakfasts	1252		817.50
Free After School Snack All Free	0	1.0800	0.00
Free After School Snack Other	0	1.0800	0.00
Reduced Price After School Snack	0	0.5400	0.00
Paid After School Snack	0	0.0900	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			15360.05
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2700	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			8562.05
Section 11 - Federal			5426.48
State Share			554.02
Breakfast - Federal			817.50
Breakfast - State			0.00
Milk - Federal			0.00
Total			15360.05

09-288-1 Lincoln-Sudbury Regional School District

*Claim JAN-2023 Claim 1, Rev 0 (PAID)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

			Claim Month/Year : Jan 2023
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	10853	0.0550	596.92
Total Lunches (Federal - Base)	10853	0.7700	8356.81
Total Lunches (Federal - Severe Need)	0	0.0200	0.00
Total Lunches (Federal - PBF)	10853	0.0800	868.24
Free Lunches	2139	3.5600	7614.84
Reduced Price Lunches	43	3.1600	135.88
Paid Lunches/Free to Student Workers	8671		
Total Claim for Served Lunches			17572.69
Free Breakfasts	155	2.2600	350.30
Reduced Breakfasts	10	1.9600	19.60
Free Breakfasts (Severe Need)	0	2.6700	0.00
Reduced Price Breakfast (Severe Need)	0	2.3700	0.00
Paid Breakfasts	1714	0.5000	857.00
Total Claim for Served Breakfasts	1879		1226.90
Free After School Snack All Free	0	1.0800	0.00
Free After School Snack Other	0	1.0800	0.00
Reduced Price After School Snack	0	0.5400	0.00
Paid After School Snack	0	0.0900	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			18799.59
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2700	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			9225.05
Section 11 - Federal			7750.72
State Share			596.92
Breakfast - Federal			1226.90
Breakfast - State			0.00
Milk - Federal			0.00
Total			18799.59

09-288-1 Lincoln-Sudbury Regional School District

*Claim DEC-2022 Claim 1, Rev 0 (PAID)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

			Claim Month/Year : Dec 2022
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	11577	0.0550	636.74
Total Lunches (Federal - Base)	11577	0.7700	8914.29
Total Lunches (Federal - Severe Need)	0	0.0200	0.00
Total Lunches (Federal - PBF)	11577	0.0800	926.16
Free Lunches	1757	3.5600	6254.92
Reduced Price Lunches	33	3.1600	104.28
Paid Lunches/Free to Student Workers	9787		
Total Claim for Served Lunches			16836.39
Free Breakfasts	134	2.2600	302.84
Reduced Breakfasts	9	1.9600	17.64
Free Breakfasts (Severe Need)	0	2.6700	0.00
Reduced Price Breakfast (Severe Need)	0	2.3700	0.00
Paid Breakfasts	1486	0.5000	743.00
Total Claim for Served Breakfasts	1629		1063.48
Free After School Snack All Free	0	1.0800	0.00
Free After School Snack Other	0	1.0800	0.00
Reduced Price After School Snack	0	0.5400	0.00
Paid After School Snack	0	0.0900	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			17899.87
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2700	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			9840.45
Section 11 - Federal			6359.20
State Share			636.74
Breakfast - Federal			1063.48
Breakfast - State			0.00
Milk - Federal			0.00
Total			17899.87

09-288-1 Lincoln-Sudbury Regional School District

*Claim NOV-2022 Claim 1, Rev 0 (PAID)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

			Claim Month/Year : Nov 2022
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	11491	0.0550	632.01
Total Lunches (Federal - Base)	11491	0.7700	8848.07
Total Lunches (Federal - Severe Need)	0	0.0200	0.00
Total Lunches (Federal - PBF)	11491	0.0800	919.28
Free Lunches	1573	3.5600	5599.88
Reduced Price Lunches	38	3.1600	120.08
Paid Lunches/Free to Student Workers	9880		
Total Claim for Served Lunches			16119.32
Free Breakfasts	124	2.2600	280.24
Reduced Breakfasts	8	1.9600	15.68
Free Breakfasts (Severe Need)	0	2.6700	0.00
Reduced Price Breakfast (Severe Need)	0	2.3700	0.00
Paid Breakfasts	1391	0.5000	695.50
Total Claim for Served Breakfasts	1523		991.42
Free After School Snack All Free	0	1.0800	0.00
Free After School Snack Other	0	1.0800	0.00
Reduced Price After School Snack	0	0.5400	0.00
Paid After School Snack	0	0.0900	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			17110.74
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2700	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			9767.35
Section 11 - Federal			5719.96
State Share			632.01
Breakfast - Federal			991.42
Breakfast - State			0.00
Milk - Federal			0.00
Total			17110.74

09-288-1 Lincoln-Sudbury Regional School District

*Claim OCT-2022 Claim 1, Rev 0 (PAID)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

			Claim Month/Year : Oct 2022
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	12676	0.0550	697.18
Total Lunches (Federal - Base)	12676	0.7700	9760.52
Total Lunches (Federal - Severe Need)	0	0.0200	0.00
Total Lunches (Federal - PBF)	12676	0.0800	1014.08
Free Lunches	1804	3.5600	6422.24
Reduced Price Lunches	57	3.1600	180.12
Paid Lunches/Free to Student Workers	10815		
Total Claim for Served Lunches			18074.14
Free Breakfasts	119	2.2600	268.94
Reduced Breakfasts	8	1.9600	15.68
Free Breakfasts (Severe Need)	0	2.6700	0.00
Reduced Price Breakfast (Severe Need)	0	2.3700	0.00
Paid Breakfasts	1361	0.5000	680.50
Total Claim for Served Breakfasts	1488		965.12
Free After School Snack All Free	0	1.0800	0.00
Free After School Snack Other	0	1.0800	0.00
Reduced Price After School Snack	0	0.5400	0.00
Paid After School Snack	0	0.0900	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			19039.26
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2700	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			10774.60
Section 11 - Federal			6602.36
State Share			697.18
Breakfast - Federal			965.12
Breakfast - State			0.00
Milk - Federal			0.00
Total			19039.26

09-288-1 Lincoln-Sudbury Regional School District

*Claim SEP-2022 Claim 1, Rev 0 (PAID)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

			Claim Month/Year : Sep 2022
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	11661	0.0550	641.36
Total Lunches (Federal - Base)	11661	0.7700	8978.97
Total Lunches (Federal - Severe Need)	0	0.0200	0.00
Total Lunches (Federal - PBF)	11661	0.0800	932.88
Free Lunches	1708	3.5600	6080.48
Reduced Price Lunches	115	3.1600	363.40
Paid Lunches/Free to Student Workers	9838		
Total Claim for Served Lunches			16997.09
Free Breakfasts	120	2.2600	271.20
Reduced Breakfasts	12	1.9600	23.52
Free Breakfasts (Severe Need)	0	2.6700	0.00
Reduced Price Breakfast (Severe Need)	0	2.3700	0.00
Paid Breakfasts	1117	0.5000	558.50
Total Claim for Served Breakfasts	1249		853.22
Free After School Snack All Free	0	1.0800	0.00
Free After School Snack Other	0	1.0800	0.00
Reduced Price After School Snack	0	0.5400	0.00
Paid After School Snack	0	0.0900	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			17850.31
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2700	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			9911.85
Section 11 - Federal			6443.88
State Share			641.36
Breakfast - Federal			853.22
Breakfast - State			0.00
Milk - Federal			0.00
Total			17850.31

09-288-1 Lincoln-Sudbury Regional School District

*Claim AUG-2022 Claim 1, Rev 0 (PAID)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

			Claim Month/Year : Aug 2022
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	742	0.0550	40.81
Total Lunches (Federal - Base)	742	0.7700	571.34
Total Lunches (Federal - Severe Need)	0	0.0200	0.00
Total Lunches (Federal - PBF)	742	0.0800	59.36
Free Lunches	70	3.5600	249.20
Reduced Price Lunches	8	3.1600	25.28
Paid Lunches/Free to Student Workers	664		
Total Claim for Served Lunches			945.99
Free Breakfasts	9	2.2600	20.34
Reduced Breakfasts	1	1.9600	1.96
Free Breakfasts (Severe Need)	0	2.6700	0.00
Reduced Price Breakfast (Severe Need)	0	2.3700	0.00
Paid Breakfasts	90	0.5000	45.00
Total Claim for Served Breakfasts	100		67.30
Free After School Snack All Free	0	1.0800	0.00
Free After School Snack Other	0	1.0800	0.00
Reduced Price After School Snack	0	0.5400	0.00
Paid After School Snack	0	0.0900	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			1013.29
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2700	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			630.70
Section 11 - Federal			274.48
State Share			40.81
Breakfast - Federal			67.30
Breakfast - State			0.00
Milk - Federal			0.00
Total			1013.29

09-288-1 Lincoln-Sudbury Regional School District

*Claim JUN-2022 Claim 1, Rev 0 (PAID)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

			Claim Month/Year : Jun 2022
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	5363	0.0550	294.97
Total Lunches (Federal - Base)	5363	0.0000	0.00
Total Lunches (Federal - Severe Need)	0	0.0000	0.00
Total Lunches (Federal - PBF)	0	0.0000	0.00
Free Lunches	5363	4.5625	24468.69
Reduced Price Lunches	0	2.9100	0.00
Paid Lunches/Free to Student Workers	0		
Total Claim for Served Lunches			24763.66
Free Breakfasts	1137	2.6050	2961.89
Reduced Breakfasts	0	1.6700	0.00
Free Breakfasts (Severe Need)	0	2.6050	0.00
Reduced Price Breakfast (Severe Need)	0	2.0500	0.00
Paid Breakfasts	0	0.3300	0.00
Total Claim for Served Breakfasts	1137		2961.89
Free After School Snack All Free	0	1.0000	0.00
Free After School Snack Other	0	1.0000	0.00
Reduced Price After School Snack	0	1.0775	0.00
Paid After School Snack	0	0.0900	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			27725.55
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2200	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			0.00
Section 11 - Federal			24468.69
State Share			294.97
Breakfast - Federal			2961.89
Breakfast - State			0.00
Milk - Federal			0.00
Total			27725.55

09-288-1 Lincoln-Sudbury Regional School District

*Claim MAY-2022 Claim 1, Rev 0 (PAID)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

			Claim Month/Year : May 2022
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	11380	0.0550	625.90
Total Lunches (Federal - Base)	11380	0.0000	0.00
Total Lunches (Federal - Severe Need)	0	0.0000	0.00
Total Lunches (Federal - PBF)	0	0.0000	0.00
Free Lunches	11380	4.5625	51921.25
Reduced Price Lunches	0	2.9100	0.00
Paid Lunches/Free to Student Workers	0		
Total Claim for Served Lunches			52547.15
Free Breakfasts	2171	2.6050	5655.46
Reduced Breakfasts	0	1.6700	0.00
Free Breakfasts (Severe Need)	0	2.6050	0.00
Reduced Price Breakfast (Severe Need)	0	2.0500	0.00
Paid Breakfasts	0	0.3300	0.00
Total Claim for Served Breakfasts	2171		5655.46
Free After School Snack All Free	0	1.0000	0.00
Free After School Snack Other	0	1.0000	0.00
Reduced Price After School Snack	0	1.0775	0.00
Paid After School Snack	0	0.0900	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			58202.61
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2200	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			0.00
Section 11 - Federal			51921.25
State Share			625.90
Breakfast - Federal			5655.46
Breakfast - State			0.00
Milk - Federal			0.00
Total			58202.61

09-288-1 Lincoln-Sudbury Regional School District

*Claim APR-2022 Claim 1, Rev 0 (PAID)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

			Claim Month/Year : Apr 2022
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	8664	0.0550	476.52
Total Lunches (Federal - Base)	8664	0.0000	0.00
Total Lunches (Federal - Severe Need)	0	0.0000	0.00
Total Lunches (Federal - PBF)	0	0.0000	0.00
Free Lunches	8664	4.5625	39529.50
Reduced Price Lunches	0	2.9100	0.00
Paid Lunches/Free to Student Workers	0		
Total Claim for Served Lunches			40006.02
Free Breakfasts	1764	2.6050	4595.22
Reduced Breakfasts	0	1.6700	0.00
Free Breakfasts (Severe Need)	0	2.6050	0.00
Reduced Price Breakfast (Severe Need)	0	2.0500	0.00
Paid Breakfasts	0	0.3300	0.00
Total Claim for Served Breakfasts	1764		4595.22
Free After School Snack All Free	0	1.0000	0.00
Free After School Snack Other	0	1.0000	0.00
Reduced Price After School Snack	0	1.0775	0.00
Paid After School Snack	0	0.0900	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			44601.24
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2200	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			0.00
Section 11 - Federal			39529.50
State Share			476.52
Breakfast - Federal			4595.22
Breakfast - State			0.00
Milk - Federal			0.00
Total			44601.24

09-288-1 Lincoln-Sudbury Regional School District

*Claim MAR-2022 Claim 1, Rev 0 (PAID)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

			Claim Month/Year : Mar 2022
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	12472	0.0550	685.96
Total Lunches (Federal - Base)	12472	0.0000	0.00
Total Lunches (Federal - Severe Need)	0	0.0000	0.00
Total Lunches (Federal - PBF)	0	0.0000	0.00
Free Lunches	12472	4.5625	56903.50
Reduced Price Lunches	0	2.9100	0.00
Paid Lunches/Free to Student Workers	0		
Total Claim for Served Lunches			57589.46
Free Breakfasts	2291	2.6050	5968.06
Reduced Breakfasts	0	1.6700	0.00
Free Breakfasts (Severe Need)	0	2.6050	0.00
Reduced Price Breakfast (Severe Need)	0	2.0500	0.00
Paid Breakfasts	0	0.3300	0.00
Total Claim for Served Breakfasts	2291		5968.06
Free After School Snack All Free	0	1.0000	0.00
Free After School Snack Other	0	1.0000	0.00
Reduced Price After School Snack	0	1.0775	0.00
Paid After School Snack	0	0.0900	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			63557.52
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2200	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			0.00
Section 11 - Federal			56903.50
State Share			685.96
Breakfast - Federal			5968.06
Breakfast - State			0.00
Milk - Federal			0.00
Total			63557.52

09-288-1 Lincoln-Sudbury Regional School District

*Claim FEB-2022 Claim 1, Rev 0 (PAID)

Reimbursement

The FY23 state funding to supplement federal reimbursements was approved to support additional State Payments to reimburse all meals at the "Free" rate. Ongoing supplemental payments will show as manual adjustments on the Payment Details tab.

			Claim Month/Year : Feb 2022
Meal Type	**Meals Served**	**Rate**	**Amount**
Total Lunches (State)	8166	0.0550	449.13
Total Lunches (Federal - Base)	8166	0.0000	0.00
Total Lunches (Federal - Severe Need)	0	0.0000	0.00
Total Lunches (Federal - PBF)	0	0.0000	0.00
Free Lunches	8166	4.5625	37257.38
Reduced Price Lunches	0	2.9100	0.00
Paid Lunches/Free to Student Workers	0		
Total Claim for Served Lunches			37706.51
Free Breakfasts	1503	2.6050	3915.32
Reduced Breakfasts	0	1.6700	0.00
Free Breakfasts (Severe Need)	0	2.6050	0.00
Reduced Price Breakfast (Severe Need)	0	2.0500	0.00
Paid Breakfasts	0	0.3300	0.00
Total Claim for Served Breakfasts	1503		3915.32
Free After School Snack All Free	0	1.0000	0.00
Free After School Snack Other	0	1.0000	0.00
Reduced Price After School Snack	0	1.0775	0.00
Paid After School Snack	0	0.0900	0.00
Total Claim For After School Snack	0		0.00
Total Combined Claims for Lunch and Breakfast Program			41621.83
Additional State Reimbursements:			
Severe Need Free Breakfast			0.00
Severe Need Reduced Breakfast			0.00
Special Milk:			
Free Milk	0	0.0000	0.00
Paid Milk	0	0.2200	0.00
Total Milk			0.00
Totals By Appropriation Account:			
Section 4 - Federal			0.00
Section 11 - Federal			37257.38
State Share			449.13
Breakfast - Federal			3915.32
Breakfast - State			0.00
Milk - Federal			0.00
Total			41621.83

Serving Line Sales Report

EXHIBIT C

Lincoln Sudbury Regional HS, MA

Detailed

2/1/23 - 2/28/23

Lincoln Sudbury Regional High School: Serving Line #0

Cashier(s): gentilik, Mosaic

	Breakfast						Lunch						
	Qty	Cash	Account	Charge	Credit Card	Total	Qty	Cash	Account	Charge	Credit Card	Total	Total
Meal Sales													
FREE	1,252	0.00	0.00	0.00	0.00	0.00	308	0.00	0.00	0.00	0.00	0.00	0.00
REDUCED	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
PAID	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
Student Subtotal	1,252	0.00	0.00	0.00	0.00	0.00	308	0.00	0.00	0.00	0.00	0.00	0.00
Adults	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
Tax	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
Meal Subtotal	1,252	0.00	0.00	0.00	0.00	0.00	308	0.00	0.00	0.00	0.00	0.00	0.00
Ala Carte Sales													
FREE	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
REDUCED	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
PAID	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
Student Subtotal	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
Adults	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
Tax	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
Ala Carte Subtotal	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
Total Sales	1,252	0.00	0.00	0.00	0.00	0.00	308	0.00	0.00	0.00	0.00	0.00	0.00

Pre-Payments Received	Qty	Cash	Check	Credit Card	Total		Qty	Cash	Check	Credit Card	Total	Total
FREE	0	0.00	0.00	0.00	0.00		0	0.00	0.00	0.00	0.00	0.00
REDUCED	0	0.00	0.00	0.00	0.00		0	0.00	0.00	0.00	0.00	0.00
PAID	0	0.00	0.00	0.00	0.00		0	0.00	0.00	0.00	0.00	0.00
Student Subtotal	0	0.00	0.00	0.00	0.00		0	0.00	0.00	0.00	0.00	0.00
Adults	0	0.00	0.00	0.00	0.00		0	0.00	0.00	0.00	0.00	0.00
Total	0	0.00	0.00	0.00	0.00		0	0.00	0.00	0.00	0.00	0.00

Cash Reconciliation			Prepaid Revenue Summary			
				Students	**Adults**	**Total**
+ Cash Sales Breakfast	0.00		+ Deposits	0.00	0.00	0.00
+ Cash Sales Lunch	0.00		- Refunds	0.00	0.00	0.00
+ Cash Prepayments	0.00		- Account Money Spent	0.00	0.00	0.00
+ Check Prepayments	0.00		- Charges (Credit Extended)	0.00	0.00	0.00
- Refunds	0.00					
EVEN	0.00					
= Deposit	0.00		Net Change to Account Balance	0.00	0.00	0.00

Lincoln Sudbury Regional High School: Serving Line #0

Cash Counter

Breakfast		
Currency	**Qty**	**$ Amount**
$100	0	0.00
$50	0	0.00
$20	0	0.00
$10	0	0.00
$5	0	0.00
$2	0	0.00
$1	0	0.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	0	0.00
$0.10	0	0.00
$0.05	0	0.00
$0.01	0	0.00
Checks		0.00
Breakfast Subtotal:		**0.00**
Starting Cash:		-0.00
Breakfast Total:		**0.00**

Lunch		
Currency	**Qty**	**$ Amount**
$100	0	0.00
$50	0	0.00
$20	0	0.00
$10	0	0.00
$5	0	0.00
$2	0	0.00
$1	0	0.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	0	0.00
$0.10	0	0.00
$0.05	0	0.00
$0.01	0	0.00
Checks		0.00
Lunch Subtotal:		**0.00**
Starting Cash:		-0.00
Lunch Total:		**0.00**

	Breakfast	Lunch	Amount
Bills:	0.00	0.00	0.00
Coins:	0.00	0.00	0.00
Checks:	0.00	0.00	0.00
Subtotals	**0.00**	**0.00**	**0.00**
Starting Cash	-0.00	-0.00	-0.00
Totals	**0.00**	**0.00**	**0.00**

Lincoln Sudbury Regional High School: Serving Line #5051

Cashier(s): claviolette

	Breakfast						Lunch						
	Qty	Cash	Account	Charge	Credit Card	Total	Qty	Cash	Account	Charge	Credit Card	Total	Total
Meal Sales													
FREE	0	0.00	0.00	0.00	0.00	0.00	56	0.00	0.00	0.00	0.00	0.00	0.00
REDUCED	0	0.00	0.00	0.00	0.00	0.00	1	0.00	0.00	0.00	0.00	0.00	0.00
PAID	0	0.00	0.00	0.00	0.00	0.00	671	0.00	0.00	0.00	0.00	0.00	0.00
Student Subtotal	0	0.00	0.00	0.00	0.00	0.00	728	0.00	0.00	0.00	0.00	0.00	0.00
Adults	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
Tax	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
Meal Subtotal	0	0.00	0.00	0.00	0.00	0.00	728	0.00	0.00	0.00	0.00	0.00	0.00
Ala Carte Sales													
FREE	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
REDUCED	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
PAID	0	0.00	0.00	0.00	0.00	0.00	53	0.00	99.00	2.00	0.00	101.00	101.00
Student Subtotal	0	0.00	0.00	0.00	0.00	0.00	53	0.00	99.00	2.00	0.00	101.00	101.00
Adults	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
Tax	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
Ala Carte Subtotal	0	0.00	0.00	0.00	0.00	0.00	53	0.00	99.00	2.00	0.00	101.00	101.00
Total Sales	0	0.00	0.00	0.00	0.00	0.00	781	0.00	99.00	2.00	0.00	101.00	101.00

