

## SCRANTON, PENNSYLVANIA

The Scranton School Board of Directors held a Special Meeting for General Purposes on Monday, May 12, 2014 at 5:00pm prevailing time in the Board Room of the Administration Building, 425 N. Washington Ave., Scranton, PA.

President McGuigan called the meeting to order at 5:07pm with a Pledge of Allegiance to the Flag.

Roll Call: By the Secretary.

Present: Directors Casey, Donahue, Douaihy, Martinelli, McAndrew, Oleski, Sheridan and President McGuigan. Director Ruane arrived at 5:39pm.

### VISITING DELEGATIONS:

Andrew Levy, of Aramark, addressed the board regarding the services they have provided to the district noting the growing number of meals being served, revenue growth to the district, investments in programs and the district, positive feedback from customers, and community development.

Director McAndrew expressed his confusion regarding putting Food Services out to bid and asked his fellow board members for their input.

Director Sheridan said that he and other board members are looking for the “best buck for the dollar” for the school district.

Director Sheridan added that he has heard complaints that children who did not bring their card were turned down a hot meal and asked if this has been corrected.

Sherri Voitek of Aramark spoke up and said that has never happened and would like to speak to them because Aramark feeds every child, every day; no child has ever been turned down a hot meal and they do not need to have their card with them.

Mr. Levy echoed Ms. Voitek that every child is fed and given the same choices regardless of income or whether or not they have their card.

Director Sheridan also indicated he heard complaints of students with peanut allergies being served food with peanut products.

Ms. Voitek and Mr. Levy addressed.

Director Douaihy also spoke up and said that he is also concerned that the school district is getting the best value and he has heard nothing but compliments for Aramark.

Discussion continued regarding food service and whether it should be put out for bid right now because the school district is right now in the middle of a contract and this needs to be discussed much earlier in the year.

Director McAndrew presented the board with a recommended timeline by Pennsylvania Department of Education as follows and he would like to follow the recommendation:

**Initial Year Timeline for  
Food Service Management Contracts for CN Programs**  
This process must be completed by July 1<sup>st</sup> for the upcoming school year!

**Meal services that begin prior to PDE's final approval are not eligible for reimbursement through the food service account.**

August-October	<ol style="list-style-type: none"> <li>Complete the Initial Year Contract Documents (include the following worksheets) <ol style="list-style-type: none"> <li>Average Daily Participation</li> <li>Cost Responsibility</li> <li>Labor and Fringe Benefits for Employees</li> <li>Projected Operating Costs</li> <li>Site Building and Service Requirements</li> </ol> </li> <li>Create 21-day menus for each food program that you are participating in (only 11 days need to be created for the Summer Food Service Program). Be sure to include all milk choices offered to the students.</li> </ol>
November-December	Send (email to <a href="mailto:RA-fiscal@pa.gov">RA-fiscal@pa.gov</a> ) RFP to the Pennsylvania Department of Education, Division of Food and Nutrition (DFN), for approval of the RFP. (This is highly recommended.)
December-January	School Food Authority (SFA) advertises in major state publications. This ad must run for one day a week for three weeks in two different newspapers. Copies of the actual publications must be kept and submitted to DFN with the contract.
January-February	Walk-through of the facility. Representatives from each FSMC submitting proposals are required to attend. Ask for all questions to be submitted in writing prior to this day. Give each company attending this meeting a copy of the questions and answers.
March	FSMC's submit proposals to SFA. Proposals will be opened with one or more witnesses. Representatives from FSMC's are not required, but should be welcomed to attend.
March-April	Evaluation committee awards points to FSMC's proposals. Evaluation committee makes written, objective evaluations and recommendations to SFA Administration. Proposal/Contract reviewed by SFA's solicitor and provides written approval.
March-April <b>Absolute Deadline is May 1st</b>	Draft of winning FSMC proposal and original RFP documents are submitted to DFN for review and approval. DFN will review the contract (at this time, the RFP and the FSMC winning proposal documents become the contract). DFN will contact SFA if anything needs to be adjusted. Once the contract is satisfactory to DFN, the RFP will be stamped with DFN contact person's signature on each page, then returned to the SFA.  <b>Include all documents listed on the Initial Year Contract Checklist, plus any additional items that the FSMC may have submitted as their proposal!</b>
May- June	SFA submits FSMC Fact Sheet in PEARS. This can only be completed once the SFA's Sponsor Application has been entered into PEARS (the Sponsor Application opens in PEARS in May of each year). The Sponsor Application cannot be approved without the Fact Sheet being approved and no claims can be submitted without the Sponsor Application being approved.  SFA submits completed contract (with all required original signatures) to DFN for final approval (The contract becomes legal and binding once the Agreement Page is signed by both parties involved, but is not effective until DFN has entered an approval date on the Fact Sheet).  <b>From the day the RFP is mailed to potential bidders, a minimum of six months is necessary before the first meal service. Federal regulation citations concerning FSMC contracts can be found in 7 CFR Part 210 National School Lunch Program.</b>

