

CENTRAL BUCKS SCHOOL DISTRICT

Finance Committee Notes

May 11th, 2016

Committee Members Present

Jerel Wohl, Chairperson
Beth Darcy, Member
Glenn Schloeffel, Member

Dave Matyas, Business Administrator
Susan Vincent, Director of Finance

Committee Members Absent

Paul Faulkner, member

Other Board Members and Administrators Present

Sharon Collopy
Meg Evans
Dennis Weldon
Corinne Sikora,, Student Services Supervisor

Craig Linn Regional Manager Aramark
Leah Huf, General Manager for CBSD, Aramark
Barbara Rundle, Director, Aramark

The Finance Committee meeting was called to order at 7:00 p.m. by Jerel Wohl, Chairperson

PUBLIC COMMENT

Four members of the public were present.

Review of Notes

The April 20, 2016 Finance Committee meeting notes were accepted as presented.

INFORMATION/ DISCUSSION/ACTION ITEMS

Sustainability Options in Food Service - Leah Huf of Aramark presented the difference between Recyclables and Compostables. An item that is recyclable is a substance or object that is able to be collected, separated, or otherwise recovered from the waste stream through an established recycling program for reuse or use in manufacturing or assembling another item. An item that is compostable is any object that all materials in the item will break down into, or otherwise become part of, usable compost in a safe and timely manner, in an appropriate composted facility or in a home compost pile or device which return nutrients back into the soil.

Most schools use foam products in some form to serve student meals. There are no paper recyclable options for food service products as food or oil contaminated paper cannot be recycled. Plastic, metal and glass items need to be washed prior to placing them in a recycling bin for further processing.

To switch from foam products and plastic utensils to compostable products would add approximately \$.19 to the price of a lunch. A separate compostable bin must be used to collect compostable materials while they await a special pickup from an area recycler/composter.

The school district could also consider using plates, bowls, and utensils that can be run through dishwashers, but most current district dishwashers do not have the speed and capacity to handle the additional workload during the lunch serving period.

The committee recommended a limited hybrid approach to providing food service in a more sustainable manner.

1. Look at providing reusable items in the high schools for students purchasing made-to-order items.
2. Explore compostable clamshell containers and associated contract for compost pick up for students at CB West who have privileges to eat outside the cafeterias.
3. So as not to cause modifications to the current food service contract, explore having the district buy the supplemental compostable and reusable containers.
4. Start of implementation would be for September 2016.

Renew Food Service Contract - An overview of the food service contract process was provided.

- Food Service is very heavily regulated by the Federal Government.
- The Food Service Contract is a series of one-year contracts over a five year period.
- At the end of the five years, the district must conduct a formal Request for Proposal (RFP) process and ask for bids for our food service contract from all companies that are approved by the Pennsylvania Department of Education (PDE).
- The RFP award criteria are financial, marketing, menu planning, personnel, and student/parent involvement.
- The 2016-17 school year would be the third year of the potential five-year contract with Aramark.
- If the district is unhappy with the service provided, we can terminate the contract at the end of each year.
- The yearly contract renewal is much simpler than the RFP process that must take place every five years.
- Aramark's contract requires that they guarantee at least \$750,000 per year in revenues to the district. These revenues are used to pay for custodial services, utilities, trash removal, equipment repairs, and equipment replacement.
- For 2015-16 it was decided that Aramark would reduce the revenue guarantee from \$750,000 to \$650,000 in exchange for making more elementary menu items from scratch.
- For the one-year renewal, Aramark must develop a budget for 2016-17 for staff, supplies and equipment and keep any proposed cost increases below USDA Consumer Price Index limits.
- The budget information must be sent to PDE for their review and approval to make sure the proposed one-year contract extension meets guidelines.
- There are PDE staff members' initials on each page of the proposed contract to certify their review.
- For 2016-17 Aramark proposed price increase for a la carte items is .7%. No other price increases for breakfast or lunch are proposed.