Pre-Payments Received	Qty	Cash	Check	Credit Card	Total		Qty	Cash	Check	Credit Card	Total	Total
FREE	0	0.00	0.00	0.00	0.00		0	0.00	0.00	0.00	0.00	0.00
REDUCED	0	0.00	0.00	0.00	0.00		0	0.00	0.00	0.00	0.00	0.00
PAID	0	0.00	0.00	0.00	0.00		3	25.00	0.00	0.00	25.00	25.00
Student Subtotal	0	0.00	0.00	0.00	0.00		3	25.00	0.00	0.00	25.00	25.00
Adults	0	0.00	0.00	0.00	0.00		0	0.00	0.00	0.00	0.00	0.00
Total	0	0.00	0.00	0.00	0.00		3	25.00	0.00	0.00	25.00	25.00

Cash Reconciliation	
+ Cash Sales Breakfast	0.00
+ Cash Sales Lunch	0.00
+ Cash Prepayments	25.00
+ Check Prepayments	0.00
- Refunds	0.00
EVEN	0.00
= Deposit	25.00

Prepaid Revenue Summary	Students	Adults	Total
+ Deposits	25.00	0.00	25.00
- Refunds	0.00	0.00	0.00
- Account Money Spent	99.00	0.00	99.00
- Charges (Credit Extended)	2.00	0.00	2.00
Net Change to Account Balance	-76.00	0.00	-76.00

Lincoln Sudbury Regional High School: Serving Line #5051

Cash Counter

Breakfast		
Currency	**Qty**	**$ Amount**
$100	0	0.00
$50	0	0.00
$20	0	0.00
$10	0	0.00
$5	0	0.00
$2	0	0.00
$1	0	0.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	0	0.00
$0.10	0	0.00
$0.05	0	0.00
$0.01	0	0.00
Checks		0.00
Breakfast Subtotal:		**0.00**
Starting Cash:		-0.00
Breakfast Total:		**0.00**

Lunch		
Currency	**Qty**	**$ Amount**
$100	0	0.00
$50	0	0.00
$20	0	0.00
$10	2	20.00
$5	1	5.00
$2	0	0.00
$1	0	0.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	0	0.00
$0.10	0	0.00
$0.05	0	0.00
$0.01	0	0.00
Checks		0.00
Lunch Subtotal:		**25.00**
Starting Cash:		-0.00
Lunch Total:		**25.00**

	Breakfast	Lunch	Amount
Bills:	0.00	25.00	25.00
Coins:	0.00	0.00	0.00
Checks:	0.00	0.00	0.00
Subtotals	**0.00**	**25.00**	**25.00**
Starting Cash	-0.00	-0.00	-0.00
Totals	**0.00**	**25.00**	**25.00**

Lincoln Sudbury Regional High School: Serving Line #5052

Cashier(s): gentilik, rbrill

	Breakfast						Lunch						
	Qty	Cash	Account	Charge	Credit Card	Total	Qty	Cash	Account	Charge	Credit Card	Total	Total
Meal Sales													
FREE	0	0.00	0.00	0.00	0.00	0.00	756	0.00	0.00	0.00	0.00	0.00	0.00
REDUCED	0	0.00	0.00	0.00	0.00	0.00	14	0.00	0.00	0.00	0.00	0.00	0.00
PAID	0	0.00	0.00	0.00	0.00	0.00	5,145	0.00	0.00	0.00	0.00	0.00	0.00
Student Subtotal	0	0.00	0.00	0.00	0.00	0.00	5,915	0.00	0.00	0.00	0.00	0.00	0.00
Adults	0	0.00	0.00	0.00	0.00	0.00	54	4.00	195.90	16.10	0.00	216.00	216.00
Tax	0	0.00	0.00	0.00	0.00	0.00	54	0.28	14.28	0.56	0.00	15.12	15.12
Meal Subtotal	0	0.00	0.00	0.00	0.00	0.00	5,969	4.28	210.18	16.66	0.00	231.12	231.12
Ala Carte Sales													
FREE	0	0.00	0.00	0.00	0.00	0.00	19	0.00	35.50	0.00	0.00	35.50	35.50
REDUCED	0	0.00	0.00	0.00	0.00	0.00	1	0.00	2.00	0.00	0.00	2.00	2.00
PAID	0	0.00	0.00	0.00	0.00	0.00	657	0.00	1,159.50	24.50	0.00	1,184.00	1,184.00
Student Subtotal	0	0.00	0.00	0.00	0.00	0.00	677	0.00	1,197.00	24.50	0.00	1,221.50	1,221.50
Adults	0	0.00	0.00	0.00	0.00	0.00	16	1.86	10.39	3.50	0.00	15.75	15.75
Tax	0	0.00	0.00	0.00	0.00	0.00	16	0.14	0.91	0.05	0.00	1.10	1.10
Ala Carte Subtotal	0	0.00	0.00	0.00	0.00	0.00	693	2.00	1,208.30	28.05	0.00	1,238.35	1,238.35
Total Sales	0	0.00	0.00	0.00	0.00	0.00	6,662	6.28	1,418.48	44.71	0.00	1,469.47	1,469.47

Pre-Payments Received	Qty	Cash	Check	Credit Card	Total		Qty	Cash	Check	Credit Card	Total	Total
FREE	0	0.00	0.00	0.00	0.00		4	8.00	0.00	0.00	8.00	8.00
REDUCED	0	0.00	0.00	0.00	0.00		1	2.00	0.00	0.00	2.00	2.00
PAID	0	0.00	0.00	0.00	0.00		5	13.00	0.00	0.00	13.00	13.00
Student Subtotal	0	0.00	0.00	0.00	0.00		10	23.00	0.00	0.00	23.00	23.00
Adults	0	0.00	0.00	0.00	0.00		11	104.47	0.00	0.00	104.47	104.47
Total	0	0.00	0.00	0.00	0.00		21	127.47	0.00	0.00	127.47	127.47

Cash Reconciliation	
+ Cash Sales Breakfast	0.00
+ Cash Sales Lunch	6.28
+ Cash Prepayments	127.47
+ Check Prepayments	0.00
- Refunds	0.00
EVEN	0.00
= Deposit	133.75

Prepaid Revenue Summary			
	Students	**Adults**	**Total**
+ Deposits	23.00	104.47	127.47
- Refunds	0.00	0.00	0.00
- Account Money Spent	1,197.00	221.48	1,418.48
- Charges (Credit Extended)	24.50	20.21	44.71
Net Change to Account Balance	-1,198.50	-137.22	-1,335.72

Lincoln Sudbury Regional High School: Serving Line #5052

Cash Counter

Breakfast		
Currency	**Qty**	**$ Amount**
$100	0	0.00
$50	0	0.00
$20	0	0.00
$10	0	0.00
$5	0	0.00
$2	0	0.00
$1	0	0.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	0	0.00
$0.10	0	0.00
$0.05	0	0.00
$0.01	0	0.00
Checks		0.00
Breakfast Subtotal:		**0.00**
Starting Cash:		-0.00
Breakfast Total:		**0.00**

Lunch		
Currency	**Qty**	**$ Amount**
$100	0	0.00
$50	0	0.00
$20	4	80.00
$10	1	10.00
$5	3	15.00
$2	0	0.00
$1	28	28.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	3	0.75
$0.10	0	0.00
$0.05	0	0.00
$0.01	0	0.00
Checks		0.00
Lunch Subtotal:		**133.75**
Starting Cash:		-0.00
Lunch Total:		**133.75**

	Breakfast	Lunch	Amount
Bills:	0.00	133.00	133.00
Coins:	0.00	0.75	0.75
Checks:	0.00	0.00	0.00
Subtotals	**0.00**	**133.75**	**133.75**
Starting Cash	-0.00	-0.00	-0.00
Totals	**0.00**	**133.75**	**133.75**

Lincoln Sudbury Regional High School: Serving Line #5053

Cashier(s): kfleming

	Breakfast						Lunch						
	Qty	Cash	Account	Charge	Credit Card	Total	Qty	Cash	Account	Charge	Credit Card	Total	Total
Meal Sales													
FREE	0	0.00	0.00	0.00	0.00	0.00	375	0.00	0.00	0.00	0.00	0.00	0.00
REDUCED	0	0.00	0.00	0.00	0.00	0.00	18	0.00	0.00	0.00	0.00	0.00	0.00
PAID	0	0.00	0.00	0.00	0.00	0.00	2,729	0.00	0.00	0.00	0.00	0.00	0.00
Student Subtotal	0	0.00	0.00	0.00	0.00	0.00	3,122	0.00	0.00	0.00	0.00	0.00	0.00
Adults	0	0.00	0.00	0.00	0.00	0.00	143	20.01	479.94	72.05	0.00	572.00	572.00
Tax	0	0.00	0.00	0.00	0.00	0.00	143	1.40	35.28	3.36	0.00	40.04	40.04
Meal Subtotal	0	0.00	0.00	0.00	0.00	0.00	3,265	21.41	515.22	75.41	0.00	612.04	612.04
Ala Carte Sales													
FREE	0	0.00	0.00	0.00	0.00	0.00	36	0.00	54.50	0.00	0.00	54.50	54.50
REDUCED	0	0.00	0.00	0.00	0.00	0.00	1	0.00	0.75	0.00	0.00	0.75	0.75
PAID	0	0.00	0.00	0.00	0.00	0.00	554	0.00	792.25	112.00	0.00	904.25	904.25
Student Subtotal	0	0.00	0.00	0.00	0.00	0.00	591	0.00	847.50	112.00	0.00	959.50	959.50
Adults	0	0.00	0.00	0.00	0.00	0.00	69	2.38	60.33	11.54	0.00	74.25	74.25
Tax	0	0.00	0.00	0.00	0.00	0.00	69	0.21	4.32	0.59	0.00	5.12	5.12
Ala Carte Subtotal	0	0.00	0.00	0.00	0.00	0.00	660	2.59	912.15	124.13	0.00	1,038.87	1,038.87
Total Sales	0	0.00	0.00	0.00	0.00	0.00	3,925	24.00	1,427.37	199.54	0.00	1,650.91	1,650.91

Pre-Payments Received	Qty	Cash	Check	Credit Card	Total		Qty	Cash	Check	Credit Card	Total	Total
FREE	0	0.00	0.00	0.00	0.00		1	1.00	0.00	0.00	1.00	1.00
REDUCED	0	0.00	0.00	0.00	0.00		0	0.00	0.00	0.00	0.00	0.00
PAID	0	0.00	0.00	0.00	0.00		3	6.00	0.00	0.00	6.00	6.00
Student Subtotal	0	0.00	0.00	0.00	0.00		4	7.00	0.00	0.00	7.00	7.00
Adults	0	0.00	0.00	0.00	0.00		22	284.00	250.00	0.00	534.00	534.00
Total	0	0.00	0.00	0.00	0.00		26	291.00	250.00	0.00	541.00	541.00

Cash Reconciliation	
+ Cash Sales Breakfast	0.00
+ Cash Sales Lunch	24.00
+ Cash Prepayments	291.00
+ Check Prepayments	250.00
- Refunds	0.00
EVEN	0.00
= Deposit	565.00

Prepaid Revenue Summary	Students	Adults	Total
+ Deposits	7.00	534.00	541.00
- Refunds	0.00	0.00	0.00
- Account Money Spent	847.50	579.87	1,427.37
- Charges (Credit Extended)	112.00	87.54	199.54
Net Change to Account Balance	-952.50	-133.41	-1,085.91

Lincoln Sudbury Regional High School: Serving Line #5053

Cash Counter

Breakfast		
Currency	**Qty**	**$ Amount**
$100	0	0.00
$50	0	0.00
$20	0	0.00
$10	0	0.00
$5	0	0.00
$2	0	0.00
$1	0	0.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	0	0.00
$0.10	0	0.00
$0.05	0	0.00
$0.01	0	0.00
Checks		0.00
Breakfast Subtotal:		**0.00**
Starting Cash:		-0.00
Breakfast Total:		**0.00**

Lunch		
Currency	**Qty**	**$ Amount**
$100	0	0.00
$50	0	0.00
$20	9	180.00
$10	4	40.00
$5	11	55.00
$2	0	0.00
$1	37	37.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	11	2.75
$0.10	2	0.20
$0.05	1	0.05
$0.01	0	0.00
Checks		250.00
Lunch Subtotal:		**565.00**
Starting Cash:		-0.00
Lunch Total:		**565.00**

	Breakfast	Lunch	Amount
Bills:	0.00	312.00	312.00
Coins:	0.00	3.00	3.00
Checks:	0.00	250.00	250.00
Subtotals	**0.00**	**565.00**	**565.00**
Starting Cash	-0.00	-0.00	-0.00
Totals	**0.00**	**565.00**	**565.00**

Combined Totals

Cashier(s): gentilik, Mosaic; claviolette; gentilik, rbrill; kfleming

	Breakfast						Lunch						
	Qty	Cash	Account	Charge	Credit Card	Total	Qty	Cash	Account	Charge	Credit Card	Total	Total
Meal Sales													
FREE	1,252	0.00	0.00	0.00	0.00	0.00	1,495	0.00	0.00	0.00	0.00	0.00	0.00
REDUCED	0	0.00	0.00	0.00	0.00	0.00	33	0.00	0.00	0.00	0.00	0.00	0.00
PAID	0	0.00	0.00	0.00	0.00	0.00	8,545	0.00	0.00	0.00	0.00	0.00	0.00
Student Subtotal	1,252	0.00	0.00	0.00	0.00	0.00	10,073	0.00	0.00	0.00	0.00	0.00	0.00
Adults	0	0.00	0.00	0.00	0.00	0.00	197	24.01	675.84	88.15	0.00	788.00	788.00
Tax	0	0.00	0.00	0.00	0.00	0.00	197	1.68	49.56	3.92	0.00	55.16	55.16
Meal Subtotal	1,252	0.00	0.00	0.00	0.00	0.00	10,270	25.69	725.40	92.07	0.00	843.16	843.16
Ala Carte Sales													
FREE	0	0.00	0.00	0.00	0.00	0.00	55	0.00	90.00	0.00	0.00	90.00	90.00
REDUCED	0	0.00	0.00	0.00	0.00	0.00	2	0.00	2.75	0.00	0.00	2.75	2.75
PAID	0	0.00	0.00	0.00	0.00	0.00	1,264	0.00	2,050.75	138.50	0.00	2,189.25	2,189.25
Student Subtotal	0	0.00	0.00	0.00	0.00	0.00	1,321	0.00	2,143.50	138.50	0.00	2,282.00	2,282.00
Adults	0	0.00	0.00	0.00	0.00	0.00	85	4.24	70.72	15.04	0.00	90.00	90.00
Tax	0	0.00	0.00	0.00	0.00	0.00	85	0.35	5.23	0.64	0.00	6.22	6.22
Ala Carte Subtotal	0	0.00	0.00	0.00	0.00	0.00	1,406	4.59	2,219.45	154.18	0.00	2,378.22	2,378.22
Total Sales	1,252	0.00	0.00	0.00	0.00	0.00	11,676	30.28	2,944.85	246.25	0.00	3,221.38	3,221.38

Pre-Payments Received	Qty	Cash	Check	Credit Card	Total		Qty	Cash	Check	Credit Card	Total	Total
FREE	0	0.00	0.00	0.00	0.00		5	9.00	0.00	0.00	9.00	9.00
REDUCED	0	0.00	0.00	0.00	0.00		1	2.00	0.00	0.00	2.00	2.00
PAID	0	0.00	0.00	0.00	0.00		11	44.00	0.00	0.00	44.00	44.00
Student Subtotal	0	0.00	0.00	0.00	0.00		17	55.00	0.00	0.00	55.00	55.00
Adults	0	0.00	0.00	0.00	0.00		33	388.47	250.00	0.00	638.47	638.47
Total	0	0.00	0.00	0.00	0.00		50	443.47	250.00	0.00	693.47	693.47

Cash Reconciliation	
+ Cash Sales Breakfast	0.00
+ Cash Sales Lunch	30.28
+ Cash Prepayments	443.47
+ Check Prepayments	250.00
- Refunds	0.00
EVEN	0.00
= Deposit	723.75

Prepaid Revenue Summary			
	Students	**Adults**	**Total**
+ Deposits	55.00	638.47	693.47
- Refunds	0.00	0.00	0.00
- Account Money Spent	2,143.50	801.35	2,944.85
- Charges (Credit Extended)	138.50	107.75	246.25
Net Change to Account Balance	-2,227.00	-270.63	-2,497.63

Combined Totals

Cash Counter

Breakfast		
Currency	**Qty**	**$ Amount**
$100	0	0.00
$50	0	0.00
$20	0	0.00
$10	0	0.00
$5	0	0.00
$2	0	0.00
$1	0	0.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	0	0.00
$0.10	0	0.00
$0.05	0	0.00
$0.01	0	0.00
Checks		0.00
Breakfast Subtotal:		**0.00**
Starting Cash:		-0.00
Breakfast Total:		**0.00**

Lunch		
Currency	**Qty**	**$ Amount**
$100	0	0.00
$50	0	0.00
$20	13	260.00
$10	7	70.00
$5	15	75.00
$2	0	0.00
$1	65	65.00
1.00 C	0	0.00
$0.50	0	0.00
$0.25	14	3.50
$0.10	2	0.20
$0.05	1	0.05
$0.01	0	0.00
Checks		250.00
Lunch Subtotal:		**723.75**
Starting Cash:		-0.00
Lunch Total:		**723.75**

	Breakfast	**Lunch**	**Amount**
Bills:	0.00	470.00	470.00
Coins:	0.00	3.75	3.75
Checks:	0.00	250.00	250.00
Subtotals	**0.00**	**723.75**	**723.75**
Starting Cash	-0.00	-0.00	-0.00
Totals	**0.00**	**723.75**	**723.75**

Reimbursement

Eligibility Status	Approved Students	Breakfast					Lunch					Total Reimbursement $
		Student Meal Count	Partic. %	Non-Severe Need $	Severe Need $	Subtotal $	Student Meal Count	Partic. %	Less than 60%	60% or More	Subtotal $	
Free	2,085	1,252	60.05%	2,191.00	0.00	2,191.00	1,495	71.70%	4,828.85	0.00	4,828.85	7,019.85
Paid	23,122	0	0.00%	0.00	0.00	0.00	8,545	36.96%	2,648.95	0.00	2,648.95	2,648.95
Reduced	135	0	0.00%	0.00	0.00	0.00	33	24.44%	93.39	0.00	93.39	93.39
Totals:	25,342	1,252	4.94%	2,191.00	0.00	2,191.00	10,073	39.75%	7,571.19	0.00	7,571.19	9,762.19

** Breakout of values based on eligibility status is not available for schools participating in special programs such as Provision 2 or the Community Eligibility Provision (CEP).*

EXHIBIT D

Current FSMC employee roster at LS is as follows: Supervisor – 1 @ 40 hours, Lead 1 @ 35 hrs, FSW 4 @ 25 hours

Wage scales: Food service Worker: $15-18.80; Food service Lead: $19-24; Food service Supervisor: $17-27

EXHIBIT E

LINCOLN SUDBURY REGIONAL SCHOOL DISTRICT

REPORT ON EXAMINATION OF
BASIC FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2021

LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT

REPORT ON EXAMINATION OF BASIC FINANCIAL STATEMENTS

JUNE 30, 2021

TABLE OF CONTENTS

Independent Auditor's Report 1
Management's Discussion and Analysis 3
Basic Financial Statements 10
- Statement of net position 11
- Statement of activities 12
- Governmental funds – balance sheet 14
- Reconciliation of the governmental funds balance sheet total fund balances to the statement of net position 15
- Governmental funds – statement of revenues, expenditures and changes in fund balances 16
- Reconciliation of the statement of revenues, expenditures, and changes in fund balances of governmental funds to the statement of activities 17
- Fiduciary funds – statement of fiduciary net position 18
- Fiduciary funds – statement of changes in fiduciary net position 19
- Notes to basic financial statements 20

Required Supplementary Information 45
- General fund budgetary comparison schedule 46
  - Schedule of revenues, expenditures and changes in fund balance – general fund – budget and actual 47
- Pension Plan Schedules 48
  - Schedule of District's proportionate share of net pension liability 49
  - Schedule of District's contributions 50
  - Schedule of special funding amounts 51
- Other Postemployment Benefit Plan Schedules 52
  - Schedule of changes in the District's net other postemployment benefit liability and related ratios 53
  - Schedule of the District's contributions 54
  - Schedule of the investment returns 55
- Notes to required supplementary information 56

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Independent Auditor's Report

To the Honorable School Committee
Lincoln-Sudbury Regional School District
Sudbury, Massachusetts

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Lincoln-Sudbury Regional School District (District), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Lincoln-Sudbury Regional School District, as of June 30, 2021, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards,* we have also issued our report dated April 12, 2022, on our consideration of the Lincoln-Sudbury Regional School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Lincoln-Sudbury Regional School District's internal control over financial reporting and compliance.

Powers & Sullivan, LLC

April 12, 2022

Management's Discussion and Analysis

Management's Discussion and Analysis

This discussion and analysis of the Lincoln-Sudbury Regional School District's (District) financial performance provides an overall review of the District's financial activities for the year ending June 30, 2021, with comparisons to 2020. The intent of this discussion and analysis is to look at the District's financial performance as a whole. We encourage readers to review the basic financial statements and notes to the basic financial statements in order to enhance their understanding of the District's financial performance.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Lincoln-Sudbury Regional School District's basic financial statements. These basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of finances, in a manner similar to private-sector business.

The *statement of net position* presents information on all assets and liabilities, with the difference between the two reported as *net position.* Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows.* Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected revenues and earned but unused vacation leave).