A discussion took place regarding the timeline and whether it is prudent to put the food service out at this time without disruption.

There being no further question or speakers President McGuigan moved forward with the meeting.

### EDUCATION COMMITTEE

The following resolution was submitted by Director Douaihy.

10-D-1

It is the recommendation of the Education Committee that the following Resolution be adopted:

WHEREAS, this Committee was duly authorized to conduct expulsion hearings in the matter of Expulsion No. 18 and No. 19 of 2014 and;

WHEREAS, the Committee after due notice to the students of the charges alleged and after affording the students the opportunity to challenge the same at time of informal hearings, as well as a full hearings;

DOES HEREBY RECOMMEND that the students be expelled as set forth in the report previously presented for your consideration.

THEREFORE, BE IT RESOLVED, the students identified in this resolution as Expulsion No. 18 and No. 19 of 2014 be expelled upon the terms and conditions as set forth in the report mentioned above.

The resolution was seconded by Director Martinelli and passed unanimously on a roll call vote.

ALSO

The following resolution was submitted by Director Douaihy.

10-D-2

It is the recommendation of the *Education Committee* that the following resolution be approved.

WHEREAS, the Scranton School Board believes that student learning needs are well supported in neighborhood schools, and

WHEREAS, the Scranton School Board recognizes that under certain circumstances, the defined school boundaries may not always meet the needs of students and/or families, and

WHEREAS, the Scranton School Board recognizes the need to provide an alternative to the Board approved school boundaries under a Boundary Exception Policy to the extent that its financial resources, accommodations, and contractual obligations permit.

THEREFORE, BE IT RESOLVED, that the Board authorizes the adoption of the attached Scranton School District Policy for Boundary Exceptions.

The resolution was seconded by Director Oleski and passed unanimously on a roll call vote.

SEE ATTACHMENT

FOOD SERVICES COMMITTEE

As the chairman of the Food Services Committee, it is not his recommendation to put food services out for bid. The resolution was submitted by Director Casey.

It is the recommendation of the Food Service Committee that the following resolution is considered:

WHEREAS, it is the desire of the Scranton School Board of Directors that the contract for Food Services be put out for bid,

THEREFORE BE IT RESOLVED that the Scranton School Board hereby approves bid documents for Food Services to be prepared and advertised.

The resolution was seconded by Director Ruane.

ON THE QUESTION:

Director Douaihy made a motion to table this resolution for further discussion. Director Donahue seconded the motion and the resolution was tabled with seven (7) affirmative and two (2) negative votes. The negative votes were cast by Directors Ruane and Sheridan.

At this time Director Donahue made a motion to consider a resolution that expresses no confidence in the district solicitor.

The motion failed to obtain a second.

President McGuigan now asked for a motion to adjourn.

A motion to adjourn was made by Director Casey, seconded by Director Martinelli and the meeting adjourned at 5:58pm.

By: \_\_\_\_\_  
Secretary