The committee recommended that the one year renewal of the food service contract be placed on the Board agenda for consideration.

Policies - The committee reviewed two policies associated with food service that are a result of federal regulation changes and recommended policy language by the Pennsylvania School Boards Association (PSBA).

The first policy, Conflict of Interest, is a brand new policy that PSBA developed in response to the Federal Government's new regulations called Uniform Grant Guidance (UGG). UGG is a series of regulations and guidelines that must be followed by all organizations that receive federal funding.

The conflict of interest policy, the food service policy, and the district travel policy must all be approved by the Board prior to June 30th. Jeff Garton is reviewing the Conflict of Interest and Food

Service Policies. Dr. Bolton will put these policies on the Policy Committee Agenda for review. There are also a series of administrative procedures that must be implemented however, those procedures can be implemented after July 1st.

The administrative procedures address cash management, indirect costs, accounting for fixed assets, procurement, program monitoring and food service. These new policies and guidelines are a good example of mission growth. When you look through the new food service policy, there are a lot of references to oversight.

Budget Update – A review of the latest figures from PDE show an additional subsidy allocation of about \$10,000 for CBSD. This is not much change but it is the latest estimate we have from PDE.

PLANCON – State reimbursement of construction expenses has some new details being proposed by the state legislature. The state is now authorized to borrow up to \$2.5 billion to reimburse school districts. However, instead of a yearly reimbursement of a portion of principal and interest payments, the state may give school districts a present value lump sum amount and a requirement to defease outstanding debt with the lump sum.

Finance Committee Reporting – The committee discussed the financial information it would like to see from administration on a monthly basis and the formatting of the information. The committee is requesting three years of historical expenditure data, the current year budget, projected expenses through the end of the fiscal year, variance percentage between the current budget and the projected expenses, year to date expenses, and five years of financial forecasts. Other financial informational items should continue to be reported as a brief overview at the start of each meeting. Jerel Wohl, Finance Committee Chairperson, was asked to survey other Board members who were not present for the committee meeting to see if they agreed with the financial reporting proposal.

Budget Transfers – The annual expenditure budget is approved on a detailed state mandated format. As the fiscal year progresses, actual required expenditures may exceed the original budget in certain categories and also some expenditures may fall below the original budget in other categories. The State requires that the Board approve budgetary transfers to cover all higher than anticipated expenditures that occur in budget categories. The committee recommended that the budget transfers be placed on the Board agenda for consideration.

ADJOURNMENT

The meeting adjourned at 10:10p.m.

Notes submitted by Dave Matyas, Business Administrator and Administrative Liaison to the Finance Committee.

Central Bucks School District

Finance Committee

Administration Center – 20 Welden Drive

Wednesday May11th, 2016 7:00 pm Projected time – 1 Hour and 45 Minutes

Jerel Wohl, Chairperson
Beth Darcy, Member
Dave Matyas, Business Administrator

Paul Faulkner, Member
Glenn Schloeffel, Member
Susan Vincent, Director of Finance

Agenda

- | | | |
|----------------------------------------------------------------------|----------------------------------------------|--------------|
| 1) Call to Order | Chairperson | Start Time |
| 2) Public Comment | Chairperson | |
| 3) Approval of Prior Meeting Notes | Chairperson/Committee | Pages 1 -3 |
| 4) Information / Discussion / Action Items | | |
| a. Discussion on Food Service Recycling with Aramark | 45 minutes
Leah Huf, / Lindsay Sandkovsky | Presentation |
| b. Food Service Contract Renewal, Policy Updates, A La Carte Pricing | 15 minutes
Dave Matyas /Leah Huf | Pages 4- 48 |
| c. * 2016-17 Budget Update | 5 minutes
Dave Matyas / Susan Vincent | Pages 49- 55 |
| d. Expense Projections, Summary and Detailed Reports | 40 minutes
Susan Vincent / Dave Matyas | Handouts |
| 5) Adjournment | Chairperson | End Time |
| 6) Next Meeting Date: June ??, 2016 | | |