The government-wide financial statements distinguish functions that are principally supported by member town assessments and intergovernmental revenues and from other functions that are intended to recover all or a significant portion of their costs through user fees and charges. The governmental activities include providing pupil education at the one District school, facility maintenance, employee benefits, and central services.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into two categories: governmental funds and fiduciary funds.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund statements focus on *near-term inflows of spendable resources,* as well as on *balances of spendable resources* available at the end of the year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities.*

The District adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with this budget.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* reflected in the government-wide financial statements because the resources of those funds are *not* available to support the District's own programs. The accounting used for fiduciary funds is much like that used for propriety funds.

Notes to the basic financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other information. In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the District's budgetary basis of accounting as well as pension and other postemployment benefits.

Government-wide Financial Analysis

As noted earlier, net position may serve, over time, as a useful indicator of a government's financial position. The governmental activities assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by $2.6 million at the close of 2021. The following summarizes the financial components of the District's governmental activities.

	2021	2020 (As Revised)
Assets:		
Current assets	$ 5,684,424	$ 6,114,507
Capital assets, non depreciable	1,394,856	1,386,991
Capital assets, net of accumulated depreciation	42,137,510	43,787,055
Total assets	**49,216,790**	**51,288,553**
Deferred outflows of resources	**14,217,038**	**12,405,687**
Liabilities:		
Current liabilities (excluding debt)	815,052	962,239
Noncurrent liabilities (excluding debt)	43,274,140	42,543,650
Current debt	551,210	563,085
Noncurrent debt	2,071,030	2,622,240
Total liabilities	**46,711,432**	**46,691,214**
Deferred inflows of resources	**14,477,142**	**17,513,957**
Net position:		
Net investment in capital assets	40,910,126	41,988,721
Restricted	201,650	157,079
Unrestricted	(38,866,522)	(42,656,731)
Total net position	$ **2,245,254**	$ **(510,931)**

Net position of $40.9 million reflects investment in capital assets (e.g., land, buildings, machinery, and equipment), less any related debt used to acquire those assets that are still outstanding. The District uses these capital assets to provide services to pupils; consequently, these assets are not available for future spending. Although the investment in its capital assets is reported net of its related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Net position restricted for gifts and grants totaled $202,000. The balance of unrestricted net position was in a deficit of $38.5 million, which is due to the District's net other postemployment benefit and net pension liabilities.

	2021	2020
Program Revenues:		
Charges for services	$ 1,158,356	$ 1,081,860
Operating grants and contributions	3,368,103	2,595,388
Capital grants and contributions	220,820	321,456
General Revenues:		
Member town assessments	30,389,369	29,359,374
Intergovernmental	11,657,190	10,826,619
Miscellaneous	73,206	117,514
Unrestricted investment income	16,783	31,960
Total revenues	**46,883,827**	**44,334,171**
Expenses:		
Administration	1,061,246	1,053,470
Instruction	20,667,941	20,029,714
Transportation	1,394,041	1,201,426
Cafeteria	192,109	402,696
Athletics	344,893	456,356
Athletics revolving	511,557	775,822
Other student activities	631,631	556,402
Other special revenue	345,987	256,322
Buildings and equipment	51,489	39,405
Facilities	3,934,733	3,890,064
Interest	35,965	44,667
Programs with other school districts (tuitions)	4,393,198	3,871,988
Federal and state grants	1,778,472	1,150,603
Employee benefits	(3,812,634) (A)	684,085
Pension benefits	9,191,997	8,244,988
Insurance	3,283,224	3,148,817
Total expenses	**44,005,849**	**45,806,825**
Change in net position	**2,877,978**	**(1,472,654)**
Net position, beginning of year (as revised)	**(510,931)**	**961,723**
Net position, end of year	$ **2,367,047**	$ **(510,931)**

(A) Represents a decrease in the District's net OPEB liability, net of related deferred outflows/(inflows) of resources.

Beginning net position of the District's governmental activities was revised to reflect the implementation of GASB Statement #84 - *Fiduciary Activities*. Previously reported deficit net position of $798,000 was revised to a Deficit net position of $511,000 (See Note 16).

The governmental activities increased by $3.1 million in 2021. The increase was primarily attributable to a $4.2 million decrease in expenses associated with the District's net OPEB liability, net of the related deferred outflows/(inflows) of resources; depreciation expense exceeding principal payments on debt; and the receipt of capital grants.

The decrease in OPEB expense is mainly attributable to the manner in which the District provides health insurance coverage to its employees and retirees. Prior to 2021, the District offered its employees group health plans through the multi-town self-insured Minuteman-Nashoba Health Group (MNHG). In 2021, the District terminated its' arrangement with MNHG to a premium based medical plan available on the commercial market. This action is considered a change in plan provisions under GASB Statements #74 and #75, the effect of which is recognized immediately in expense. Also factoring into the overall net OPEB liability was a decrease in the discount rate.

Federal and State grant expenses increased approximately $630,000 over the prior year. This was mainly attributable to expenses related to the Coronavirus Pandemic. These expenses were offset with Federal and State grant reimbursements which factor into the increase in operating grants and contributions revenue.

Financial Analysis of the Governmental Funds

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of governmental funds is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the year.

As of the end of the current year, governmental funds reported combined ending fund balances of $5.3 million, an increase of $91,000 in comparison with the prior year. The increase is discussed further in the paragraphs that follow.

The general fund is the chief operating fund. At the end of the current year, unassigned fund balance and total fund balance of the general fund was $2.0 million. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total budgetary expenditures. Unassigned fund balance and total fund balance represent 4.9% of total general fund budgetary expenditures.

Ending fund balance of the general fund decreased $86,000 from the prior year. The decrease is due to the use of fund balance to fund transfers out to the capital projects fund. Offsetting the use of fund balance was favorable results of operation in the budgetary basis.

The circuit breaker fund accounts for financial activity related to funding received from the Commonwealth of Massachusetts to offset the costs of providing special education services. At the end of the current year, the fund had a fund balance of $1.1 million which is essentially unchanged from the prior year.

The nonmajor governmental funds had an ending fund balance of $2.2 million, an increase of $176,000 over the prior year. The increase is primarily due to the timing of the receipt and subsequent disbursement of grant and

revolving funds. Beginning fund balance of the nonmajor governmental funds was revised to reflect the implementation of GASB Statement #84 - *Fiduciary Activities*. Please see Note 16 for further disclosure.

Stabilization Fund

State law allows regional school districts to set aside funds for capital improvements (statute specifies funds may be used for any purpose for which a regional school district may also borrow funds). The stabilization fund is funded through the budget process and may be spent by vote of two-thirds of all the members of the school committee. At June 30, 2021, the fund balance equaled $325,000 and is reported in the General Fund as unassigned fund balance.

General Fund Budgetary Highlights

The original and final budget totaled $34.3 million. General Fund revenues were more than budget by $192,000 due to intergovernmental revenues exceeding budgeted amounts. General Fund expenditures were less than budget resulting in unused appropriations of $59,000.

Capital Assets and Debt Administration

Capital Assets. The District's investment in capital assets for its activities as of June 30, 2021, amounts to $43.5 million (net of accumulated depreciation). This investment in capital assets includes land, construction in progress, buildings and improvements, vehicles and equipment and books and computers. Current year additions included costs incurred for improvements to the turf fields, new computers and technology upgrades as well as new vehicles.

Debt Administration. At the end of the current year the District had total bonded long-term debt outstanding of $2.6 million. The entire amount relates to school construction and renovation.

The District maintains a AAA Bond Rating with Standard & Poor's. This designation denotes superior credit quality. Analysts for Standard & Poor's attribute several factors in this rating which include the strong financial support of the towns of Lincoln and Sudbury, the District's affluent tax base with proximity to the metropolitan Boston economy, very high wealth and income levels, below-average unemployment, a stable financial position with consistent general fund surpluses, and a manageable debt position.

Please refer to Notes 4, 6, and 7 for further discussion of the major capital and debt activity.

Requests for Information

This financial report is designed to provide a general overview of the Lincoln-Sudbury Regional School District's finances for all those with an interest in the District's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Business Administrator, Lincoln-Sudbury Regional School District, 390 Lincoln Road, Sudbury, MA 01776.

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Basic Financial Statements

STATEMENT OF NET POSITION

JUNE 30, 2021

	Primary Government
	Governmental Activities
ASSETS	
CURRENT:	
Cash and cash equivalents	$ 5,345,651
Receivables, net of allowance for uncollectibles:	
Departmental and other	81,592
Intergovernmental	257,181
Total current assets	5,684,424
NONCURRENT:	
Capital assets, nondepreciable	1,394,856
Capital assets, net of accumulated depreciation	42,137,510
Total noncurrent assets	43,532,366
TOTAL ASSETS	49,216,790
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows related to pensions	526,977
Deferred outflows related to other postemployment benefits	13,690,061
TOTAL DEFERRED OUTFLOWS OF RESOURCES	14,217,038
LIABILITIES	
CURRENT:	
Warrants payable	178,816
Accrued payroll	39,773
Accrued interest	18,788
Other liabilities	577,675
Bonds payable	551,210
Total current liabilities	1,366,262
NONCURRENT:	
Net pension liability	8,715,281
Net other postemployment benefits liability	34,558,859
Bonds payable	2,071,030
Total noncurrent liabilities	45,345,170
TOTAL LIABILITIES	46,711,432
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows related to pensions	792,880
Deferred inflows related to other postemployment benefits	13,684,262
TOTAL DEFERRED INFLOWS OF RESOURCES	14,477,142
NET POSITION	
Net investment in capital assets	40,910,126
Restricted for:	
Gifts and grants	201,650
Unrestricted	(38,866,522)
TOTAL NET POSITION	$ 2,245,254

See notes to basic financial statements.

STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2021

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expense) Revenue
Primary Government:					
Governmental Activities:					
Administration	$ 1,061,246	$ -	$ -	$ -	$ (1,061,246)
Instruction	20,667,941	-	1,502,078	-	(19,165,863)
Transportation	1,394,041	-	-	-	(1,394,041)
Cafeteria	192,109	126,195	-	-	(65,914)
Athletics	344,893	-	-	-	(344,893)
Athletics revolving	511,557	472,394	6,278	-	(32,885)
Other student activities	631,631	63,376	-	-	(568,255)
Other special revenue	345,987	414,265	9,666	-	77,944
Buildings and equipment	51,489	-	-	220,820	169,331
Property and casualty insurance	121,793	-	-	-	(121,793)
Facilities	3,934,733	82,126	-	-	(3,852,607)
Interest	35,965	-	-	-	(35,965)
Programs with other school districts (tuitions)	4,393,198	-	-	-	(4,393,198)
Federal and state grants	1,778,472	-	1,850,081	-	71,609
Employee benefits	(3,812,634) (A)	-	-	-	3,812,634
Pension benefits	9,191,997	-	-	-	(9,191,997)
Insurance	3,283,224	-	-	-	(3,283,224)
Total Governmental Activities	$ 44,127,642	$ 1,158,356	$ 3,368,103	$ 220,820	$ **(39,380,363)**

(A) Represents a decrease in the District's net OPEB liability, net of related deferred outflows/(inflows) of resources.

See notes to basic financial statements.

(Continued)

STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2021

		Primary Government
		Governmental Activities
Changes in net position:		
Net (expense) revenue from previous page.....	$	**(39,380,363)**
General revenues:		
Member town assessments.....		30,389,369
Intergovernmental.....		11,657,190
Unrestricted investment income.....		16,783
Miscellaneous revenue.....		73,206
Total general revenues.....		42,136,548
Change in net position.....		2,756,185
Net position:		
Beginning of year (as revised).....		(510,931)
End of year.....	$	2,245,254

See notes to basic financial statements. (Concluded)

GOVERNMENTAL FUNDS
BALANCE SHEET

JUNE 30, 2021

	General	Circuit Breaker	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS				
Cash and cash equivalents	$ 2,317,660	$ 1,056,178	$ 1,971,813	$ 5,345,651
Receivables, net of uncollectibles:				
Departmental and other	44,051	-	37,541	81,592
Intergovernmental	44,061	-	213,120	257,181
TOTAL ASSETS	$ 2,405,772	$ 1,056,178	$ 2,222,474	$ 5,684,424
LIABILITIES				
Warrants payable	$ 120,428	$ -	$ 58,388	$ 178,816
Accrued payroll	39,773	-	-	39,773
Other liabilities	577,675	-	-	577,675
TOTAL LIABILITIES	737,876	-	58,388	796,264
FUND BALANCES				
Restricted	-	1,056,178	2,164,086	3,220,264
Unassigned	1,667,896	-	-	1,667,896
TOTAL FUND BALANCES	1,667,896	1,056,178	2,164,086	4,888,160
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	$ 2,405,772	$ 1,056,178	$ 2,222,474	$ 5,684,424

See notes to basic financial statements.

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION

JUNE 30, 2021

Total governmental fund balances		$ 4,888,160
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds		43,532,366
The statement of net position includes certain deferred inflows of resources and deferred outflows of resources that will be amortized over future periods. In governmental funds, these amounts are not deferred		(260,104)
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due		(18,788)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds:		
Bonds payable	(2,622,240)	
Net pension liability	(8,715,281)	
Net other postemployment benefits liability	(34,558,859)	
Net effect of reporting long-term liabilities		(45,896,380)
Net position of governmental activities		$ 2,245,254

See notes to basic financial statements.

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

YEAR ENDED JUNE 30, 2021

	General	Circuit Breaker	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:				
Member town assessments	$ 30,389,369	$ -	$ -	$ 30,389,369
Intergovernmental	11,708,402	1,502,078	1,155,233	14,365,713
Other departmental revenue	21,994	-	1,419,514	1,441,508
Investment income	16,405	-	378	16,783
Intergovernmental - COVID-19 relief	-	-	670,454	670,454
TOTAL REVENUES	42,136,170	1,502,078	3,245,579	46,883,827
EXPENDITURES:				
Current:				
Administration	1,061,246	-	-	1,061,246
Instruction	19,089,143	1,500,506	78,292	20,667,941
Transportation	1,394,041	-	-	1,394,041
Cafeteria	-	-	192,109	192,109
Athletics	341,231	-	-	341,231
Athletics revolving	-	-	515,219	515,219
Other student activities	461,780	-	169,851	631,631
Other special revenue	-	-	345,987	345,987
Buildings and equipment	70,964	-	290,001	360,965
Property and casualty insurance	121,793	-	-	121,793
Pension benefits	9,113,930	-	-	9,113,930
Insurance	3,666,333	-	-	3,666,333
Facilities	1,946,006	-	-	1,946,006
Programs with other school districts (tuitions)	4,393,198	-	-	4,393,198
Federal and state grants	-	-	1,816,043	1,816,043
Debt service:				
Debt service principal	520,000	-	-	520,000
Interest	82,950	-	-	82,950
TOTAL EXPENDITURES	42,262,615	1,500,506	3,407,502	47,170,623
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	(126,445)	1,572	(161,923)	(286,796)
OTHER FINANCING SOURCES (USES):				
Transfers in	-	-	337,500	337,500
Transfers out	(337,500)	-	-	(337,500)
TOTAL OTHER FINANCING SOURCES (USES)	(337,500)	-	337,500	-
NET CHANGE IN FUND BALANCES	(463,945)	1,572	175,577	(286,796)
FUND BALANCES AT BEGINNING OF YEAR (AS REVISED)	2,131,841	1,054,606	1,988,509	5,174,956
FUND BALANCES AT END OF YEAR	$ 1,667,896	$ 1,056,178	$ 2,164,086	$ 4,888,160

See notes to basic financial statements.

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2021

Net change in fund balances - total governmental funds		$ (286,796)
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Capital outlay	347,046	
Depreciation expense	(1,988,726)	
Net effect of reporting capital assets		(1,641,680)
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are unavailable and amortized in the Statement of Activities.		
Net amortization of premium from issuance of bonds	43,085	
Debt service principal payments	520,000	
Net effect of reporting long-term debt		563,085
Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.		
Net change in accrued interest on long-term debt	3,900	
Net change in deferred outflow/(inflow) of resources related to pensions	(488,847)	
Net change in net pension liability	410,780	
Net change in deferred outflow/(inflow) of resources related to other postemployment benefits	5,337,013	
Net change in net other postemployment benefits liability	(1,141,270)	
Net effect of recording long-term liabilities		4,121,576
Change in net position of governmental activities		$ 2,756,185

See notes to basic financial statements.

FIDUCIARY FUNDS

STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2021

	Other Postemployment Benefit Trust Fund
ASSETS	
Investments:	
Investments in Pension Reserve Investment Trust.....	$ 2,508,394
NET POSITION	
Restricted for other postemployment benefits.....	$ 2,508,394

See notes to basic financial statements.

FIDUCIARY FUNDS

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

YEAR ENDED JUNE 30, 2021

	Other Postemployment Benefit Trust Fund
ADDITIONS:	
Contributions:	
Employer contributions	$ 383,109
Employer contributions for other postemployment benefit payments	1,610,250
Total contributions	1,993,359
Net investment income:	
Investment income	549,816
TOTAL ADDITIONS	2,543,175
DEDUCTIONS:	
Other postemployment benefit payments	1,610,250
NET INCREASE (DECREASE) IN NET POSITION	932,925
NET POSITION AT BEGINNING OF YEAR	1,575,469
NET POSITION AT END OF YEAR	$ 2,508,394

See notes to basic financial statements.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying financial statements of the Lincoln-Sudbury Regional School District (District) have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting policies are described herein.

A. Reporting Entity

The District was formed under Chapter 71 of the Massachusetts General Laws that, by agreement, serves the Towns of Lincoln and Sudbury (Member Towns) and provides public education for pupils from member towns in grades nine through twelve. A six-member School Committee governs the District, which consists of elected members from the member towns for a term of 3 years.

For financial reporting purposes, the District has included all funds, organizations, account groups, agencies, boards, commissions and institutions. The District has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the District are such that exclusion would cause the basic financial statements to be misleading or incomplete. As required by GAAP, these basic financial statements present the District (the primary government) and its component units. The District has no component units that require inclusion in these basic financial statements.

B. District-Wide and Fund Financial Statements

Government-Wide Financial Statements

The district-wide financial statements (i.e., statement of net position and statement of activities) report information on all of the non-fiduciary activities of the primary government and its component units. *Governmental activities* are primarily supported by member town assessments taxes and intergovernmental revenues.

Fund Financial Statements

Separate financial statements are provided for governmental funds and fiduciary funds even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

Major Fund Criteria

Major funds must be reported if the following criteria are met:

- If the total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of an individual governmental fund are at least 10 percent of the corresponding element (assets and deferred outflows of resources, liabilities and deferred inflows of resources, etc.) for all funds of that category or type (total governmental funds), *and*

- If the total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of the individual governmental fund are at least 5 percent of the corresponding element for all governmental funds combined.

Additionally, any other governmental fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

Fiduciary funds are reported by fund type.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a particular function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include the following:

- Charges to patrons or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.

- Grants and contributions that are restricted to meeting the operational requirements of a particular function or segment.

- Grants and contributions that are restricted to meeting the capital requirements of a particular function or segment.

Other items not identifiable as program revenues are reported as general revenues.

The effect of interfund activity has been removed from the government-wide financial statements.

Fund Financial Statements

Governmental fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Investment income is susceptible to accrual. Other receipts and revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred, and all other grant requirements are met.

The following major governmental funds are reported:

The *general fund* is the primary operating fund. It accounts for all financial resources, except those that are required to be accounted for in another fund.

The *circuit breaker fund* accounts for financial resources generated by funding from the Commonwealth of Massachusetts to offset the costs of providing special education services.

The nonmajor governmental funds consist of other special revenue and capital projects that are aggregated and presented in the *nonmajor governmental funds* column on the governmental fund financial statements. The following describes the general use of these fund types:

The *special revenue fund* accounts for and reports the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than permanent funds or capital projects.

The *capital projects fund* accounts for and reports financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets of the governmental funds.

Fiduciary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The District has one fiduciary fund type. The *other postemployment benefits trust* which is used to set aside funds for future retiree benefits other than pensions.

D. Cash and Investments

Government-Wide and Fund Financial Statements

Cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition. Investments are carried at fair value.

E. Fair Value Measurements

The District reports required types of financial instruments in accordance with the fair value standards. These standards require an entity to maximize the use of observable inputs (such as quoted prices in active markets) and minimize the use of unobservable inputs (such as appraisals or valuation techniques) to determine fair value. Fair value standards also require the government to classify these financial instruments into a three-level hierarchy, based on the priority of inputs to the valuation technique or in accordance with net asset value practical expedient rules, which allow for either Level 1, Level 2 or Level 3 depending on lock up and notice periods associated with the underlying funds.

Instruments measured and reported at fair value are classified and disclosed in one of the following categories:

Level 1 – Quoted prices are available in active markets for identical instruments as of the reporting date. Instruments, which are generally included in this category, include actively traded equity and debt securities, U.S. government obligations, and mutual funds with quoted market prices in active markets.

Level 2 – Pricing inputs are other than quoted in active markets, which are either directly or indirectly observable as of the reporting date, and fair value is determined through the use of models or other valuation methodologies.

Certain fixed income securities, primarily corporate bonds, are classified as Level 2 because fair values are estimated using pricing models, matrix pricing, or discounted cash flows.

Level 3 – Pricing inputs are unobservable for the instrument and include situations where there is little, if any, market activity for the instrument. The inputs into the determination of fair value require significant management judgment or estimation.

In some instances, the inputs used to measure fair value may fall into different levels of the fair value hierarchy and is based on the lowest level of input that is significant to the fair value measurement.

Market price is affected by a number of factors, including the type of instrument and the characteristics specific to the instrument. Instruments with readily available active quoted prices generally will have a higher degree of market price observability and a lesser degree of judgment used in measuring fair value. It is reasonably possible that change in values of these instruments will occur in the near term and that such changes could materially affect amounts reported in these financial statements. For more information on the fair value of the District's financial instruments, see Note 2 – Cash and Investments.

