

GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY

TO: Mark Silverstein
FROM: Scott Henry *SDH*
DATE: May 3, 2016
RE: Agenda Items for May 25, 2016 Board Agenda

NutriServe Contract 2016-2017

The language below as related to the approval of the 2016-2017 NutriServe Contract conforms with the exact Department of Agriculture requirements.

Recommend the Board of Education approve the terms of the NutriServe Contract as follows:

The number of School Breakfast Program, National School Lunch Program, and After School Snack meals served to children shall be determined by actual count. The per meal management fee for "Student Meals" is \$.1400 per student reimbursable meal. The term "Student Meals" refers to reimbursable Student Breakfast, Student Lunch, and After School Snack.

Cash receipts, from sales other than reimbursable meals, shall be divided by \$1.00 to arrive at the meal equivalent count. The per meal management fee for Meal Equivalents is \$0.1100 per meal equivalent.

The total management fee will be the addition of these two amounts based on the sales activity each week. There will be a cap of \$50,000 on the management fee per the 2016-17 school year.

NutriServe guarantees that the bottom line on the operational financial report for the school year will be a return no less than \$30,000. If the actual bottom line is below this amount, NutriServe will subsidize the bottom line of the Glassboro School District up to 100% of our management fee. All guarantee conditions as listed below in paragraph 3 must be met.

SDH/b

Attachment

NUTRI-SERVE FOOD MANAGEMENT, INC.

School Food Service Management
P.O. Box 297, 4431 Route 130 South
Burlington, N.J. 08016

(609) 386-8686
Fax (609) 386-2255
E-mail office@nsfm.com

April 15, 2016

Mr. Walter Pudelko
Business Administrator
Glassboro School District
560 Bowe Blvd.
Glassboro, NJ 08028

APR 18 2016

Dear Walt,

The 2016-17 school year will be year **3** of **5** years before the Glassboro School District is required to go out to quote for food service management companies. Therefore it is NOT necessary for the Board to solicit quotations this year.

The latest Consumer "Index Rate" published on January 1, 2016 in effect until April, 2016. The New Jersey Division of Food and Nutrition has instructed districts to use the following website to obtain this information:

http://www.nj.gov/dca/divisions/dlgs/programs/lpcl_docs/cur_index_rate.pdf

The current CPI is 0.00%. This increase is calculated on the base year and added to the current year.

	<u>\$ St Meal</u>	<u>\$ Meal Eq</u>	<u>ME Factor</u>
<u>Base Year</u> 2014-15			
Base Yr Management Fee	\$0.14	\$0.11	\$1.00
Previous Year	\$0.14	\$0.11	
Increase	\$0.00	\$0.00	
2016-17 Fee	\$0.14	\$0.11	

The numbers that are bolded should be included in the Board's motion for renewal.

Sample Motion: We motion to renew the food service management contract for Nutri-Serve Food Management, Inc. at the per meal fee of **\$ 0.14 per student meal, \$0.11 per meal equal, and the meal equal factor of \$1.00** for the 2016-17 school year.

These minutes must be certified when sent with the Nutri-Serve Food Management contract to Trenton.

Please email Karen Maier at karenm@nsfm.com after the Board has voted, and we will send you the 2016-17 contract approved by the NJ Division of Food and Nutrition.

If you have any questions about these calculations or the process please give me a call. We look forward to continuing our partnership with Glassboro School District for years to come.

Sincerely,

Karen B. Maier, MS, RD
President