Information Items

- | | |
|-----------------------------|---------------|
| * Treasurers Report | Pages 56 - 60 |
| * Investment Report | Pages 61 - 64 |
| Other Funds Report | Page x |
| Payroll Expense Projections | Page x |
| Tax Collection Projections | Page x |
| Benefit Expense Projections | Page x |

*** This item(s) may be on the public board agenda. ~ This item(s) may require executive session.**

Please note: Public comment should be limited to three minutes

CENTRAL BUCKS SCHOOL DISTRICT
Finance Committee Notes
April 20th, 2016

Committee Members Present

Jerel Wohl, Chairperson
Beth Darcy, Member
Paul Faulkner, member
Glenn Schloeffel, Member

Dave Matyas, Business Administrator
Susan Vincent, Director of Finance

Committee Members Absent

None

Other Board Members and Administrators Present

Sharon Collopy
Meg Evans
John Gamble
Karen Smith
Dennis Weldon

Dr. Weitzel
Dr. Bolton

The Finance Committee meeting was called to order at 7:05 p.m. by Jerel Wohl, Chairperson

PUBLIC COMMENT

Two members of the public were present as well as a member of the press. Mark Chiavon of C and C Photography addressed the committee.

Review of Notes

The March 16, 2016 Finance Committee meeting notes were accepted as presented.

INFORMATION/ DISCUSSION/ACTION ITEMS

Budget Development - Administration updated the committee on the latest draft figures coming from Harrisburg for the current year, 2015-16, state subsidies. As of April 20th, school districts across Pennsylvania still do not know how much in state subsidies we will receive. Using the latest legislative estimates as opposed to the Governor's estimates will bring in \$713,256 in additional revenue compared to the estimates the district received in March, however, the April figures are still \$600,000 below the Governor's budget address numbers.

There has also been much discussion in Harrisburg about borrowing \$2.5B statewide to reestablish the construction reimbursement program, PLANCON, for which CBSD is currently owed about \$1M in state reimbursement for 2015-16.

Capital projects funding was reviewed. It was noted that Long Term Capital funding was reduced from \$9M to \$7M in the 2016-17 budget to reduce expenses and position the budget for no tax increase. In addition it was agreed to move painting, flooring, gym floor refinishing, concrete repairs, and grounds fertilization from the capital fund to the operations budget of the general fund as these items are more routine maintenance in nature rather than a depreciable asset.

The current \$30M debt defeasance (prepayment of debt) proposal was reviewed. The committee had in depth discussion on the merits of debt prepayment to help hold down future budget costs as well as the merits of holding on to a larger fund balance.

- A \$30M debt defeasance will reduce outstanding principal on construction debt and save the district about \$4.9M in future interest expenses

- This action provides the district with greater confidence that it can afford employee contracts five years out into the future.
- The district could hold onto the \$30M set aside for debt and use it for capital projects, but it is not recommended to use it as a funding source for academic programs or as an offset to future retirement expenses since these are recurring expenses and the \$30M appropriation is a one-time source of money that more than likely will not be replaced in the future.
- The committee recommended this item be placed on the Board agenda for consideration.

As the final round of debt defeasance for 2021 was cancelled there will be no need to transfer funds resulting from a positive budget variance to a debt service reserve fund in the future. Therefore a proposal was presented to use 50% of any audited positive budget variance to help offset future tax increases and the remaining 50% to help fund future capital projects. In discussions with Moody's as a part of their credit research, they felt the proposal to use positive budget variances was a solid approach. They also recommended that it be incorporated into a Board policy to help demonstrate long term fiscal discipline to rating agencies.