F. Accounts Receivable

Government-Wide and Fund Financial Statements

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and fiduciary funds financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

Intergovernmental

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred, and all other grant requirements are met.

These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

G. Inventories

Government-Wide and Fund Financial Statements

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the government-wide and fund financial statements, and therefore are not reported.

H. Capital Assets

Government-Wide Financial Statements

Capital assets, which include land, construction in progress, buildings and improvements, vehicles, equipment, books, and computers, are reported in the government-wide financial statements. Capital assets are recorded at historical cost, or at estimated historical cost, if actual historical cost is not available. Donated capital assets are recorded at the estimated fair value at the date of donation. Except for the capital assets of the governmental

activities column in the government-wide financial statements, construction period interest is capitalized on constructed capital assets.

All purchases and construction costs with costs greater than $10,000 and expected useful lives of greater than one year are capitalized at the date of acquisition or construction.

Capital assets (excluding land and construction in progress) are depreciated on a straight-line basis. The estimated useful lives of capital assets are as follows:

Capital Asset Type	Estimated Useful Life (in years)
Buildings and improvements	40
Vehicles and equipment	10
Infrastructure	20
Books, equipment and computers	5

The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized and are treated as expenses when incurred. Improvements are capitalized.

Governmental Fund Financial Statements

Capital asset costs are recorded as expenditures in the acquiring fund in the year of the purchase.

I. Deferred Outflows/Inflows of Resources

Government-Wide Financial Statements (Net Position)

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense) until then. The District has reported deferred outflows of resources related to pensions and other postemployment benefits in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources,* represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The District has reported deferred inflows of resources related to pensions and other postemployment benefits in this category.

J. Interfund Receivables and Payables

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

Government-Wide Financial Statements

Transactions of a buyer/seller nature between and within governmental funds are eliminated from the governmental activities in the statement of net positions. Any residual balances outstanding between the governmental activities are reported in the statement of net positions as “internal balances”.

Fund Financial Statements

Transactions of a buyer/seller nature between and within funds are *not* eliminated from the individual fund statements. Receivables and payables resulting from these transactions are classified as “Due from other funds” or “Due to other funds” on the balance sheet.

K. Interfund Transfers

During the course of its operations, resources are permanently reallocated between and within funds. These transactions are reported as operating transfers in and operating transfers out.

Government-Wide Financial Statements

Operating transfers between and within governmental funds are eliminated from the governmental activities in the statement of net positions.

Fund Financial Statements

Operating transfers between and within funds are *not* eliminated from the individual fund statements and are reported as operating transfers in and operating transfers out.

L. Net positions and Fund Equity

Government-Wide Financial Statements (Net positions)

Net positions reported as “net investment in capital assets” include capital assets, net of accumulated depreciation, less the principal balance of outstanding debt used to acquire capital assets. Unspent proceeds of capital related debt are not considered to be capital assets. Outstanding debt related to future reimbursements from the state’s school building program is not considered to be capital related debt.

Net positions are reported as restricted when amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use.

Net positions have been restricted for gifts and grants. This represents the amount of the District’s net position that is has restrictions is placed on assets by outside parties. The restrictions are contained with gift covenants and grant contracts and/or agreements.

Sometimes the District will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the District’s policy to consider restricted net position to have been depleted before unrestricted net position is applied.

Fund Financial Statements (Fund Balances)

Governmental fund balances are classified as nonspendable, restricted, committed, assigned, or unassigned based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The governmental fund balance classifications are as follows:

“Nonspendable” fund balance includes amounts that cannot be spent because they are either not in spendable form or they are legally or contractually required to be maintained intact.

“Restricted” fund balance includes amounts subject to constraints placed on the use of resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or that are imposed by law through constitutional provisions or enabling legislation.

“Committed” fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority. The School Committee is the highest level of decision-making authority that can, by vote, commit funds for a specific purpose. Once voted, the limitation imposed by the vote remains in place until the funds are used for their intended purpose or a vote is taken to rescind the commitment.

“Assigned” fund balance includes amounts that are constrained by the District’s intent to be used for specific purposes but are neither restricted nor committed.

“Unassigned” fund balance includes the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

The District’s spending policy is to spend restricted fund balance first, followed by committed, assigned and unassigned fund balance. Most governmental funds are designated for one purpose at the time of their creation. Therefore, any expenditure from the fund will be allocated to the applicable fund balance classifications in the order of the aforementioned spending policy. The general fund and certain other funds may have more than one purpose.

M. Long-term debt

District-Wide Financial Statements

Long-term debt is reported as liabilities in the government-wide statement of net positions. Material bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

Governmental Fund Financial Statements

The face amount of governmental funds long-term debt is reported as other financing sources. Bond premiums and discounts, as well as issuance costs, are recognized in the current period. Bond premiums are reported as other financing sources and bond discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual bond proceeds received, are reported as general government expenditures.

N. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of both the Middlesex County Retirement System and the Massachusetts Teachers Retirement System; and additions to/deductions from the Systems' fiduciary net position have been determined on the same basis as they are reported by the Systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

O. Investment Income

Investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).

P. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies.

Government-Wide Financial Statements

Vested or accumulated vacation and sick leave are reported as liabilities and expensed as incurred.

Governmental Fund Financial Statements

Vested or accumulated vacation and sick leave, which will be liquidated with expendable available financial resources, are reported as expenditures and fund liabilities.

Q. Use of Estimates

Government-Wide and Fund Financial Statements

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the year. Actual results could vary from estimates that were used.

R. Total Column

Government-Wide Financial Statements

The total column presented on the government-wide financial statements represents consolidated financial information.

Fund Financial Statements

The total column on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

NOTE 2 – CASH AND INVESTMENTS

A cash and investment pool is maintained that is available for use by all funds. Each fund type's portion of this pool is displayed on the balance sheet as "Cash and Cash Equivalents". The deposits and investments of the trust funds are held separately from those of other funds.

Statutes authorize the investment in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's Investment Pool (Pool). The Treasurer may also invest trust funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under the laws of the Commonwealth.
The Pool meets the criteria of an external investment pool. The Pool is administered by the Massachusetts Municipal Depository Trust (MMDT), which was established by the Treasurer of the Commonwealth who serves as Trustee. The fair value of the position in the Pool is the same as the value of the Pool shares. The District participates in MMDT, which maintains a cash portfolio and a short-term bond fund with combined average maturities of approximately 3 months.

The District invests its OPEB Trust Fund in the Pension Reserves Investment Trust (PRIT), which meets the criteria of an external investment pool. PRIT is administered by the Pension Reserves Investment Management Board, which was established by the Treasurer of the Commonwealth of Massachusetts who serves as trustee. The PRIT fund, as a pool, invests in various products including, but not limited to, money market mutual funds, equities, pooled foreign and domestic fixed income and equity funds, United States government sponsored enterprises and Treasury notes, real estate, and commodities. The underlying components of PRIT's fixed income portfolio had an effective weighted duration rate ranging from 0.19 to 16.28 years. The PRIT fund is unrated.

Custodial Credit Risk - Deposits

Custodial credit risk for deposits is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District has not formally adopted a policy for custodial credit risk of deposits. At year-end, the carrying amount of deposits totaled $5,317,566 and the bank balance totaled $5,513,217. Of the bank balance, $1,250,000 was covered by Federal Depository Insurance, $858,743 was covered by the Depositors Insurance Fund, and $3,404,474 was uninsured and uncollateralized.

Investments

As of June 30, 2021, the District had the following investments:

Investment Type	Fair value
Other investments:	
Pension Reserve Investment Trust (PRIT).....	$ 2,508,394
MMDT - Cash portfolio.....	43,686
Total investments.....	$ 2,552,080

Custodial Credit Risk - Investments

For an investment, this is the risk that, in the event of a failure by the counterparty, the District will not be able to recover the value of its investments or collateral security that are in possession of the outside party. The District does not have a formal policy for custodial credit risk for its investments. At June 30, 2021, the District does not

have any custodial credit risk exposure for its investments since MMDT deposits are not subject to custodial credit risk because they are not evidenced by securities that exist in physical or book-entry form.

Interest Rate Risk - Investments

The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk - Investments

The District has not adopted a formal policy related to credit risk. The District's investment in MMDT at June 30, 2021, is unrated.

Fair Value of Investments

The District holds investments that are measured at fair value on a recurring basis. Because investing is not a core part of the District's mission, the District determines that the disclosures related to these investments only need to be disaggregated by major type. The District chooses a tabular format for disclosing the levels within the fair value hierarchy.

The District categorizes its fair value measurement within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

Investments measured at amortized cost:		
MMDT - Cash portfolio.....	$	43,686
Investments measured at net asset value:		
Pension Reserve Investment Trust (PRIT).....		2,508,394
Total investments.....	$	2,552,080

PRIT investments are valued using the net asset value method. This investment pool was established by the Treasurer of the Commonwealth of Massachusetts, who serves as Trustee. PRIT is administered by the Pension Reserves Investment Management Board (PRIM). The fair values of the positions in each investment Pool are the same as the value of each Pool's shares. The District does not have the ability to control any of the investment decisions relative to its funds in PRIT.

MMDT investments are valued at amortized cost. Under the amortized cost method, an investment is valued initially at its cost and adjusted for the amount of interest income accrued each day over the term of the investment to account for any difference between the initial cost and the amount payable at its maturity. If amortized cost is determined not to approximate fair value, the value of the portfolio securities will be determined under procedures established by the Advisor.

NOTE 3 – RECEIVABLES

At June 30, 2021, receivables for the individual governmental funds, including the applicable allowances for uncollectible accounts is presented as follows:

	Gross Amount	Allowance for Uncollectibles	Net Amount
Receivables:			
Departmental and other	$ 81,592	$ -	$ 81,592
Intergovernmental	257,181	-	257,181
Total	$ 338,773	$ -	$ 338,773

NOTE 4 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2021, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
Capital assets not being depreciated:				
Land	$ 1,370,581	$ -	$ -	$ 1,370,581
Construction in progress	16,410	24,275	(16,410)	24,275
Total capital assets not being depreciated	1,386,991	24,275	(16,410)	1,394,856
Capital assets being depreciated:				
Buildings and improvements	70,378,342	16,410	-	70,394,752
Vehicles and equipment	564,466	138,373	(115,104)	587,735
Books, equipment and computers	541,325	184,398	-	725,723
Infrastructure	945,337	-	-	945,337
Total capital assets being depreciated	72,429,470	339,181	(115,104)	72,653,547
Less accumulated depreciation for:				
Buildings and improvements	(28,035,895)	(1,830,641)	-	(29,866,536)
Vehicles and equipment	(372,472)	(47,466)	115,104	(304,834)
Books, equipment and computers	(94,747)	(63,352)	-	(158,099)
Infrastructure	(139,301)	(47,267)	-	(186,568)
Total accumulated depreciation	(28,642,415)	(1,988,726)	115,104	(30,516,037)
Total capital assets being depreciated, net	43,787,055	(1,649,545)	-	42,137,510
Total governmental activities capital assets, net	$ 45,174,046	$ (1,625,270)	$ (16,410)	$ 43,532,366

Depreciation expense of $1,988,726 was charged to the facilities function.

NOTE 5 – INTERFUND TRANSFERS

For the year ended June 30, 2021, there was a budgeted interfund transfer from the general fund to the capital projects fund for the purposes of replacing the turf fields at Community Stadium totaling $337,500.

NOTE 6 – SHORT-TERM FINANCING

Short-term debt may be authorized and issued to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).

- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).

Short-term loans are general obligations and carry maturity dates that are limited by statute. Interest expenditures and expenses for short-term borrowings are accounted for in the general fund.

As of June 30, 2021, the District did not have any short-term debt activity during the year.

NOTE 7 – LONG-TERM DEBT

State law permits the District, under the provisions of Chapter 71, Section 16, to authorize indebtedness not to exceed an amount approved by the Emergency Finance Board. Furthermore, written notice of the amount of debt authorized and general purpose of the debt must be given to the Board of Selectmen in each of the member town's comprising the District.

Details related to the outstanding indebtedness at June 30, 2021, and the debt service requirements are as follows:

Project	Maturities Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2021
School Building Project Refunding Debt.....	2026	$ 5,175,000	3.00	$ 2,505,000
Add: Unamortized premium on bonds.....				117,240
Total Bonds Payable, net.....				$ 2,622,240

Debt service requirements for principal and interest for Governmental bonds payable in future years are as noted as follows:

Year	Principal	Interest	Total
2022.....	$ 515,000	$ 67,425	$ 582,425
2023.....	510,000	52,050	562,050
2024.....	500,000	36,900	536,900
2025.....	495,000	21,975	516,975
2026.....	485,000	7,275	492,275
Total.....	$ 2,505,000	$ 185,625	$ 2,690,625

The District is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. At June 30, 2021, the District did not have any authorized and unissued debt.

Changes in Long-term Liabilities

During the year ended June 30, 2021, the changes on the following page occurred in long-term liabilities:

	Beginning Balance	Bonds and Notes Redeemed	Other Increases	Other Decreases	Ending Balance	Due Within One Year
Governmental Activities:						
Long-term bonds payable	$ 3,025,000	$ (520,000)	$ -	$ -	$ 2,505,000	$ 515,000
Add: Unamortized premium on bonds	160,325	(43,085)	-	-	117,240	36,210
Total bonds payable	3,185,325	(563,085)	-	-	2,622,240	551,210
Net pension liability	9,126,061	-	345,079	(755,859)	8,715,281	-
Net other postemployment benefits	33,417,589	-	3,134,629	(1,993,359)	34,558,859	-
Total governmental activity long-term liabilities	$ 45,728,975	$ (563,085)	$ 3,479,708	$ (2,749,218)	$ 45,896,380	$ 551,210

NOTE 8 – GOVERNMENTAL FUND BALANCE CLASSIFICATIONS

The District classifies fund balance according to the constraints imposed on the use of the resources.

There are two major types of fund balances, which are nonspendable and spendable. Nonspendable fund balances are balances that cannot be spent because they are not expected to be converted to cash or they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund. The District has no nonspendable funds.

In addition to the nonspendable fund balance, GASB 54 has provided a hierarchy of spendable fund balances, based on a hierarchy of spending constraints.

- Restricted: fund balances that are constrained by external parties, constitutional provisions, or enabling legislation.
- Committed: fund balances that contain self-imposed constraints of the government from its highest level of decision-making authority.
- Assigned: fund balances that contain self-imposed constraints of the government to be used for a particular purpose.
- Unassigned: fund balance of the general fund that is not constrained for any particular purpose.

Massachusetts General Law Ch.40 §5B allows for the establishment of Stabilization funds for one or more different purposes. The creation of a fund requires a two-thirds vote of the legislative body and must clearly define the purpose of the fund. Any changes to the purpose of the fund along with any additions to or appropriations from the fund required a two-thirds vote of the legislative body.

At year end the balance of the General Stabilization fund is $325,315 and is reported as unassigned fund balance in the General Fund.

The District has classified its fund balances with the following hierarchy:

	General	Circuit Breaker	Nonmajor Governmental Funds	Total Governmental Funds
Fund Balances:				
Restricted for:				
Circuit breaker	$ -	$ 1,056,178	$ -	$ 1,056,178
Federal and state grants	-	-	47,964	47,964
Athletic revolving	-	-	95,960	95,960
Food service	-	-	232,368	232,368
Other revolving	-	-	388,895	388,895
Gifts	-	-	153,686	153,686
Transportation reimbursement	-	-	192,857	192,857
Parking revolving	-	-	116,195	116,195
Student activities	-	-	201,579	201,579
Turf field capital project	-	-	405,355	405,355
Other capital projects	-	-	329,227	329,227
Unassigned	1,667,896	-	-	1,667,896
Total Fund Balances	$ 1,667,896	$ 1,056,178	$ 2,164,086	$ 4,888,160

NOTE 9 – RISK FINANCING

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the District carries commercial insurance. The District participates in a premium-based health care plan for its active employees and its retirees'. The District also participates in a premium based workers' compensation plan which is insured through the Massachusetts Interlocal Insurance Association. These activities are accounted for in the general fund where revenues are recorded when earned and expenses are recorded when the liability is incurred.

NOTE 10 – PENSION PLAN

Plan Descriptions

The District is a member of the Middlesex County Retirement System (MCRS), a cost-sharing multiple-employer defined benefit pension plan covering eligible employees of the 71 member units. The MCRS is administered by five board members (Board) on behalf of all current employees and retirees except for current teachers and retired teachers. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the plan.

The District is a member of the Massachusetts Teachers' Retirement System (MTRS), a cost-sharing multi-employer defined benefit plan. MTRS is managed by the Commonwealth of Massachusetts (Commonwealth) on behalf of municipal teachers and municipal teacher retirees. The Commonwealth is a nonemployer contributor and is responsible for 100% of the contributions and future benefit requirements of the MTRS. The MTRS covers certified teachers in cities (except Boston), towns, regional school districts, charter schools, educational collaboratives and Quincy College. The MTRS is part of the Commonwealth's reporting entity and the audited financial report may be obtained by visiting http://www.mass.gov/osc/publications-and-reports/financial-reports/.

Special Funding Situation

The Commonwealth is a nonemployer contributor and is required by statute to make 100% of all actuarially determined employer contributions on behalf of the District to the MTRS. Therefore, the District is considered to

be in a special funding situation as defined by GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and the Commonwealth is a nonemployer contributor in MTRS. Since the District does not contribute directly to MTRS, there is no net pension liability to recognize. The total of the Commonwealth provided contributions have been allocated based on each employer's covered payroll to the total covered payroll of employers in MTRS as of the measurement date of June 30, 2020. The District's portion of the collective pension expense, contributed by the Commonwealth, of $8,028,606 is reported in the general fund as intergovernmental revenue and pension expense in the current fiscal year. The portion of the Commonwealth's collective net pension liability associated with the District is $65,001,413 as of the measurement date.

Benefits Provided

Both Systems provide retirement, disability, survivor and death benefits to plan members and beneficiaries. Massachusetts Contributory Retirement System benefits are, with certain minor exceptions, uniform from system to system. The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest three-year average annual rate of regular compensation. For persons who became members on or after April 2, 2012, average salary is the average annual rate of regular compensation received during the five consecutive years that produce the highest average, or, if greater, during the last five years (whether or not consecutive) preceding retirement. Benefit payments are based upon a member's age, length of creditable service, level of compensation, and group classification. Members become vested after ten years of creditable service.

Employees who resign from service and who are not eligible to receive a retirement allowance or are under the age of 55 are entitled to request a refund of their accumulated total deductions. Survivor benefits are extended to eligible beneficiaries of members whose death occurs prior to or following retirement.

Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth's state law during those years are borne by the Commonwealth and are deposited into the pension fund. Cost-of-living adjustments granted after 1997 must be approved by the Board and are borne by the System.

Contributions

Chapter 32 of the MGL governs the contributions of plan members and member units. Active plan members are required to contribute to the System at rates ranging from 5% to 9% of gross regular compensation with an additional 2% contribution required for compensation exceeding $30,000. The percentage rate is keyed to the date upon which an employee's membership commences. The member units are required to pay into the MCRS a legislatively mandated actuarial determined contribution that is apportioned among the employers based on active current payroll. The District's proportionate share of the required contribution was $755,859 which equaled its actual contribution for the year ended June 30, 2021. The actuarially determined required contribution represents 24.74% of covered payroll. This amount, when combined with plan member contributions, is expected to finance the costs of benefits earned by plan members during the year, with an additional amount to finance any unfunded accrued liability.

Pension Liabilities

At June 30, 2021, the District reported a liability of $8,715,281 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2020. Accordingly, update procedures were used to roll back the total pension liability to the measurement date. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At

December 31, 2020, the District's proportion was 0.569%, which decreased from its 0.570% proportion measured at December 31, 2019.

Pension Expense

For the year ended June 30, 2021, the District recognized pension expense of $833,926. At June 30, 2021, the District reported deferred outflows and inflows of resources related to pensions of $526,977, and $792,880, respectively. The balances of deferred outflows/(inflows) at June 30, 2021, consist of the categories as follows:

Deferred Category	Deferred Outflows of Resources	Deferred Inflows of Resources	Total
Differences between expected and actual experience	$ 159,399	$ (10,314)	$ 149,085
Difference between projected and actual earnings, net	-	(494,057)	(494,057)
Changes in assumptions	332,695	-	332,695
Changes in proportion and proportionate share of contributions	34,883	(288,509)	(253,626)
Total deferred outflows/(inflows) of resources	$ 526,977	$ (792,880)	$ (265,903)

The deferred outflows/(inflows) of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2022	$ 31
2023	(23,854)
2024	(151,870)
2025	(90,210)
Total	$ (265,903)

Actuarial Assumptions

The total pension liability in the January 1, 2020, actuarial valuation was determined using the actuarial assumptions as listed on the following page. These assumptions were applied to all periods included in the measurement that was rolled forward to December 31, 2020.

Valuation date	January 1, 2020.
Actuarial cost method	Entry Age Normal Cost Method.
Amortization method	Prior year's total contribution increased by 6.5% for fiscal 2022 through fiscal 2028, and thereafter the remaining unfunded liability will be amortized on a 4.0% annual increasing basis; ERI liability amortized in level payments.
Remaining amortization period	17 years from July 1, 2018 for non-ERI liability, 1 year from July 1, 2018 for 2002 ERI, 2 years from July 1, 2018 for 2033 ERI, and 4 years from July 1, 2018 for 2010 ERI.

Asset valuation method.....	The difference between the expected return and the actual investment return on a fair value basis is recognized over a five year period. Asset value is adjusted as necessary to be within 20% of the fair value.
Investment rate of return/Discount rate.....	7.30%, net of pension plan investment expense, including inflation.
Projected salary increases.....	Varies by length of service with ultimate rates of 4.00% for Group 1, 4.25% for Group 2 and 4.50% for Group 4.
Cost of living adjustments.....	3.0% of the first $16,000 of retirement income.
Mortality Rates:	
Pre-Retirement.....	The RP-2014 Blue Collar Employee Mortality Table projected generationally with Scale MP-2017.
Healthy Retiree.....	The RP-2014 Blue Collar Healthy Annuitant Mortality Table projected generationally with Scale MP-2017.
Disabled Retiree.....	The RP-2014 Blue Collar Healthy Annuitant Mortality Table set forward one year and projected generationally with Scale MP-2017.

Rate of return

For the year ended December 31, 2020, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expense, was 12.26%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Discount rate

The discount rate used to measure the total pension liability was 7.30% as of December 31, 2020, and as of December 31, 2019. The projection of cash flows used to determine the discount rate assumed plan member contributions will be made at the current contribution rate and that contributions will be made at rates equal to the actuarially determined contribution rated. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Investment policy

The pension plan's policy in regard to the allocation of invested assets is established and may be amended by the Board. Plan assets are managed on a total return basis with a long-term objective of achieving and maintaining a fully funded status for the benefits provided through the pension plan.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for

each major asset class included in the pension plan's target asset allocation as of January 1, 2020, are summarized in the following table:

Asset Class	Long-Term Expected Asset Allocation	Long-Term Expected Real Rate of Return
Domestic equity	22.00%	6.28%
International developed markets equity	12.00%	7.00%
International emerging markets equity	5.00%	8.82%
Core fixed income	15.00%	0.38%
High-yield fixed income	8.00%	2.97%
Private equity	14.00%	10.11%
Real estate	10.00%	3.50%
Timber	4.00%	3.45%
Hedge funds, GTAA, risk parity	10.00%	2.35%
Total	100.00%	

Sensitivity of the net pension liability to changes in the discount rate.

The following information presents the net pension liability, calculated using the discount rate of 7.30%, as well as what the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.30%) or 1-percentage-point higher (8.30%) than the current rate.

	1% Decrease (6.30%)	Current Discount (7.30%)	1% Increase (8.30%)
The District's proportionate share of the net pension liability	$ 10,860,179	$ 8,715,281	$ 6,910,737

Pension plan fiduciary net position

Detailed information about the pension plan's fiduciary net position is available in the separately issued Middlesex County Retirement System financial report.

Changes in Assumptions

None.

Changes in Plan Provisions

None.

NOTE 11 – COMMITMENTS

The District appropriates annually those amounts necessary for transportation of its students. For the year ended June 30, 2021, regular day and special education transportation expenditures totaled approximately $560,000 and $831,000, respectively.

NOTE 12 – CONTINGENCIES

The District participates in a number of federal award programs. Although the grant programs have been audited in accordance with the provisions of *Title 2 U.S. Code of Federal Regulations* Part 200*, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* through June 30, 2021, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although it is expected such amounts, if any, to be immaterial.

Various legal actions and claims are pending. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 2021, cannot be ascertained, management believes any resulting liability should not materially affect the financial position at June 30, 2021.

NOTE 13 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

Plan Description

The District administers a single-employer defined benefit healthcare plan (the “Plan”). The Plan provides lifetime healthcare insurance and life insurance benefits for eligible retirees and their spouses through the District’s group health insurance plan, which covers both active and retired members. Chapter 32B of the MGL assigns authority to establish and amend benefit provisions of the plan. Benefit provisions are negotiated between the District and the unions representing District employees and are renegotiated each bargaining period. The Plan does not issue a publicly available financial report.

Funding Policy

Contribution requirements are also negotiated between the District and union representatives. The required contribution is based on a pay-as-you-go financing requirement. The District contributes 50% percent of the cost of current-year premiums for eligible retired plan members and their spouses. Plan members receiving benefits contribute the remaining 50% percent of their premium costs. In 2021, a total of $2.0 million was contributed to the plan.

The Commonwealth of Massachusetts passed special legislation that has allowed the District to establish a benefit trust fund and enabled the District to begin pre-funding its other postemployment (OPEB) liabilities. During 2021, the District pre-funded future OPEB liabilities totaling $383,109 by contributing funds to the other postemployment benefit trust fund in excess of the pay-as-you-go required contribution. These funds are reported within the fiduciary fund financial statements. As of June 30, 2021, the balance of this fund totaled $2.5 million.

Measurement Date

The net OPEB liability was measured as of June 30, 2021, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of July 1, 2019.

Plan Membership

The following table represents the Plan's membership at July 1, 2019:

Active members	227
Inactive members currently receiving benefits	187
Total	414

Components of OPEB Liability

The following table represents the components of the Plan's OPEB liability as of June 30, 2021:

Total OPEB liability	$ 37,067,253
Less: OPEB plan's fiduciary net position	(2,508,394)
Net OPEB liability	$ 34,558,859
The OPEB plan's fiduciary net position as a percentage of the total OPEB liability	6.77%

Significant Actuarial Methods and Assumptions

The total OPEB liability in the July 1, 2019, actuarial valuation was determined by using the following actuarial assumptions, applied to all periods including the measurement date that was updated to June 30, 2021, to be in accordance with GASB Statements #74 and #75.

Valuation date	July 1, 2019
Actuarial cost method	Individual Entry Age Normal.
Asset valuation method	Fair value.
Discount rate	4.75%, net of investment expenses, including inflation.
Inflation rate	2.50% as of June 30, 2021 and for future periods.
Municipal Bond Rate	2.18% as of June 30, 2021 (source: S&P Municipal Bond 20-Year High Grade Index - SAPIHG).
Salary Increases	3.00% annually as of June 30, 2021 and for future periods.
Mortality rates:	
Pre-Retirement - General Employees	RP-2014 Employees Mortality Table for Blue Collar Employees projected generationally with scale MP-2016 for males and females, set forward 1 year for females.

Post-Retirement - General Employees….	RP-2014 Employees Mortality Table for Blue Collar Healthy Annuitants projected generationally with scale MP-2016 for males and females, set forward 1 year for females.
Disabled Mortality - General Employees.	RP-2014 Employees Mortality Table for Blue Collar Healthy Annuitants projected generationally with scale MP-2016 for males and females, set forward 1 year.
Pre-Retirement - Teachers……	RP-2014 Employees Mortality Table for White Collar Employees projected generationally with scale MP-2016 for males and females.
Post-Retirement - Teachers……	RP-2014 Employees Mortality Table for White Collar Annuitants projected generationally with scale MP-2016 for males and females.
Disabled Mortality - Teachers……	RP-2014 Employees Mortality Table for White Collar Annuitants projected generationally with scale MP-2016 for males and females.

Investment Policy

The OPEB plan's assets are managed on a total return basis with a long-term objective of achieving and maintaining a fully funded status for the benefits provided through the OPEB plan. The long-term real rate of return on OPEB investments was determined using the District's investment policy.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of geometric real rates of return for each major asset class included in the OPEB plan's target asset allocation as of June 30, 2021 are summarized in the following:

Asset Class	Long-Term Expected Asset Allocation	Long-Term Expected Real Rate of Return
Domestic Equity - Large Cap……	14.50%	4.90%
Domestic Equity - Small/Medium Cap…..	3.50%	5.40%
International Equity - Developed Market…	16.00%	5.32%
International Equity - Emerging Market….	6.00%	6.26%
Domestic Fixed Income……	20.00%	1.40%
International Fixed Income……	3.00%	1.30%
Alternatives……	23.00%	6.32%
Real Estate……	14.00%	6.25%
Cash & Cash Equivalents……	0.00%	0.00%
Total……	100.00%	

Rate of Return

For the year ended June 30, 2021, the annual money-weighted rate of return on investments, net of investment expense was 29.13%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Discount Rate

The discount rate used to measure the total OPEB liability was 4.75% as of June 30, 2021, and 5.25% as of June 30, 2020. The District's net other postemployment benefit liability was determined based on the Standard & Poor's Municipal Bond 20-year High Grade Rate Index as of June 30, 2021, which was 2.18%.

Changes in the Net OPEB Liability

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balances at June 30, 2020	$ 34,993,058	$ 1,575,469	$ 33,417,589
Changes for the year:			
Service cost	723,808	-	723,808
Interest	1,833,407	-	1,833,407
Changes of benefit terms	(4,998,523)	-	(4,998,523)
Changes in assumptions	6,125,753	-	6,125,753
Contributions - employer	-	1,993,359	(1,993,359)
Net investment income	-	549,816	(549,816)
Benefit payments	(1,610,250)	(1,610,250)	-
Net change	2,074,195	932,925	1,141,270
Balances at June 30, 2021	$ 37,067,253	$ 2,508,394	$ 34,558,859

Sensitivity of the net OPEB liability to changes in the discount rate

The following table presents the net other postemployment benefit liability and service cost, calculated using the discount rate of 4.75%, as well as what the net other postemployment benefit liability and service cost would be if it were calculated using a discount rate that is 1-percentage-point lower (3.75%) or 1-percentage-point higher (5.75%) than the current rate.

	1% Decrease (3.75%)	Current Discount Rate (4.75%)	1% Increase (5.75%)
Net OPEB liability	$ 40,296,489	$ 34,558,859	$ 29,960,755

Sensitivity of the net OPEB liability to changes in the healthcare trend

The following table presents the net other postemployment benefit liability and service cost, calculated using the current healthcare rend rate, as well as what the net other postemployment benefit and service cost would be if it were calculated using a healthcare trend rate that is 1-percentage-point lower or 1-percentage point higher.

	1% Decrease	Current Trend	1% Increase
Net OPEB liability	$ 29,601,156	$ 34,558,859	$ 40,789,302

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources for OPEB

For the year ended June 30, 2021, the GASB Statement #75 measurement date, the District recognized OPEB expense of $2,202,384. At June 30, 2021, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

Deferred Category	Deferred Outflows of Resources	Deferred Inflows of Resources	Total
Differences between expected and actual experience	$ 1,576,183	$ (3,940,759)	$ (2,364,576)
Difference between projected and actual earnings, net	-	(297,592)	(297,592)
Changes in assumptions	12,113,878	(9,445,911)	2,667,967
Total deferred outflows/(inflows) of resources	$ 13,690,061	$ (13,684,262)	$ 5,799

Amounts reported as deferred outflows/(inflows) of resources related to OPEB will be recognized in OPEB expense as follows:

Measurement date year ended June 30:	
2022	$ 358,339
2023	359,697
2024	169,264
2025	(1,850,899)
2026	969,398
Total	$ 5,799

Changes in Assumptions:

The discount rate decreased from 5.25% to 4.75%. Furthermore, the Getzen model is now used for future projected healthcare costs, and there were other updates applied to morbidity assumptions.

Changes in Plan Provisions:

The District converted from Minuteman-Nashoba Health Group (MNHG) to single carrier Harvard Pilgrim medical plans. The decrease to the liability is recognized in full immediately.

NOTE 14 – COVID-19

On March 10, 2020, the Massachusetts Governor declared a state of emergency in response to the coronavirus outbreak. The World Health Organization officially declared the novel Coronavirus (COVID-19) a pandemic the following day. In an attempt to slow the spread of COVID-19, governments issued various stay at home orders that caused global economic shutdowns and substantial financial market impact. Starting in March 2020, the Governor continued to issue orders allowing governments to operate and carry out essential functions safely. These included modifying the state's Open Meeting Law, issuing a stay-at-home order, and introducing a phased approach to reopening State businesses. Although the School was closed to students for a period of time, most employees continued to perform their daily duties and maintain the School's operations.

The United States Federal Government established the Coronavirus Aid, Relief and Economic Security (CARES) Act in response to the economic downfall caused by the COVID-19 pandemic. This Act provided a number of funding sources for various educational purposes. The District was awarded a portion of this federal funding to help prevent, prepare for, and respond to the impacts of COVID-19.

The United States Federal Government established the American Rescue Plan Act (ARPA) to enhance the United States' recovery from the economic and health effects of the COVID-19 pandemic. This Act requires that the payment from these funds be used to cover costs related to; public health; negative economic impacts; services to disproportionately impacted communities; premium pay; infrastructure; revenue replacement; or administration. These funds can only be used to cover costs incurred between March 3, 2021, and December 31, 2024. The Commonwealth and communities throughout the Commonwealth were awarded a portion of this federal funding.

The District has incurred unanticipated costs specifically related to the pandemic; however, the full extent of the financial impact cannot be determined as of the date of the financial statements.

NOTE 15 – RISK FINANCING

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the District carries commercial insurance. The District participates in premium-based health care and workers' compensation plans for its employees and retirees.

NOTE 16 – REVISION OF NET POSITION AND FUND BALANCE PREVIOUSLY REPORTED

Beginning net position and fund balance of the governmental activities and the nonmajor governmental funds, respectively, have been revised to reflect the implementation of GASB Statement #84 – *Fiduciary Activities*. The revised balances are summarized in the following table:

	06/30/2020 Previously Reported Balances	Implementation of GASB #84- *Fiduciary Activities*	06/30/2020 Revised Balances
Government-Wide Financial Statements			
Governmental activities	$ (797,549)	$ 286,618	$ (510,931)
Governmental Activities			
Nonmajor governmental funds	$ 1,701,891	$ 286,618	$ 1,988,509

NOTE 17 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through April 12, 2022, which is the date the financial statements were available to be issued.

NOTE 18 – IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS

During 2021, the following GASB pronouncements were implemented:

- GASB Statement #84, *Fiduciary Activities*. The basic financial statements and related notes were updated to be in compliance with this pronouncement.
- GASB Statement #90, *Majority Equity Interests – an amendment of GASB Statements #14 and #61*. This pronouncement did not impact the basic financial statements.
- GASB Statement #98, *The Annual Comprehensive Financial Report*. This pronouncement did not impact the basic financial statements.

The following GASB pronouncements will be implemented in the future:

- The GASB issued Statement #87, *Leases*, which is required to be implemented in 2022.
- The GASB issued Statement #89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, which is required to be implemented in 2022.
- The GASB issued Statement #91, *Conduit Debt Obligations*, which is required to be implemented in 2023.
- The GASB issued Statement #92, *Omnibus 2020*, which is required to be implemented in 2022.
- The GASB issued Statement #93, *Replacement of Interbank Offered Rates*, which is required to be implemented in 2022.
- The GASB issued Statement #94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, which is required to be implemented in 2023.
- The GASB issued Statement #96, *Subscription-Based Information Technology Arrangements*, which is required to be implemented in 2023.
- The GASB issued Statement #97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans – an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32*, which is required to be implemented in 2022.

Management is currently assessing the impact the implementation of these pronouncements will have on the basic financial statements.

Required Supplementary Information

General Fund Budgetary Comparison Schedule

The General Fund is the general operating fund of the District. It is used to account for all of the District's financial resources, except those required to be accounted for in another fund.

GENERAL FUND

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2021

	Budgeted Amounts			
	Original Budget	Final Budget	Actual Budgetary Amounts	Variance to Final Budget
REVENUES:				
Other departmental revenue	$ 20,000	$ 20,000	$ 21,994	$ 1,994
Intergovernmental	3,496,725	3,496,725	3,679,796	183,071
Member town assessments	30,388,615	30,388,615	30,389,369	754
Investment income	10,000	10,000	15,871	5,871
TOTAL REVENUES	33,915,340	33,915,340	34,107,030	191,690
EXPENDITURES:				
Current:				
Administration	1,127,598	1,127,598	1,061,246	66,352
Instruction	19,474,485	19,474,485	19,089,143	385,342
Transportation	1,302,460	1,302,460	1,394,041	(91,581)
Athletics	422,352	422,352	341,231	81,121
Other student activities	503,205	503,205	461,780	41,425
Pension benefits	1,091,859	1,091,859	1,085,324	6,535
Employee benefits	3,662,538	3,662,538	3,666,333	(3,795)
Facilities	1,888,859	1,888,859	1,946,006	(57,147)
Property and casualty insurance	130,000	130,000	121,793	8,207
Programs with other school districts (tuitions)	3,634,034	3,634,034	4,393,198	(759,164)
Buildings and equipment	75,000	75,000	70,964	4,036
Debt service:				
Debt service principal	520,000	520,000	520,000	-
Interest	82,950	82,950	82,950	-
TOTAL EXPENDITURES	33,915,340	33,915,340	34,234,009	(318,669)
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	-	-	(126,979)	(126,979)
OTHER FINANCING SOURCES (USES):				
Use of excess and deficiency	337,500	337,500	-	(337,500)
Transfers out	(337,500)	(337,500)	(337,500)	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	(337,500)	(337,500)
NET CHANGE IN FUND BALANCE	-	-	(464,479)	(464,479)
FUND BALANCES AT BEGINNING OF YEAR	1,807,060	1,807,060	1,807,060	-
FUND BALANCES AT END OF YEAR	$ 1,807,060	$ 1,807,060	$ 1,342,581	$ (464,479)

See notes to required supplementary information.

Pension Plan Schedules

The Schedule of Proportionate Share of the Net Pension Liability presents multiyear trend information relating to the District's proportion of the net pension liability and related ratios.

The Schedule of the Contributions presents multiyear trend information on the District's required and actual to the pension plan and related ratios.

The Schedule of the Special Funding Amounts of the Net Pension Liability for the Massachusetts Teachers Contributory Retirement System presents multi-year trend information on the liability and expense assumed by the Commonwealth of Massachusetts on behalf of the District along with related ratios.

These schedules are intended to present information for ten years. Until a ten year trend is compiled, information is presented for those years for which information is available.

SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE
OF THE NET PENSION LIABILITY
MIDDLESEX CONTRIBUTORY RETIREMENT SYSTEM

Year	Proportion of the net pension liability (asset)	Proportionate share of the net pension liability (asset)	Covered payroll	Net pension liability as a percentage of covered payroll	Plan fiduciary net position as a percentage of the total pension liability
December 31, 2020.....	0.569%	$ 8,715,281	$ 2,995,522	290.94%	53.42%
December 31, 2019.....	0.570%	9,126,061	2,887,889	316.01%	49.45%
December 31, 2018.....	0.592%	9,231,680	3,070,023	300.70%	46.40%
December 31, 2017.....	0.597%	8,466,429	2,949,693	287.03%	49.27%
December 31, 2016.....	0.577%	8,168,982	2,873,324	284.30%	45.49%
December 31, 2015.....	0.613%	7,913,832	2,829,979	279.64%	46.13%
December 31, 2014.....	0.618%	7,467,292	2,721,134	274.42%	47.65%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

SCHEDULE OF THE DISTRICT'S CONTRIBUTIONS
MIDDLESEX CONTRIBUTORY RETIREMENT SYSTEM

Year	Actuarially determined contribution	Contributions in relation to the actuarially determined contribution	Contribution deficiency (excess)	Covered payroll	Contributions as a percentage of covered payroll
June 30, 2021	$ 755,859	$ (755,859)	$ -	$ 3,055,432	24.74%
June 30, 2020	704,071	(704,071)	-	2,945,647	23.90%
June 30, 2019	646,913	(646,913)	-	3,131,423	20.66%
June 30, 2018	605,786	(605,786)	-	3,008,687	20.13%
June 30, 2017	586,204	(586,204)	-	2,930,790	20.00%
June 30, 2016	548,534	(548,534)	-	2,886,579	19.00%
June 30, 2015	523,265	(523,265)	-	2,775,557	18.85%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

SCHEDULE OF THE SPECIAL FUNDING AMOUNTS OF THE NET PENSION LIABILITY

MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM

The Commonwealth of Massachusetts is a nonemployer contributor and is required by statute to make all actuarially determined employer contributions on behalf of the member employers which creates a special funding situation. Therefore, there is no net pension liability to recognize. This schedule discloses the Commonwealth's 100% share of the associated collective net pension liability; the portion of the collective pension expense as both a revenue and pension expense recognized; and the Plan's fiduciary net position as a percentage of the total liability.

Year	Commonwealth's 100% Share of the Associated Net Pension Liability	Expense and Revenue Recognized for the Commonwealth's Support	Plan Fiduciary Net Position as a Percentage of the Total Liability
2021	$ 65,001,413	$ 8,028,606	50.67%
2020	58,630,015	7,109,907	53.95%
2019	53,898,194	5,461,802	54.84%
2018	52,229,181	5,451,312	54.25%
2017	49,608,591	5,060,402	52.73%
2016	46,548,957	3,775,535	55.38%
2015	36,021,609	2,502,594	61.64%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

Other Postemployment Benefit Plan Schedules

The Schedule of Changes in the District's Net Other Postemployment Benefit Liability and related ratios presents multi-year trend information on the Plan's net other postemployment benefit liability and related ratios.

The Schedule of the District's Contributions presents multi-year trend information on the District's actual contributions to the other postemployment benefit plan and related ratios.

The Schedule of Investment Returns presents multi-year trend information on the money-weighted investment return on the Plan's other postemployment assets, net of investment expense.

These schedules are intended to present information for ten years. Until a ten year trend is compiled, information is presented for those years for which information is available.