A comparison of retirement expenses between fiscal year 2010-11 and 2016-17 shows that retirement expenses have grown from \$7.8M to \$45M and represents 14% of the 2016-17 expenditure budget compared to less than 3% in 2010-11. This alone has caused an increase to the district expenditure budget over the past 6 years of \$37.2M, which the district has been able to absorb with minimal tax increases due to prior years of debt defeasance. It is important to note that because of increasing state retirement contribution rates, coupled with rising employee payroll expenses, this area of the budget will continue to be a pressure point.

Health care expenses are trending down from the high point of \$10,750 per staff member in 2013-14. The anticipated budget for health care for 2016-17 is about \$9,900 per staff member which is helping to relieve inflationary cost pressures on the budget.

Per a request from the Board, a report was prepared showing the uncommitted expenses for the instructional area of the budget which includes regular education, special education, and vocational education. As of April 15th, 2016 this area of the expense budget has approximately 2.25% in uncommitted expenditures or about \$2.7M out of a budget of \$119M. Other areas of the budget will be reviewed during future meetings.

Administration will present a budget update for the public at the April 26th Board meeting.

Athletic Fund Raising and Equity – Dr. Weitzel reviewed the history for the athletic review process, staff members involved in the process to date, and the recommendations proposed.

- To help ensure equity in the staffing of coaches, it is recommended to increase Extra Duty Responsibilities (EDR's) by 20% and increase their pay value by 20% as well.
- It is expected that the increase in EDR assets will eliminate the need for parent fund raising to hire supplemental coaching staff or provide additional compensation to existing personnel.
- Athletic Directors, coaches, and secondary principals have met to determine appropriate coaching staff ratios and allow for flexibility based upon student participation levels.
- A report was prepared identifying supply and equipment items that have been purchased by parents or booster clubs in the past that will become the responsibility of the district moving forward.
- The committee discussed uniforms and safety gear realizing parents will likely to continue to buy some sports gear for their athletes such as baseball bats, lacrosse helmets and sticks, and

mouth guards. The district will also have a supply of these types of items if a student would need them. The district also implemented a five year uniform replacement cycle.

- The committee recommended administration meet with the parent leaders of each sport to review the athletic plan development in order to help determine if additional adjustments are needed.

Purchasing Actions – The district is busy preparing for the start of the 2016-17 school year. Bid results for the following items were reported: general supplies, team sports equipment and supplies, general art supplies, general teaching supplies, physical education supplies, secondary art supplies, science supplies, technical education supplies. The committee recommended these items be placed on the Board agenda for consideration.

Student Photography – The committee had lengthy discussion on the merits of maintaining the current contract with Barksdale for another year or switching to C and C Photography. The committee heard about the different picture processing systems each photographer used and the benefits of each. The committee discussed customer service, quality of the final product, and the financial value provided to district families from each firm. Determining the total value to a family considering the customer experience, picture quality, and pricing plans is difficult as each family may weigh each factor differently. The committee directed administration to pursue a contract with C and C photography and to terminate the current agreement with Barksdale.

ADJOURNMENT

The meeting adjourned at 9:05p.m.

Notes submitted by Dave Matyas, Business Administrator and Administrative Liaison to the Finance Committee.

	<p style="text-align: center;">808. FOOD SERVICES</p>
1. Purpose	<p>The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.</p>
2. Authority SC 504, 807.1 , 1335, 1337 42 U.S.C. Sec. 1751 et seq, 1773 2 CFR Part 200 7 CFR Parts 210, 215, 220	<p>The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).</p>
FNS Instruction 113-1	<p>The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex, or disability.</p>
SC 504 42 U.S.C. Sec. 1760	<p>Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.</p>
42 U.S.C. Sec. 1760	<p>Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A nonprogram food shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. Nonprogram foods include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.</p>