SCHEDULE OF CHANGES IN THE
DISTRICT'S NET OPEB LIABILITY AND RELATED RATIOS
OTHER POSTEMPLOYMENT BENEFIT PLAN

	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021
Total OPEB Liability					
Service Cost	$ 1,659,777	$ 1,385,871	$ 1,515,841	$ 622,190	$ 723,808
Interest	1,018,918	1,158,354	1,934,346	1,912,981	1,833,407
Changes of benefit terms	-	-	-	-	(4,998,523)
Differences between expected and actual experience	-	3,735,339	-	(5,941,143)	-
Changes of assumptions	(4,737,318)	12,619,257	2,991,323	(14,240,787)	6,125,753
Benefit payments	(778,355)	(1,347,160)	(1,456,738)	(1,540,587)	(1,610,250)
Net change in total OPEB liability	(2,836,978)	17,551,661	4,984,772	(19,187,346)	2,074,195
Total OPEB liability - beginning	34,480,949	31,643,971	49,195,632	54,180,404	34,993,058
Total OPEB liability - ending (a)	$ 31,643,971	$ 49,195,632	$ 54,180,404	$ 34,993,058	$ 37,067,253
Plan fiduciary net position					
Employer contributions	$ 238,134	$ 358,707	$ 383,109	$ 383,109	$ 383,109
Employer contributions for OPEB payments	778,335	1,347,160	1,456,738	1,540,587	1,610,250
Net investment income	17,343	31,606	56,770	30,393	549,816
Benefit payments	(778,355)	(1,347,160)	(1,456,738)	(1,540,587)	(1,610,250)
Net change in plan fiduciary net position	255,457	390,313	439,879	413,502	932,925
Plan fiduciary net position - beginning of year	76,318	331,775	722,088	1,161,967	1,575,469
Plan fiduciary net position - end of year (b)	$ 331,775	$ 722,088	$ 1,161,967	$ 1,575,469	$ 2,508,394
Net OPEB liability - ending (a)-(b)	$ 31,312,196	$ 48,473,544	$ 53,018,437	$ 33,417,589	$ 34,558,859
Plan fiduciary net position as a percentage of the total OPEB liability	1.05%	1.47%	2.14%	4.50%	6.77%
Covered-employee payroll	$ 17,474,867	$ 18,418,680	$ 19,325,220	$ 19,761,834	$ 20,354,689
Net OPEB liability as a percentage of covered-employee payroll	179.18%	263.18%	274.35%	169.10%	169.78%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

SCHEDULE OF THE DISTRICT'S CONTRIBUTIONS
OTHER POSTEMPLOYMENT BENEFIT PLAN

Year	Actuarially determined contribution	Contributions in relation to the actuarially determined contribution	Contribution deficiency (excess)	Covered-employee payroll	Contributions as a percentage of covered-employee payroll
June 30, 2021.....	$ 2,179,013	$ (1,993,359)	$ 185,654	$ 20,354,689	9.79%
June 30, 2020.....	2,746,848	(1,923,696)	823,152	19,761,834	9.73%
June 30, 2019.....	3,341,150	(1,839,847)	1,501,303	19,325,220	9.52%
June 30, 2018.....	2,528,616	(1,705,867)	822,749	18,418,680	9.26%
June 30, 2017.....	1,920,266	(1,016,469)	903,797	17,474,867	5.82%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

SCHEDULE OF INVESTMENT RETURNS
OTHER POSTEMPLOYMENT BENEFIT PLAN

Year	Annual money-weighted rate of return, net of investment expense
June 30, 2021	29.13%
June 30, 2020	2.01%
June 30, 2019	6.69%
June 30, 2018	9.55%
June 30, 2017	6.84%

Note: this schedule is intended to present information for 10 years. Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

NOTE A – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. Budgetary Information

The District adopts a balanced budget that is approved by the Committee and the member Towns. The Superintendent of Schools presents an annual budget to the Committee, which includes estimates of revenues and other financing sources and recommendations of expenditures and other financing uses. The Committee, which has full authority to amend and/or reject the budget or any line item, adopts the expenditure budget by majority vote. Increases in the budget subsequent to the approval of the annual budget require majority Committee approval.

The majority of the District's appropriations are non-continuing which lapse at the end of the year.

The District adopts an annual budget for the General Fund in conformity with the guidelines described above. The original 2021 approved budget for the General Fund authorized $34.3 million in appropriations. There were no changes between the original and final budget.

The District's accounting office has the responsibility to ensure that budgetary control is maintained on a bottom line, total budget basis. Budgetary control is exercised through the District's accounting system.

B. Budgetary - GAAP Reconciliation

For budgetary financial reporting purposes, the Uniform Municipal Accounting System basis of accounting (established by the Commonwealth) is followed, which differs from the GAAP basis of accounting. A reconciliation of budgetary-basis to GAAP-basis results for the general fund for the year ended June 30, 2021, is presented below:

Net change in fund balance - budgetary basis	$	(464,479)
Perspective differences:		
Activity of the stabilization fund recorded in the general fund for GAAP		534
Net change in fund balance - GAAP basis	$	(463,945)

NOTE B – PENSION PLAN

Schedule of the District's Proportionate Share of the Net Pension Liability

The Schedule of the District Proportionate Share of the Net Pension Liability details the allocated percentage of the net pension liability (asset), the proportionate share of the net pension liability, and the covered employee payroll. It also demonstrates the net position as a percentage of the pension liability and the net pension liability as a percentage of covered payroll.

Schedule of District's Contributions

Governmental employers are required to pay an annual appropriation as established by PERAC. The appropriation includes the amounts to pay the pension portion of each member's retirement allowance, an amount to amortize the actuarially determined unfunded liability to zero in accordance with the system's funding schedule, and additional appropriations in accordance with adopted early retirement incentive programs. The appropriations

are payable on July 1 and January 1. The District may choose to pay the entire appropriation in July at a discounted rate. Accordingly, actual contributions may be less than the “total appropriation”. The pension fund appropriation is allocated to the District based on covered payroll.

Schedule of the Special Funding Amounts of the Net Pension Liabilities

The Commonwealth of Massachusetts is a nonemployer contributor and is required by statute to make all actuarially determined employer contributions on behalf of the member employers which creates a special funding situation. Since the District does not contribute directly to MTRS, there is no net pension liability to recognize. This schedule discloses the Commonwealth's 100% share of the collective net pension liability that is associated with the District; the portion of the collective pension expense as both a revenue and pension expense recognized by the District; and the Plan's fiduciary net position as a percentage of the total liability.

Changes in Assumptions

None.

Changes in Plan Provisions

None.

NOTE C – OTHER POSTEMPLOYMENT BENEFITS

The District administers a single-employer defined benefit healthcare plan (Plan). The plan provides lifetime healthcare insurance for eligible retirees and their spouses through the District’s group health insurance plan, which covers both active and retired members.

The Other Postemployment Benefit Plan

Schedule of Changes in the District’s Net Other Postemployment Benefit Liability and Related Ratios

The Schedule of Changes in the District’s Net Other Postemployment Benefit Liability and Related Ratios presents multi-year trend information on changes in the Plan’s total OPEB liability, changes in the Plan’s net position, and ending net OPEB liability. It also demonstrates he Plan’s net position as a percentage of the total liability and the Plan’s net other postemployment benefit liability as a percentage of covered-employee payroll.

Schedule of the District’s Contributions

The Schedule of the District’s Contributions includes the District’s actuarially determined contribution to the Plan, along with the contribution made in relation to the actuarially determined contribution and the covered employee payroll. The District is not required to fully fund this contribution. It also demonstrates the contributions as a percentage of covered-employee payroll. Actuarially determined contribution rates are calculated as of June 30, two years prior to the end of the fiscal year in which contributions are reported.

Methods and assumptions used to determine contribution rates are as follows:

Valuation date	July 1, 2019
Actuarial cost method	Individual Entry Age Normal.
Asset valuation method	Fair value.
Discount rate	4.75%, net of investment expenses, including inflation.
Inflation rate	2.50% as of June 30, 2021 and for future periods.
Municipal Bond Rate	2.18% as of June 30, 2021 (source: S&P Municipal Bond 20-Year High Grade Index - SAPIHG).
Salary Increases	3.00% annually as of June 30, 2021 and for future periods.
Mortality rates:	
Pre-Retirement - General Employees	RP-2014 Employees Mortality Table for Blue Collar Employees projected generationally with scale MP-2016 for males and females, set forward 1 year for females.
Post-Retirement - General Employees	RP-2014 Employees Mortality Table for Blue Collar Healthy Annuitants projected generationally with scale MP-2016 for males and females, set forward 1 year for females.
Disabled Mortality - General Employees	RP-2014 Employees Mortality Table for Blue Collar Healthy Annuitants projected generationally with scale MP-2016 for males and females, set forward 1 year.
Pre-Retirement - Teachers	RP-2014 Employees Mortality Table for White Collar Employees projected generationally with scale MP-2016 for males and females.
Post-Retirement - Teachers	RP-2014 Employees Mortality Table for White Collar Annuitants projected generationally with scale MP-2016 for males and females.
Disabled Mortality - Teachers	RP-2014 Employees Mortality Table for White Collar Annuitants projected generationally with scale MP-2016 for males and females.

Schedule of Investment Return

The Schedule of Investment Return includes the money-weighted investment return on the Plan's other postemployment assets, net of investment expense.

Changes in Assumptions

The discount rate decreased from 5.25% to 4.75%. Furthermore, the Getzen model is now used for future projected healthcare costs, and there were other updates applied to morbidity assumptions.

Changes in Plan Provisions

The District converted from Minuteman-Nashoba Health Group (MNHG) to single carrier Harvard Pilgrim medical plans. The decrease to the liability is recognized in full immediately.

EXHIBIT F

March 2023

LSRHS | LUNCH MENU



Made to Order Salad & Sandwiches
Online only using the Nutrislice App!

Available on the App Store | Google Play

Daily Offerings:
Sunbutter + Jelly (V)
Hamburger
Cheeseburger
Veggie Burger (V)
Chicken Patty / Spicy Nuggets
Vegan Nuggets (V)
Grilled Cheese (V)
Popcorn Chicken
Pizza
Mexican Feature
Grab + Go Salad/Sandwich (V)

Powering potential.

(V) Vegetarian

MON	TUES	WED	THURS	FRI
		1 **Greek Chicken Wrap** *Cucumber Tomato Salad*	**2** **General Tso Chicken over Rice** *Broccoli* *Glazed Carrots*	**3** **Homemade Beef Chili + Roll** *Peppers* *Potatoes*
6 **Steak + Cheese Sub** *Sweet Potato Fries* *Cucumber Coins*	**7** **Cheese Ravioli + Breadstick** *Side Salad* *Celery Sticks*	**8** **Teriyaki Chicken over Rice** *Broccoli* *Peppers*	**9** **Thai Sunbutter Chicken Satay** *Baby Carrots* *Golden Corn*	**10** **Fish Filet Sandwich** *French Fries* *Chickpea Salad*
13 **Pork Carnitas** *Cabbage Salad* *Baby Carrots*	**14** **Macaroni + Cheese** *Broccoli* *Green Beans*	**15** **Chicken + Cheese Enchiladas** *Veggie Beans* *Golden Corn*	**16** **Crispy Chicken Sub** *French Fries* *Cucumber Coins*	**17** **Gyro Bar** *Cucumber Salad* *Tomato Medley*
20 **Caprese Ciabatta** *Side Salad* *Celery Sticks*	**21** **Turkey BLT Sub** *Sweet Potato Fries* *Chickpea Salad*	**22** **Chicken LoMein** *Broccoli* *Glazed Carrots*	**23** **Jerk Spice Turkey Burger with Pineapple Slaw** *French Fries* *Cucumber Coins*	**24** **Breakfast for Lunch** *Hashbrowns* *Baby Carrots*
27 **Chicken Dumplings + Fried Rice** *Green Peas* *Glazed Carrots*	**28** **Meatball Sub** *Tomato Medley* *Green Beans*	**29** **Cheesy Baked Penne** *Side Salad* *Celery Sticks*	**30** **Spicy Chicken + Biscuit** *Veggie Beans* *Sweet Potato Fries*	**31** **Sweet + Sour Pork over Rice** *Broccoli* *Snap Peas*

Menus are subject to change.



Milk & second entrees are available for a **charge**
Make payments & view transactions at myschoolbucks.com
Food & Nutrition Office:
978-443-9961 x3290 kitchen@lsrhs.net
Every student eats free!!

All Lunches Must Include Choice of:
Fruits and/or Vegetable
And May Include:
1% Low-Fat Milk
Skim Chocolate Milk

aramark STUDENT NUTRITION

This institution is an equal opportunity providers



Made to Order Salad & Sandwiches
Online only using the Nutrislice App!

Available on the App Store | Google Play

Daily Offerings:
Sunbutter + Jelly (v)
Hamburger
Cheeseburger
Veggie Burger (v)
Chicken Patty / Spicy Nuggets
Grilled Cheese (v)
Popcorn Chicken
Pizza (v)
Mexican Feature
Grab + Go Salad/ Sandwich (v)

Powering potential.

(v) Vegetarian

February 2023

LSRHS | LUNCH MENU

MON	TUES	WED	THURS	FRI
		1 **Shrimp + Grits** *Golden Corn* *Celery Sticks*	**2** **Spicy Sunbutter Chicken** *Edamame Salad* *Side Salad*	**3** **BBQ Ribs** *Cucumber Salad* *Sweet Potatoes*
6 **Chicken Cacciatore** *Peppers* *Baby Carrots*	**7** **Butternut Ravioli** *Roasted Mixed Veggies* *Side Salad*	**8** **Pot Roast** *Roasted Potatoes* *Carrots*	**9** **Haddock Parmesan Fish Sticks** *Veggie Beans* *Cucumber Coins*	**10** **Cuban Sandwich** *Sweet Potatoes* *Fresh Broccoli*
13 **Shrimp Etouffee** *Green Beans* *Celery Sticks*	**14** **Chicken Pot Pie** *Peas* *Carrots*	**15** **Lasagna** *Side Salad* *Chickpea Salad*	**16** **Shepherds Pie** *Mashed Potatoes* *Golden Corn*	**17** **Chicken + Wild Rice Casserole** *Roasted Mixed Veggies* *Cauliflower*
20 **Vacation**	**21** **Vacation**	**22** **Vacation**	**23** **Vacation**	**24** **Vacation**
27 **Chicken Drumstick** *Roasted Mixed Veggies* *Mashed Potatoes*	**28** **Mushroom + Asparagus Pasta** (v) *Asparagus* *Baby Carrots*			

Menus are subject to change.



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And May Include:
1% Low-Fat Milk
Skim Chocolate Milk

aramark STUDENT NUTRITION

This institution is an equal opportunity providers



January 2023

LSRHS | LUNCH MENU

Made to Order Salad & Sandwiches
Online only using the Nutrislice App!

Available on the App Store | Google Play

Daily Offerings:
- Sunbutter + Jelly (v)
- Hamburger
- Cheeseburger
- Veggie Burger (v)
- Chicken Patty / Spicy Nuggets
- Grilled Cheese (v)
- Popcorn Chicken
- Pizza (v)
- Mexican Feature
- Grab + Go Salad/ Sandwich (v)

Powering potential.

(v) Vegetarian

MON	TUES	WED	THURS	FRI
2 **Happy New Year!**	**3** **Sweet + Sour Chicken over Rice** *Broccoli* *Fresh Green Beans*	**4** **Greek Gyros** *Chickpea Salad* *Tomato Medley*	**5** **Spicy Shrimp + Ancient Grains** *Side Salad* *Cucumber Coins*	**6** **BLT Ciabatta** *Side Salad* *Cucumber Coins*
9 **Bacon, Egg + Cheese Croissant** *French Fries* *Pepper Slices*	**10** **Salisbury Steak** *Mashed Potatoes* *Chickpea Salad*	**11** **Butter Chicken** *Cauliflower* *Baby Carrots*	**12** **Ranch Pork Chops with Rice** *Roasted Veggie Medley*	**13** **Breakfast for Lunch with Chicken Sausage** *Tater Tots* *Baby Carrots*
16 **Martin Luther King Jr. Day No School**	**17** **Chicken Hummus + Harissa Wrap** *Side Salad* *Cucumber Coins*	**18** **Macaroni + Cheese with Pulled Pork** *Veggie Beans* *Green Beans*	**19** **Exams** **Grab + Go Lunch**	**20** **Exams** **Grab + Go Lunch**
23 **Exams** **Grab + Go Lunch**	**24** **Exams** **Grab + Go Lunch**	**25** **Professional Day** **No School**	**26** **Shrimp Poke Bowl** *Edamame Beans* *Pickled Veggies*	**27** **Chicken White Bean Chili** *Side Salad* *Baby Carrots*
30 **Sloppy Joe Sandwiches** *Sweet Potato Fries* *Pepper Slices*	**31** **Chicken Tikka Masala** *Roasted Mixed Veggies* *Cauliflower*			

Menus are subject to change.



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kitchen@lsrhs.net

Every student eats FREE!

All Lunches Must Include Choice of:
Fruits and/or Vegetable
And May Include:
1% Low-Fat Milk
Skim Chocolate Milk

aramark STUDENT NUTRITION

This institution is an equal opportunity providers

EXHIBIT G

Master Calendar 2022-2023 Revised 11/2/2021

L-S CALENDAR 2022-2023

Aug **September 2022** *21*

Su	M	T	W	Th	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September 2022

29 Teacher Workshop Day
30 9th Grade Orientation
30 9th Grade Portraits
31 First Day For All Students
tbd 10-11 Grade Portraits
5 Labor Day
6 9th Grade Parents' Night
14 Back-To-School Night
26 Rosh Hashanah

February 2023

TBD College Admissions Seminar
20 Presidents' Day
21-24 Winter Recess

February 2023 *15*

Su	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

October 2022 *19*

Su	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October 2022

4 Warnings
5 Yom Kippur
10 Columbus Day / Indigenous Peoples' Day
tbd Underclass Portrait Retakes
tbd Financial Aid Night

March 2023

6 Warnings
9 8th Grade Parents' Night
28 & 29 MCAS

March 2023 *23*

Su	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2022 *18*

Su	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November 2022

4 1st Quarter Ends
11 Veterans Day
23 Early Dismissal - 10:59
24-25 Thanksgiving Recess
28 Professional Development

April 2023

4 3rd Quarter Ends
7 Good Friday
17 Patriots' Day
18-21 April Recess

April 2023 *14*

Su	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2022 *17*

Su	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December 2022

9 Warnings
25 Christmas Day
26 -30 December Recess

May 2023

10 Warnings
29 Memorial Day
16 & 17 MCAS

May 2023 *22*

Su	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2023 *19*

Su	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2023

1 New Years' Day
2 New Years Observed
3 Classes Resume
16 Martin Luther King Day
24 2nd Quarter Ends
25 Teacher Workshop Day

June 2023

4 Graduation
6 & 7 MCAS
8 9-11 Grade Awards Assembly
19 Juneteenth
26 4th Quarter Ends
27 Teacher Workshop Day

With 0 school closure days, the last day of school is June 16. For each school closure day, the school year ends 1 school day later.

June 2023 *17*

Su	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

White Week | Midyear/Final | No School | Alternative Schedule

Blue Week | MCAS | Warnings | Quarter Ends

Total School Days: 185

FY' 2023

L-S CALENDAR 2023-2024

August 1 | **September 2023** | 21

Su	M	T	W	Th	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 2023

- 28 Teacher Workshop Day
- 29 9th Grade Orientation
- 29 9th Grade Portraits
- 30 First Day For All Students
- tbd 10-11 Grade Portraits
- 4 Labor Day
- 5 9th Grade Parents' Night
- 13 Back-To-School Night
- 25 Yom Kippur

February 2024

- TBD College Admissions Seminar
- 19 Presidents' Day
- 20-23 Winter Recess

February 2024 | 16

Su	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

October 2023 | 21

Su	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 2023

- 3 Warnings
- 9 Columbus Day / Indigenous Peoples' Day
- tbd Underclass Portrait Retakes
- tbd Financial Aid Night

March 2024

- 1 Warnings
- 7 8th Grade Parents' Night
- ? MCAS
- 29 Good Friday

March 2024 | 20

Su	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2023 | 18

Su	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November 2023

- 2 1st Quarter Ends
- 10 Veterans Day
- 22 Early Dismissal - 10:59
- 23-24 Thanksgiving Recess
- 27 Professional Development

April 2024

- 2 3rd Quarter Ends
- 15 Patriots' Day
- 16-19 April Recess

April 2024 | 17

Su	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2023 | 16

Su	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 2023

- 7 Warnings
- 25 Christmas Day
- 26 -29 December Recess

May 2024

- 7 Warnings
- 27 Memorial Day
- ? MCAS

May 2024 | 22

Su	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2024 | 20

Su	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2024

- 1 New Years' Day
- 2 Classes Resume
- 15 Martin Luther King Day
- 23 2nd Quarter Ends
- 24 Teacher Workshop Day

June 2024

- 2 Graduation
- ? MCAS
- TBD 9-11 Grade Awards Assembly
- 19 Juneteenth
- 21 4th Quarter Ends
- 24 Teacher Workshop Day

With 0 school closure days, the last day of school is June 13. For each school closure day, the school year ends 1 school day later.

June 2024 | 14

Su	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

White Week | Midyear/Final | No School | Alternative Schedule

Blue Week | MCAS | Quarter Ends

Total School Days: 185

FY' 2024

EXHIBIT H

The district utilizes both a buildings and ground team during the school day and outsourced cleaning company at night. The floors, trash, vents, hoods, ceilings will be maintained by the SFA and the kitchen space and serving areas will be cleaned by food service staff. A la carte items are offered whenever possible that are within the NSLP nutritional guidelines. There is only one kitchen site so no vehicles will be necessary for transporting to other schools. There is a satellite location named LSAcademy that daily meals are provided for approximately 12-20 students and transported by the B&G department. Cash is collected at the POS station during checkout or through the Mosaic/MySchoolBucks on-line collection system.

EXHIBIT - I

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Lincoln Sudbury Regional HS

FUELING STUDENTS FOR SUCCESS

Monthly Joint Review

June 10, 2019

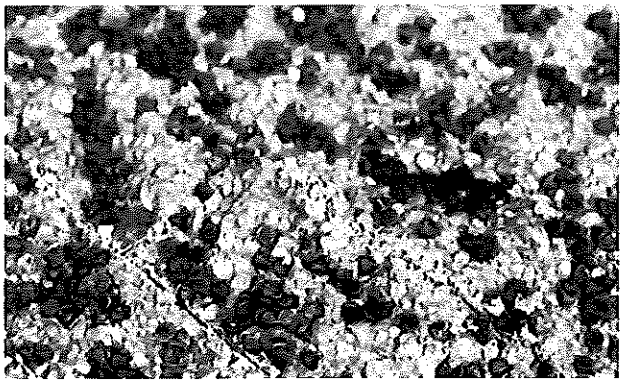


Lincoln Sudbury Regional HS
MONTHLY JOINT REVIEW
INNOVATION

Upcoming Initiatives

- Free & Reduced Initiatives
    - Meal balance emails – Tech set up complete!
- Action Item
    - Charging Policy





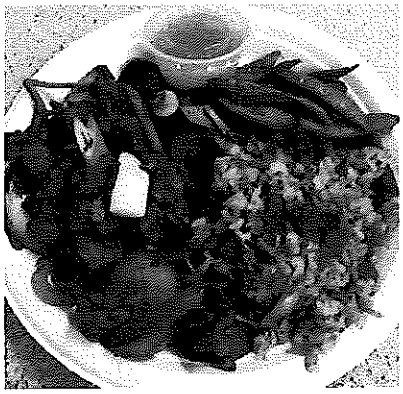


Lincoln Sudbury Regional HS
MONTHLY JOINT REVIEW
IMPACT

Promotions & Results

- Asian Culture Month
    - We partnered with Vicky to feature Asian Culture meals on every Wednesday. Below is a picture from one of the featured meals!
- Stir Fry
    - On the last day for Seniors, we did a pop up made to order Stir Fry station!
- Catering
    - We have been providing an assortment of treats for end of year events! Pictures featured below!



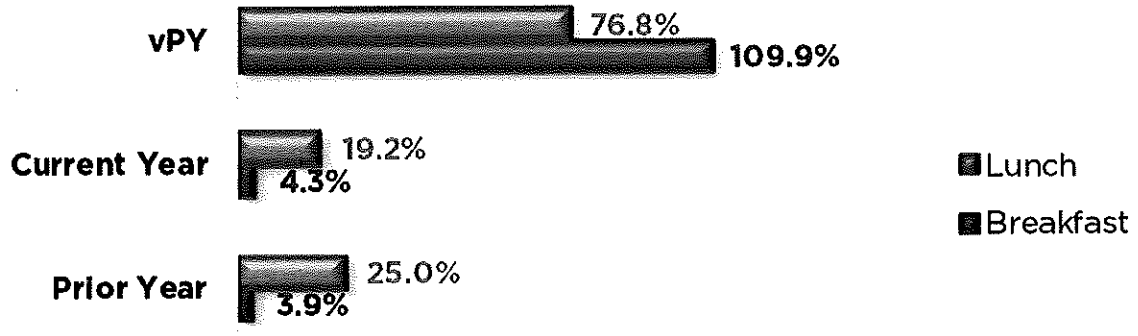




Lincoln Sudbury Regional HS
MONTHLY JOINT REVIEW
IMPACT

Client Statistics			
Client Statisitics	**Prior Year**	**Current Year**	**vPY**
Enrollment	1,466	1,478	12
Service Days	160	162	2
Meal Counts	**Prior Year**	**Current Year**	**vPY**
Breakfast	9,112	10,224	112.2%
Lunch	58,647	58263 ~~45,987~~	78.4%
Equivalent	58,808	58,263	99.1%
Other	4,170	2,767	66.4%
Total	**130,737**	**117,241**	**89.7%**
Meals per Service Day	**Prior Year**	**Current Year**	**vPY**
Breakfast	57	63	110.8%
Lunch	367	284	77.4%
Equivalent	368	360	97.9%
Other	26	17	65.5%
Total	**817**	**724**	**88.6%**

Participation



Lincoln Sudbury Regional HS
MONTHLY JOINT REVIEW
IMPACT

Client Participation			
Participation	**Prior Year**	**Current Year**	**vPY**
Breakfast	3.9%	4.3%	109.9%
Lunch	25.0%	19.2%	76.8%

Client Financials			
Client Revenue	**Prior Year**	**Current Year**	**vPY**
Cash Sales	326,777	336,502	103.0%
Reimbursements	66,309	69,412	104.7%
Other	4,170	2,767	66.4%
Total Client Revenue	**397,257**	**408,681**	**0.0%**
Revenue per Meal	*3.04*	*3.48*	*0.44*
Revenue per Day	*2,483*	*2,523*	*101.6%*
Program Costs	**Prior Year**	**Current Year**	**vPY**
Food Cost	**111,705**	**134,694**	**120.6%**
Food Cost per Meal	*0.85*	*1.15*	*0.29*
Food Cost %	*28.1%*	*33.0%*	484 bps
Labor Cost	**138,597**	**162,867**	**117.5%**
Labor Cost per Meal	*1.06*	*1.38*	*0.32*
Labor Cost %	*34.9%*	*39.9%*	496 bps
Direct Cost	**52,724**	**45,898**	**87.1%**
Direct Cost per Meal	*0.40*	*0.39*	*(0.01)*
Direct Cost %	*13.3%*	*11.2%*	(204.13)
Contract Fees	**12,318**	**11,856**	**96.3%**
Total Program Cost	**315,344**	**355,315**	**112.7%**
Program Profit/(Loss)	**81,913**	**53,366**	**(8,544)**
Profit Margin	***20.6%***	***13.1%***	**-756 bps**

Lincoln Sudbury Regional HS
MONTHLY JOINT REVIEW
IMPACT

CLIENT FINANCIALS

Client Revenue	Prior Year	Current Year	vPY
Total Client Revenue	**397,257**	**408,681**	**0.0%**
Program Costs	**Prior Year**	**Current Year**	**vPY**
Food Cost	**111,705**	**134,694**	**120.6%**
Labor Cost	**138,597**	**162,867**	**117.5%**
Direct Cost	**52,724**	**45,898**	**87.1%**
Contract Fees	**12,318**	**11,856**	**96.2%**
Total Program Cost	**315,344**	**355,315**	**112.7%**
Program Profit/(Loss)	**81,913**	**53,366**	**65.1%**
Profit Margin	***20.6%***	***13.1%***	**-756 bps**

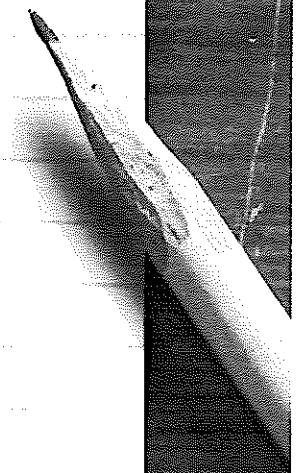
aramark

Notes

- Start time of next year?
    - Snack shack, employee start times?
- Follow Up meeting to LS Diversity Issue

    June 13
    June 14 – AM
    June 25
    June 26
- Contract – signed copy for on file

- Thank you for your continued support!



aramark

EXHIBIT J - K

The district is not requesting any equipment purchases through this contract so Exhibit J is *not applicable.*

The district provides all equipment and repairs as needed and is not requesting any replacements or purchases from the FSMC. The single building was constructed and went into service in 2004 so all equipment is fully paid for and amortized.

EXHIBIT L

The district pays all submitted invoices within 30 days from receipt and does not have an active Accounts Payable cut-off schedule.

Exhibit M – Scoring Committee Results Chart and Criteria Ratings Conversion Charts Example

***Please Note: This example is based upon a Scoring Committee with three members. If your scoring committee has a different number of members, Individual Criteria Rating/Values and Overall Rating Ranges must be adjusted.**

Committee Results Chart _Vendor Name:

Criteria	Committee Member 1	Committee Member 2	Committee Member 3	Committee Member	Total	Overall Rating*
General Experience						
Reference Satisfaction						
Operations						
Relative Experience (FSD)						
Menus						
Marketing/Merchandising						
Financial Stability						
Employee Training						
Student Participation						
					Total Overall Rating	

Criteria	
Highly Advantageous - HA	
Advantageous - A	
Not Advantageous - NA	
Unacceptable - U	

See **Criteria Ratings Conversions Chart to determine **Overall Rating***

Criteria Ratings Conversion Chart

Criteria Rating	Value	Individual Criteria Rating/Value
Highly Advantageous	4	12 – 10 points
Advantageous	3	9 – 7 points
Not Advantageous	2	6 – 4 points
Unacceptable	1	3 points

**Each committee member criteria score will be converted into a point value*
**Point values for all committee members will be combined to identify an overall score for a particular criterion for a given vendor*

Exhibit M – Scoring Committee Results Chart and Criteria Ratings Conversion Charts

Overall Ratings Ranges Chart

Criteria Rating	Overall Rating Ranges	Vendor Names
Highly Advantageous*	36 - 38	
Advantageous	27 – 19	
Not Advantageous	18 - 10	
Unacceptable	9 – 0	

**Only Overall Ratings of Highly Advantageous move forward to the Price Evaluation Stage. If there are no vendors rated Highly Advantageous, the LEA reserves the right to move Advantageous vendors to the price (Guaranteed Return) evaluation stage.*

Overall Ratings Ranges Chart

Vendor Names	Criteria Points*	Guaranteed Return – Highest* (1st) to Lowest (4th)

**Ties on the Guaranteed Return are broken by the highest Criteria Points*
**Ties on both Guaranteed Return and Criteria Points are broken by lowest Management Fee*
****If the Guaranteed Return is Unacceptable for these vendors, the LEA reserves the right to go to the Advantageous vendor(s)***

Exhibit N:

Non-Collusion Statement, Tax Compliance Certification, Certificate of Independent Price Determination, Certification of Clean Air and Water, Energy Policy and Conservation Act, Certification Regarding Debarment, Foreign Corporation Certificate of Registration, Certification Regarding Lobbying, Disclosure of Lobbying

Non-Collusion Affidavit
Food Service Program

By submission of this proposal, the FSMC certifies that:

a. This proposal has been independently arrived at without collusion with any other proposer, competitor, potential proposer or potential competitor.

b. This proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of the proposals for the work to be performed or the goods to be sold, to any other proposer, competitor, potential proposer or potential competitor.

c. No attempt has been made, or will be made, to induce any other person to submit or not to submit a proposal. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

d. The person signing this proposal certifies that he/she has fully informed himself/herself regarding the accuracy of the statements contained in this certification, and under penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder, as well as the person signing in his/her behalf.

e. That below is a certified copy of the resolution authorizing the execution of the certificate by the signatory of this proposal on behalf of the corporate proposer.

Signature of the person authorized to submit this proposal

Typed or printed name of signatory and title

Date

Resolve that _____ be authorized to sign and submit the proposal of this corporation _____ for the Food Service Management Program at the Lincoln-Sudbury Regional School District .

Tax Compliance Certification

Pursuant to M.G.L. c. 62C §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

State tax paid to _____ using Federal ID or SS# _____

_____
Company or Corporation

Dated: _____

_____
Authorized Official's Signature

Certificate of Independent Price Determination

Both the school food authority and the Food Service Management Company (FSMC)(offeror) shall execute this Certificate of Independent Price Determination.

_____	Lincoln-Sudbury Regional School Distri
Name of FSMC	Name of School Food Authority

(A) By submission of this offer, the offeror certifies that in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

(1) The prices in this offer have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening in the case of an advertised procurement, or prior to award in the case of a negotiated procurement, directly to any other offeror or to any competitor; and

(3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit an offer for the purpose of restricting competition.

(B) Each person signing this offer on behalf of the Food Service Management FSMC certifies that:

(1) He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to A.1. through A.3. above; or

(2) He or she is not the person in the offeror's organization responsible with the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to A.1.through A.3. above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to A.1. through A.3. above.

To the best of my knowledge, this food service management company (FSMC), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described on the attached sheet (if applicable).

_____	_____	_____
Name of FSMC	Title and Signature of FSMC Authorized Representative	Date

In accepting this offer, the sponsor certifies that no representative of the sponsor has taken any action which may have jeopardized the independence of the offer referred to above

_____	_____	_____
Name of Sponsor	Title and Signature of Sponsor's Authorized Representative	Date

Clean Air and Water Certificate

Applicable if the contract exceeds $100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed $100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8(c)(1) or the Federal Water Pollution Control Act 33 1319(d) and is listed by EPA or the contract is not otherwise exempt. Both the School Food Authority (SFA) and Food Service Management Company (FSMC)(offeror) shall execute this Certificate.

NAME OF FOOD SERVICE MANAGEMENT COMPANY:
NAME OF SCHOOL FOOD AUTHORITY:

THE FOOD SERVICE MANAGEMENT COMPANY AGREES AS FOLLOWS:

A. To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq. as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract.
B. That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.
C. To use his/her best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.
D. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.
E. THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:
    a. The term “Air Act” means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604)
    b. The term “Water Act” means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).
    c. The term “Clean Air Standards” means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d), an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively, of the Air Act (42 U.S.C. 1857c-6(c) or (d), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).
    d. The term “Clean Air Standards” means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).
    e. The term “Compliance” means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.
    f. The term “facility” means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased or supervised by the FSMC.

_____	_____	_____
Signature of Food Service Management Company’s Authorized Representative	Title	Date
_____	_____	_____
Signature of School Food Authority’s Authorized Representative	Title	Date

Energy Policy and Conservation Act

The Food Service Management Company (FSMC) and the School Food Authority (SFA) agree to comply with the Energy Policy and Conservation Act (P.L 94-163) as amended through P.L. 114-255 (enacted December 13, 2016) for the duration of the contract year. An addendum agreeing to comply with this policy and act must be renewed with each renewal amendment.

_____	Lincoln-Sudbury Regional School District
FSMC	SFA
_____	_____
Authorized Signature	Authorized Signature
_____	_____
Title	Title
_____	_____
Date	Date

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

SFAs are required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules found at 2CFR 200.214 by doing any one of the following:

- Checking the Excluded Parties List found at the System for Award Management www.SAM.gov;
- Collecting a certification that the entity is neither excluded nor disqualified. Since a Federal certification form is no longer available, the grantee or sub-grantee electing this method must devise its own;
- Including a clause to this effect in the sub-grant agreement and in any procurement contract expected to equal or exceed $25,000, awarded by the grantee or a sub-grantee under its grant or sub-grant;
- Sub-grantee and contractors must obtain a DUNS Number. All Federal Government awards are required to have a DUNS number. To obtain a DUNS number, contact Dun and Bradstreet at 1-866-705-5711 or visit their website at https://eupdate.dnb.com/requestoptions.asp. There is no charge for a DUNS number. The DUNS number serves as a means of tracking and identifying applications for Federal assistance and is required on all applications for Federal assistance.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension. 2CFR 200.214 Suspension and Debarment. The regulations were published as Part III of the December 26, 2013, Federal Register (pages 78590-78691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant in unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

PR/Award Number or Project Name

Name and Title(s) of Authorized Representative(s)

Signature(s)

_____

Date

Foreign Corporation Certificate of Registration
(M.G.L. chapter 156D, Section 15.03; 950 CMR 113.48)

Foreign Corporation Certificate of Registration

Certification Regarding Lobbying

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding $100,000 in Federal Funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to tile the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding $100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Organization Name

Address

Name of Submitting Official

Title of Submitting Official

Signature

Date

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (see reverse for public burden disclosure) Approved by OMB 0348-0046

1. Type of Federal Action: ☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. Status of Federal Action: ☐ a. bid/offer/application ☐ b. initial award ☐ c. post-award	3. Report Type: ☐ a. initial filing ☐ b. material change **For material change only:** Year _____ quarter_____ Date of last report: _____

4. Name and Address of Reporting Entity:
____ Prime _____Sub-awardee Tier _____, if known:
Name: _____
Street 1: _____ Street 2: _____
City: _____ State: _____ Zip Code: _____
Congressional District, if known: _____

5. If Reporting Entity in No. 4 is Sub-awardee, Enter Name and Address of Prime:
Name: _____
Street 1: _____ Street 2: _____
City: _____ State: _____ Zip Code: _____
Congressional District, if known: _____

6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, *if applicable*: _____
8. Federal Action Number, if known:	9. Award Amount, if known: $

10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI);
Prefix: _____ Last Name: _____ First Name: _____ MI: _____
Company Name: _____
Street 1: _____ Street 2: _____
City: _____ State: _____ Zip code: _____

10. b. Individuals Performing Services (including address if different from No. 10a) last name, first name, MI):
Prefix: _____ Last Name: _____ First Name: _____ MI: _____
Company Name: _____
Street 1: _____ Street 2: _____
City: _____ State: _____ Zip code: _____

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____
Federal Use Only	Authorized for Local Reproduction Standard Form – LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the sub awardee, e.g., the first subaward of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub awardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, Unites States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
    a. Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

The certifying official shall sign and date the form, print his/her name, title, and telephone number

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Sudbury Public Schools
Budget Subcommittee Meeting

Date: September 25, 2026

Agenda Item: 5. Business and Policy Matters
F. Special Education Stabilization Fund

Recommendation:

Background Information:

Attachments:

Nearby and Peer Massachusetts Communities

Action: **Report:** **Discussion:** XX

Special Education Stabilization Funds and Other Education Reserves

Nearby and Peer Massachusetts Communities

Community	Fund / year established	Balance or funding identified	Relationship to Circuit Breaker
Sudbury	No dedicated SPS special education stabilization fund identified	—	Circuit Breaker funds have been used to support operating costs, including $300,000 in FY24 to reduce the override request.
Bedford	Special Education Stabilization Fund (§13E); 2024	Policy identified a $950,000 ceiling and $200,000 target floor	Separate reserve for unforeseen special education costs
Wellesley	Special Education Stabilization Fund (§13E); 2017	Approximately $1.97 million as of June 30, 2025	Separate stabilization fund; Circuit Breaker treatment to confirm.
Wayland	Special Education Stabilization Fund (§13E); 2023	Initially funded with $150,000; additional $500,000 from free cash approved in 2026	Separate stabilization fund

Concord	Special Education Stabilization Fund (§13E); 2026	No initial funding identified	Separate fund established for the municipal PreK–8 district.
Southborough	Special Education Stabilization Fund (§13E); 2024	Initially unfunded in FY25	Applies to the municipal PreK–8 district, not the regional high school.
Reading	Special Education Stabilization Fund (§13E); 2023	$200,000 FY24 contribution; approximately $641,000 reported in FY26 Q3	Separate stabilization fund; Circuit Breaker treatment to confirm.
Lexington	Special education stabilization fund (§13E) and separate stabilization reserve	Approximately $750,000 in the §13E fund and $1.31 million in the separate reserve as of December 31, 2025	Uses more than one reserve structure; the funds should not be combined when comparing §13E balances.
Belmont	Separate special education reserve identified	$600,000 used in FY25; approximately $1.01 million in Circuit Breaker funds preserved	Earlier research distinguished the reserve from retained Circuit Breaker funds; exact fund structure to confirm.

Winchester	Special Education Stabilization Fund (§13E); 2018	Transfer of approximately $308,000 identified	Separate stabilization fund; Circuit Breaker treatment to confirm.
Hopkinton	Special education reserve identified; legal structure to confirm	Approximately $1.09 million in free cash allocated in 2023	Whether the allocation established a §13E fund or another reserve requires confirmation.
Shrewsbury	Circuit Breaker reserve policy; no separate §13E fund identified	Policy establishes target reserve balances	Manages fluctuations through Circuit Breaker carryforward.
Weston	Special education stabilization proposal identified in 2022	Establishment and funding not confirmed	
Needham	Earlier stabilization proposals withdrawn	No dedicated fund identified in the earlier research	
Lincoln	No separate §13E fund identified for	—	Reliance on Circuit Breaker reserves.

	its PreK–8 district		
Carlisle	Earlier stabilization proposal withdrawn		
Newton	Broader Educational Stabilization Fund (§5B); 2024	$22 million initial funding, plus $2 million in FY25	Broader school-budget stabilization mechanism, not a dedicated §13E fund.

Sudbury Public Schools
Budget Subcommittee Meeting

Date: September 25, 2026

Agenda Item: 6.. Future Agenda Items

a. Review Budget Timeline for School Committee Action Required by Policy, MGL, Contract Expirations, RFPs, and Other Time-Sensitive Approvals
b. Review Rolling Agenda

Recommendation:

Background Information:

The Budget Subcommittee was established during the second half of FY26. In addition to the annual operating budget process, School Committee policies, Massachusetts General Laws, contracts, and procurement requirements call for a number of financial reviews, approvals, and votes throughout the year.

These requirements have not been consistently tracked or incorporated into the School Committee's annual budget calendar, and some policy-required reviews and approvals have not occurred within the timelines established by policy, if at all.

This agenda item is intended to identify the full range of budget- and finance-related responsibilities requiring School Committee action and establish when each should occur. This includes policy-required financial reviews and approvals, statutory requirements, contract approvals and expirations, RFP timelines, and other time-sensitive financial actions.

The goal is to develop a comprehensive annual budget and financial calendar that will help both the School Committee and administration plan for and follow the requirements established by School Committee policy, Massachusetts General Laws, contracts, and procurement processes. The calendar will extend beyond development and approval of the FY28 operating budget and help ensure sufficient time for the administration to provide necessary information and for the School Committee to conduct required reviews, discussions, approvals, and votes.