<p>FNS Instruction 113-1</p>	<p>The Superintendent or designee shall annually notify students, parents/guardians, and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.</p>
<p>4. Guidelines Pol. 246</p>	<p>To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:</p> <ol style="list-style-type: none"> 1. Be carefully selected to contribute to students' nutritional well-being and health. 2. Meet the nutrition standards specified in law and regulations and approved by the Board. 3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits. 4. Be served in age-appropriate quantities, at reasonable prices. <p>{ } The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.</p>
<p>SC 504</p>	<p>All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.</p>
<p>SC 504</p>	<p>Surplus accounts shall be used only for the improvement and maintenance of the cafeteria. See PSBA Note on the last Page for guidance on deletion.</p>
<p>Pol. 610, 626</p>	<p><u>Procurement</u></p> <p>Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.</p> <p><u>Free/Reduced-Price Meals And Free Milk</u></p>
<p>42 U.S.C. Sec. 1758 7 CFR Part 245</p>	<p>The district shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program.</p>

<p>7 CFR Sec. 15b.40 Pol. 103.1, 113, 209.1</p> <p>42 U.S.C. Sec. 1758(h) 7 CFR Sec. 210.13, 220.7</p> <p>42 U.S.C. Sec. 1758(h) 7 CFR Part 210, Part 220</p> <p>7 CFR Sec. 210.9, 210.13, 220.7</p> <p>42 U.S.C. Sec. 1751 et seq, 1773 7 CFR Sec. 210.30</p>	<p><u>Accommodating Students With Special Dietary Needs</u></p> <p>The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.</p> <p><u>School Food Safety Inspections</u></p> <p>The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.</p> <p>The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.</p> <p><u>School Food Safety Program</u></p> <p>The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.</p> <p>The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.</p> <p><u>Professional Standards For Food Service Personnel</u></p> <p>The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.</p> <p><u>School Meal Accounts</u></p> <p>Individual accounts shall be assigned to each student for accounting purposes for the purchase of meals served in school cafeterias.</p>
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The Superintendent or designee shall develop and disseminate administrative regulations that establish procedures to control school meal accounts. Administrative regulations should include the following:

1. Procedures for collecting money for individual student accounts which ensure that the identity of each student is protected.
2. Method in which students and parents/guardians are notified when the student's account reaches a specified level. At least one (1) advance written warning shall be given to the student and parent/guardian.
3. Procedures for providing students with meals when the student forgets or loses his/her money or when his/her account has insufficient funds.

References:

School Code – 24 P.S. Sec. 504, **807.1**, 1335, 1337

Food Protection – 3 Pa. C.S.A. Sec. 5713

National School Lunch Program – 42 U.S.C. Sec. 1751 et seq.

School Breakfast Program – 42 U.S.C. Sec. 1773

Healthy, Hunger-Free Kids Act of 2010 – P.L. 111-296

Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Part 200

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, Title 7, Code of Federal Regulations – 7 CFR Part 15

National Food Service Programs, Title 7, Code of Federal Regulations – 7 CFR Part 210, Part 215, Part 220, Part 245

U.S. Department of Agriculture Food and Nutrition Service (FNS) Instruction 113-1

Board Policy – 000, 103, 103.1, 113, 209.1, 246, **610, 626**

NOTES:

When a district contracts for food services, use master as-is except delete the paragraphs under Guidelines starting with “Surplus accounts...” and “All funds derived...”

Summer Food Service – 42 U.S.C. Sec. 1751 et seq.
7 CFR Part 225

	827. CONFLICT OF INTEREST
1. Purpose	This policy shall affirm standards of conduct established to ensure that Board members and employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.
2. Definitions 65 Pa. C.S.A. Sec. 1101 et seq	Confidential information shall mean information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.
65 Pa. C.S.A. Sec. 1101 et seq	Conflict or Conflict of interest shall mean use by a Board member or district employee of the authority of his/her office or employment, or any confidential information received through his/her holding public office or employment, for the private pecuniary benefit of him/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Board member or district employee, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated.
65 Pa. C.S.A. Sec. 1101 et seq	De minimis economic impact shall mean an economic consequence which has an insignificant effect.
65 Pa. C.S.A. Sec. 1101 et seq	Financial interest shall mean any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.
65 Pa. C.S.A. Sec. 1101 et seq	Honorarium shall mean payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of de minimis economic impact.