Attachments:

1. School Committee Annual Governance and Responsibilities Timeline.pdf
2. Budget Related_Annual Governance and Responsibilities Timeline.pdf
3.. DRAFT Rolling Agenda

Action: **Report:** **Discussion:** XX

Sudbury School Committee Annual Governance and Responsibilities Timeline

Timing	Policy/MGL/SC Handbook/DESE	School Committee Action / Confirmation of Administration Compliance
IMPORTANT DATES		
10/31/2026	Contract with Interim Director of Business	The contract describes the assignment as an anticipated three-month period and specifically includes providing transition support to a subsequent "permanent or interim Director of Business and Human Resources," if necessary
6/30/2027	Contract with Interim Assistant Superintendent	The contract specifically excludes any rollover provision, as it is for one year.
6/30/2027	Contract with First Student Expires	
6/30/2027	Food Service Contract Expires	
6/30/2027	Director of Business Contract Expires	Needs to be notified by March 1, 2027 whether contract will be renewed.
6/30/2028	SEA Contracts Expire (Unit A, Unit B, Unit C)	
6/30/2028	Nurses Contract Expires	
6/30/2029	Extended Day Contract Ends	Option to renew for one year, twice
6/30/2030	Director of Student Services Contract Expires	Needs to be notified by March 1, 2030 whether contract will be renewed
May-June:	**Close of Current Year / Preparation for Next Year**	
Before Annual Town Meeting	SC Handbook - PAC Annual Review	SC liaison(s) meet with PAC leadership annually, prepare a written memo summarizing engagement, recommendations, and areas for improvement, and place the memo in a public SC meeting packet for acknowledgment/discussion.
May, first regular meeting after Annual Town Meeting	BDA – School Committee Organizational Meeting / SC Handbook	Elect Chair and Vice-Chair for one-year terms; approve subcommittees and liaison assignments. Policy BDA specifically places the organizational meeting at the first regular meeting following Annual Town Meeting
May, first regular meeting after Annual Town Meeting	MASC Best School Committee Practices	School Committee does annual vote on its Operating Protocols and/or opens discussion to revise
May	CBI / SC Handbook - Superintendent Goals & Evaluation	Superintendent provides annual summative report in May; SC completes evaluation in June. Superintendent goals for the upcoming year should also be developed by June for SC approval.
May	JFBB-1, School Choice	Hold Public Hearing to review participation in School Choice. Must be done before June 1.
May - June	IHCA, Summer Schools	Administration brings forward proposed summer programs; all summer programs require annual School Committee approval.
June	JFBB-1, School Choice	If vote to participate in School Choice, fist required lottery/drasing, First required lottery/drawing, if applications exceed spaces, occurs during the last week of school but no later than July 1.
June	BBC, Executive Session Minutes: Quarterly Review (Q4)	Chair and Superintendent review Executive Session minutes for possible declassification at least quarterly. Any minutes recommended for release are brought to the School Committee for a vote.
June	JJH, Overnight/late-night student travel	requires prior SC approval, including initial approval before fundraising for the trip. The 8th Grande Washignton D.C. field trip is typically approved each spring for the next school year

June	GCBA, Professional Staff Salary Schedules	Before July 1, the School Committee is to review compensation for principals/administrators on individual contracts. The policy says salaries are reviewed annually prior to July 1, with the School Committee establishing compensation levels.
June	JFBC, METCO	Review and approve the proposed METCO budget for the ensuing school year on or before June 30.
June	M.G.L. c.40 §4E, Education Collaboratives:Quarterly Report (Q4)	Collaborative representative provides the fourth-quarter update to the School Committee at an open meeting.
June - July	SC Handbook - School Calendar	Administration presents the required annual analysis of student/staff absence data. SC reviews the data and instructs the Superintendent regarding development of the next proposed calendar. At least every five years, administration also conducts the instructional-staff observance survey.
July-August	**Start of Fiscal/School Year**	
July	School Committee Handbook	SC workshop on goal setting
July	CBI, Superintendent Evaluation; School Committee Handbook	Provide goals for the upcoming FY which can include DESE and professional improveement
July	Contracts/RFP Calendar Review	Administration provides the School Committee with an updated multi-year list of significant contracts, leases and RFPs under School Committee authority, including expiration dates, renewal/option years, required procurement lead time, anticipated RFP release, anticipated award date and any School Committee action required. This should inform the following year's agenda and budget calendar.
July-August	DI / DBJ – Q4 / Year-End Budget Report	Administration presents the Q4/final fiscal-year report, including final or substantially final expenditures, encumbrances, year-end results, major variances from budget, transfers, and any funds returned to the Town. SC reviews the prior-year financial results and incorporates findings into future budget planning.
July - August	BGD / CHCA / SC Handbook – Family Handbook	Vote to approve the SPS Family Handbook annually before school begins. Your SC Handbook expressly says this must occur prior to each school year. Policy BGD separately says student/staff handbooks containing standards of conduct are reviewed and approved annually by the School Committee.
July - August	JFF, Student Activity Accounts	Prior to the start of the school year, vote annually to establish/change the maximum balance permitted in each Student Activity Checking Account. In addition to the SC vote on maximum account balances, administration confirms that principals/student organizations received the policy and established receipt/expenditure procedures for the year and that Student Activity Checking Accounts are scheduled for the required annual audit.
August	IHBG, Home Education Programs	Administration presents annual home-education applications for School Committee approval.
August	SC Handbook - EpiPen Application	Vote annually to authorize the Chair and Superintendent to sign the application for school personnel to administer epinephrine.
August	EBC - Emergency Plans	Administration confirms the Superintendent has completed the annual review of the emergency response sequence with local police and fire officials. There is also an 3-year requirement to submit emergency plans to police, fire, and DESE by September 1, or when changes occur.
September - October:	**Goals, Improvement Plans and Opening-Year Governance and Responsibilities**	
Fall - Winter	DB.DBC/DBD - Budget	Develop annual operating budget and multi-year operating/capital projections

September	DB / DBD / DBJ / DI: Budget Reset & Beginning-of-Year Reconciliation	Administration presents a beginning-of-year reconciliation of the budget previously adopted by the School Committee against the final appropriation and current-year information, including updated salaries/positions, enrollment, grants/revenues, known contractual costs, encumbrances, and other material changes since budget adoption. SC reviews the updated budget position and votes on any transfers or other adjustments requiring School Committee approval.
September	BEC, Executive Session Minutes: Quarterly Review (Q1)	Chair and Superintendent conduct quarterly review for possible declassification; SC votes on minutes recommended for release.
September	M.G.L. c.40 §4E / SC Handbook – Education Collaboratives	Annually appoint one person for each education collaborative. The appointee must be an SC member or Superintendent. Your Handbook says SPS typically appoints the Superintendent in September. State law requires each member SC to appoint its collaborative board member annually. Newly appointed collaborative board member completes DESE-required collaborative-board training within 60 days of collaborative appointment.
September	BDFB-R SEPAC, SC Handbook	SEPAC and other Parent Advisory Councils are invited to present to the School Committee at least once annually, beginning with an invitation at the start of each school year.
September	EBCD - Emergency Closings	At the start of the school year, the administration must inform students, families and staff of emergency-closing notification procedures. This is administrative compliance, not an SC vote.
September - October:	Contracts/RFPs Expiring Within 18–24 Months	Administration presents upcoming major contract expirations and proposed procurement timelines. SC identifies any policy, service-level, program, cost, accessibility, transportation, or other priorities it wants considered before an RFP is drafted.
October	DESE Enrollment, OCtober 1 deadline	Report to the School Committee regarding enrollment as this is provided to DESE and will help with the next year's budget planning
October	M.G.L. c.40 §4E, Education Collaboratives: Quarterly Report (Q1)	Collaborative representative provides the fourth-quarter update to the School Committee at an open meeting.
October	BDFA - School Councils	School councils must meet within 40 days. This is primarily administrative/school-level, but the School Committee previously approves the representative process for formation of the councils.
2026, November	Transportation RFP	Current joint SPS/Lincoln-Sudbury transportation contract expires June 30, 2027. Review/finalize SPS priorities and specifications for the replacement transportation RFP, including service requirements, optional services and any electric-bus alternatives the Committee wishes evaluated.
2029–30 School Year	Extended Day Contract / Lease Decision	Current Extended Day lease runs through the end of the 2029–30 school year. School Committee should determine sufficiently in advance whether to exercise either available one-year extension or begin a new procurement. If a new RFP is anticipated, begin substantive planning no later than the prior school year. The RFP permits two additional one-year extensions, and the School Committee is specifically identified as the body that may extend the lease.
November - January:	**Budget and Financial Planning**	
November	BDFA-E School Improvement Plans	Each school prepares an annual School Improvement Plan and submits it to the Superintendent for approval no later than the fall. The SC does not approve the plan under your policy, but the policy says plans should be made available to the School Committee for review/alignment.

November - December	IC/ICA + SC Handbook – School Calendar	Administration presents the proposed school calendar and SC reviews and votes to approve it. Your Handbook requires annual SC approval and allows approval of up to two years at once
December	DBC + SC Handbook	Hold at least one public budget presentation and the legally required public hearing before adopting/submitting the budget. Handbook says hearing must happen in December.
December	DBC	Final submission deadline is coordinated with Select Board/Finance Committee; policy notes the Select Board can impose a deadline as early as December 31.
December	DIE, Audits	Annual audit of school department accounts; Committee considers auditor recommendations
December - January	M.G.L. c.40 §4E – Collaborative Annual Report & Audit	Each collaborative must send its annual report, audited financial statements, and management letter to each member School Committee. I would calendar receipt/review in January even though the SC is not necessarily voting to accept the collaborative's audit.
December - January	M.G.L. c.40 §4E, Education Collaboratives: Quarterly Report (Q2)	Collaborative representative provides the fourth-quarter update to the School Committee at an open mee
December - January	BEC, Executive Session Minutes: Quarterly Review (Q2)	Chair and Superintendent conduct quarterly review for possible declassification; SC votes on minutes recommended for release.
January	School Committee Handbook	Mid-Year Evaluation of Superintendent and Superintendent SMART Goal Update
January	School Committee Handbook	Mid-Year School Committee SMART Goal Update
January - February	DI / DBJ – Quarterly Budget Report	Administration presents the Q2 budget report with YTD expenditures, encumbrances, projections/forecast, significant variances, and applicable budget transfers. SC reviews the report and considers whether current-year trends affect the proposed next-year budget.
February-April:	**Evaluation, Program Review and Spring Planning**	
Spring	BDFA-E, School Improvement Plans	Each school is requested to present an update to the School Committee on progress during the following spring
February-March	Student Opportunity Act / DESE	Administration prepares the annual SOA Plan Progress Report. For FY26, DESE required submission by April 1; SOA three-year plans are on a three-year cycle with annual progress reports in subsequent years.
March	BEC, Executive Session Minutes: Quarterly Review (Q3)	Chair and Superintendent conduct quarterly review for possible declassification; SC votes on minutes recommended for release.
March	M.G.L. c.40 §4E, Education Collaboratives: Quarterly Report (Q3)	Collaborative representative provides the fourth-quarter update to the School Committee at an open mee
Every three year SOA Plan Cycle	M.G.L. c.69 §1S / 603 CMR 55.03	Superintendent develops the three-year SOA plan in consultation with the School Committee, with stakeholder input, and the School Committee must vote on the three-year plan. The current cycle is FY25–FY27; the next new-cycle plan should therefore be placed on the tracker when DESE issues the next-cycle guidance.
February - April	RFP/Bid Evaluation and Award, As Applicable	For procurements scheduled for the following school/fiscal year, administration provides the Committee with the procurement status and, where the School Committee is the awarding/contracting authority, brings the recommended award and contract forward for vote with sufficient time for transition and implementation.

Every two years	JLCD, Medication Policy	District Nurse Leader and Superintendent periodically review effectiveness and report to the SC; the policy and procedures must be reviewed at least every two years and whenever laws/regulations or district practices change.
Every three years	ADF, Wellness	Wellness Policy undergoes triennial review/update with the School Committee; annual implementation/public communication also occurs.
April	JFBB-1, School Choice	Administration determines the number of spaces available for School Choice students. This is administrative, but it leads directly into SC action.
April-May	DI / DBJ – Quarterly Budget Report (Q3)	Administration presents the Q3 budget report with YTD expenditures, encumbrances, year-end forecast, significant over/under-spending, applicable transfers, and anticipated year-end balance. SC reviews and discusses any corrective action or transfers requiring SC approval.
As-Needed / Triggered School Committee Actions		
Monthly	DK / SC Handbook - Warrants	Committee reviews monthly AP warrant lists; Chair signs payroll warrants as required by the SC Handbook/practice.
New/changed professional positions	GCA	SC creates/abolishes professional positions and approves the job description whenever a position is established or modified.
Appointments Under BBA	BBA	Superintendent, Assistant/Associate/Deputy Superintendent, School Business Administrator, Special Education Administrator, School Physician, School Nurses and Supervisor of Attendance have specific SC appointment responsibilities under the policy.
Home-School Proposals	IHBG	School Committee has an approval role when home-school applications arise; families resubmit annually while homeschooling.
Private Schools	LBC	SC formally approves a private school following the required review/presentation process, and renewed approval is required when there are substantial program changes.
Student-teacher arrangements	LDA	initial arrangements with colleges/universities are subject to SC approval.
SC Vacancies	BBBE	notify Select Board within 30 days of a vacancy; joint appointment process follows.
Quarterly	M.G.L. c.40 §4E – Collaboratives	Collaborative representative provides an update on collaborative activities to the School Committee quarterly at an open meeting. This is a significant missing item from your timeline.
Monthly Warrants	SC Handbook, DI, DK	Financial report including YTD expenditures, encumbrances and forecast; payroll and AP warrants.
At least annually	Sudbury Charter	SC must meet jointly with the Select Board at least once each calendar year to share information. The Charter also requires the SC to report on the state of the schools directly to Town Meeting.
Throughout year / annua	IIB – Class Sizes	Superintendent must ascertain anticipated K–8 class sizes annually and report them to SC; updates on actual class numbers/sizes are also provided from time to time. SC periodically reviews/approves class-size guidelines.

ADA	ADA, Accessibility Compliance: Disagreement Resolution	f a disagreement arises under the District's accessibility/ADA compliance process that cannot be resolved administratively, the matter is referred to the School Committee for review/action in accordance with the policy. Administration should notify the Chair when the provision is triggered so the matter can be appropriately placed on an upcoming agenda.
Contracts	RFP Awards and Extensions	SC reviews and votes on contracts, leases, RFP awards, renewals or extensions when the School Committee is the awarding/contracting authority or the governing document requires SC approval.
Transportation	EEA / Procurement Documents	School Committee participates in required approval/award and contract execution for transportation services. Track contract expiration and begin procurement planning well in advance.
Contracts	Extended Day Lease	SC approves award and any permitted extensions of the Extended Day facilities lease. Current awarded lease covers 2027–2030 with two possible one-year extensions
Budget Transfers	DBJ, Budget Transfers	SC considers transfers recommended by the Superintendent as periodic budget reconciliation requires.
Collective Bargaining Agreements / MOAs		SC votes to ratify collective bargaining agreements, memoranda of agreement and other labor agreements requiring Committee approval.
Facility	KF, Facility Use Fee Schedule	SC approves changes to the District's facility-use fee schedule.
Facility	FF, Naming/Renaming Facilities	SC acts on naming or renaming of schools, buildings, rooms or other District facilities as required by policy.

Administration is to Provide the Following Implementation Documents When Asked Per Policy*

Policy	Implementation Document / Guidance	
IJNDG	AI Administrative Procedures / Guidelines	
IMDA	Religious & Cultural Observances Implementation Guide	
IMDA	Annual District Observances Calendar	
JICFB	Bullying Prevention & Intervention Plan	
JICFB	Bullying/Cyberbullying Reporting / Investigation Form	
JKAA	Physical Restraint / Time-Out / Seclusion Procedures	
JLC	Medical Emergency Response Plan	
JLC	Emergency Procedures Handbook	
JLCD	Medication Administration Procedures	
JLCE	Student Allergy Protocol	
KI	Visitor Check-In / Building Access Procedures	
KI	Classroom / Educational Program Observation Procedures	
KF	Facility-Use Procedures / Regulations	
KF	District-Wide Building Use Application / Agreement	
KF	Facility-Use Fee Schedule	
JICJ	Technology Exemption Procedures	
JJF	Student Activity Account Procedures	
JJA	Student Organization / Club Guidelines	
JJIB	Interscholastic Athletics Safety Regulations	
JICE	Student Publications Review Guidelines	
EBC	Emergency Preparedness / Response Plans	

EBAB	Integrated Pest Management Program / Procedures	
ECAB	Public Access to Buildings & Grounds Procedures	
EC	School Property Management / Inventory / Safeguarding Procedures	
DK	Payment / Claims Processing Procedures	

Budget Related Items

This rolling agenda identifies School Committee matters with a direct connection to budgeting and financial planning, including annual budget development, financial reporting, contracts and RFPs, collective bargaining, staffing costs, audits, transportation, leases, and other multi-year financial obligations. It is intended to help the Budget Subcommittee anticipate upcoming work, begin discussions early, and make recommendations to the full School Committee when appropriate. The items were drawn from the School Committee Annual Governance and Responsibilities Timeline and supplemented by relevant contracts, School Committee policies, the School Committee Handbook, Massachusetts law, collective bargaining agreements, and procurement documents. Inclusion on this agenda does not necessarily mean the Budget Subcommittee or School Committee must vote on an item; some are included for planning, monitoring, or oversight.

Timeline/ Due Date	Policy/MGL/Source	Budget Subcommittee Item / Purpose
10/31/2026	Interim Director of Business Contract	Contract expires October 31, 2026. Consider any financial/organizational implications of transition to a permanent or subsequent interim Director of Business and Human Resources.
6/30/2027	Interim Assistant Superintendent Contract	Contract expires June 30, 2027. Consider position and associated personnel cost as part of FY28 staffing/budget planning.
6/30/2027	Transportation Contract / First Student	Current transportation contract expires. Track RFP development, service assumptions, projected costs and award timeline.
6/30/2027	Food Service Contract	Current food service contract expires. Track procurement timeline, financial assumptions and any School Committee action required.
6/30/2027	Director of Business Contract	Contract expires June 30, 2027; notice regarding intent to renew is due by March 1, 2027. Consider compensation and FY28 budget implications.
6/30/2028	SEA Collective Bargaining Agreements	Unit A, B and C agreements expire. Track bargaining timeline and incorporate known/anticipated personnel costs into multi-year forecasts.
6/30/2028	Nurses Collective Bargaining Agreement	Agreement expires. Track bargaining timeline and financial implications in multi-year projections.
6/30/2029	Extended Day Contract/Lease	Current agreement ends with two possible one-year extensions. Track financial performance, lease terms, extension decision and timing of any future procurement.
June	GCBA – Professional Staff Salary Schedules	Review compensation for principals/administrators on individual contracts before July 1; SC establishes compensation levels.
June	JFBC – METCO	Review proposed METCO budget for ensuing school year before June 30.
July	Contracts/RFP Calendar Review	Review multi-year calendar of significant contracts, leases and RFPs: expiration dates, options, procurement lead times, anticipated RFP and award dates, and required SC action. Use it to inform the budget calendar.
July–August	DI / DBJ – Q4/Year-End Budget Report	Review final/substantially final expenditures, encumbrances, year-end results, major variances, transfers and funds returned to Town; identify implications for future budgets.

July–August	JJF – Student Activity Accounts	Review annual maximum checking-account balances and required annual audit.
Fall–Winter	DB / DBC / DBD – Budget	Develop annual operating budget and multi-year operating/capital projections.
September	DB / DBD / DBJ / DI – Budget Reset & Beginning-of-Year Reconciliation	Reconcile adopted budget with final appropriation and current information: salaries/positions, enrollment, grants/revenues, contractual costs, encumbrances and other material changes. Identify transfers/adjustments.
September–October	Contracts/RFPs Expiring Within 18–24 Months	Review upcoming major contract expirations and procurement timelines. Identify service levels, costs, accessibility, transportation and other priorities **before** specifications are drafted.
October	DESE Enrollment	Review October 1 enrollment data and implications for following-year budget planning.
November	Transportation RFP	Review/finalize priorities and specifications for replacement transportation RFP, including service requirements, optional services and electric-bus alternatives to be evaluated.
December	DBC – Budget	Public budget presentation/hearing prior to adoption/submission. Track budget development and recommendations leading to hearing.
December	DIE – Audits	Review annual school department audit and auditor recommendations with potential financial-control/budget implications.
December–January	M.G.L. c.40 §4E – Collaborative Annual Report & Audit	Review collaborative annual report, audited financial statements and management letter, particularly assessments/cost implications.
January–February	DI / DBJ – Q2 Budget Report	Review YTD expenditures, encumbrances, forecast, significant variances and transfers; determine whether current-year trends affect proposed next-year budget.
February–April	RFP/Bid Evaluation and Award	Track procurement status for following fiscal year. Review financial implications and recommendations before contracts requiring SC approval are awarded.
April–May	DI / DBJ – Q3 Budget Report	Review expenditures, encumbrances, year-end forecast, significant over/underspending, transfers and anticipated year-end balance.
Monthly	DI / DK – Warrants/Financial Reporting	Review YTD expenditures, encumbrances and forecast; review AP/payroll warrants as applicable.
As Needed	GCA – New/Changed Professional Positions	Review budget impact of proposed new, eliminated or materially changed professional positions before SC action.
As Needed	Contracts / RFP Awards & Extensions	Review contracts, leases, RFP awards, renewals and extensions when SC is awarding/contracting authority; assess current and future-year financial obligations.
As Needed	EEA / Transportation Procurement	Review transportation procurement, contract award/execution and associated cost/service assumptions.

As Needed	Extended Day Lease	Review financial terms and recommendation for award or permitted extensions.
As Needed	DBJ – Budget Transfers	Review transfers recommended by Superintendent as budget reconciliation requires.
As Needed	Collective Bargaining Agreements / MOAs	Track and understand financial impact of CBAs, MOAs and other labor agreements requiring SC ratification.
As Needed	KF – Facility Use Fee Schedule	Review financial analysis and proposed changes to district facility-use fees before SC approval.