65 Pa. C.S.A. Sec. 1101 et seq	<p>Immediate family shall mean a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister.</p> <p>Business partner shall mean a person who, along with another person, plays a significant role in owning, managing, or creating a company in which both individuals have a financial interest in the company.</p>
3. Delegation of Responsibility	Each employee and Board member shall be responsible to maintain standards of conduct that avoid conflicts of interest. The Board prohibits members of the Board and district employees from engaging in conduct that constitutes a conflict of interest as outlined in this policy.
4. Guidelines	<p>All Board members and employees shall be provided with a copy of this policy and acknowledge in writing that they have been made aware of it. Additional training shall be provided to designated individuals.</p> <p><u>Disclosure of Financial Interests</u></p> <p>No Board member shall be allowed to take the oath of office or enter or continue upon his/her duties, nor shall s/he receive compensation from public funds, unless s/he has filed a statement of financial interests as required law.</p> <p>The district solicitor and designated district employees shall file a statement of financial interests as required by law and regulations.</p> <p><u>Standards of Conduct</u></p> <p>The district maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees and Board members engaged in the selection, award and administration of contracts.</p> <p>No employee or Board member may participate in the selection, award or administration of a contract supported by a federal award if s/he has a real or apparent conflict of interest as defined above, as well as any other circumstance in which the employee, Board member, any member of his/her immediate family, his/her business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.</p>
Pol. 004	
65 Pa. C.S.A. Sec. 1104 Title 51 Sec. 15.2	
2 CFR Sec. 200.318	
2 CFR Sec. 200.318	

<p>65 Pa. C.S.A. Sec. 1101 et seq</p>	<p>The district shall not enter into any contract with a Board member or employee, or his/her spouse or child, or any business in which the person or his/her spouse or child is associated valued at \$500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor unless the Board has determined it is in the best interests of the district to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Board member or employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.</p> <p>When advertised formal bidding is not required or used, an open and public process shall include at a minimum:</p> <ol style="list-style-type: none"> 1. Public notice of the intent to contract for goods or services; 2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and 3. Post-award public disclosure of who made bids or quotes and who was chosen.
<p>65 Pa. C.S.A. Sec. 1101 et seq</p>	<p>Any Board member or employee who in the discharge of his/her official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her interest as a public record.</p>
<p>65 Pa. C.S.A. Sec. 1101 et seq</p>	<p>No public official or public employee shall accept an honorarium.</p>
<p>2 CFR Sec. 200.318 Pol. 322</p>	<p>Board members and employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Gifts of a nominal value may be accepted in accordance with Board policy.</p> <p><u>Improper Influence</u></p>
<p>65 Pa. C.S.A. Sec. 1101 et seq</p>	<p>No person shall offer or give to a Board member, employee or nominee or candidate for the Board, or a member of his/her immediate family or a business with which s/he is associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the Board member, employee or nominee or candidate for the Board would be influenced thereby.</p>

<p>Pol. 317</p>	<p>Any perceived conflict of interest of a Board member that is detected or suspected by any employee or third party shall be reported to the Board President. If the Board President is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Superintendent, who shall report the incident to the solicitor.</p> <p>No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.</p> <p><u>Investigation</u></p> <p>Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.</p> <p>In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the federal awarding agency in accordance with that agency's policies.</p> <p><u>Disciplinary Actions</u></p> <p>If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.</p> <p>Violations of this policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary actions shall be consistent with Board policies, procedures, applicable collective bargaining agreements and state and federal laws.</p>
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References:

State Ethics Commission Regulations – 51 PA Code Sec. 15.2

Public Official and Employee Ethics Act – 65 Pa. C.S.A. Sec. 1101 et seq.

Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Sec. 200.318

Board Policy – 004, 011, 317, 319, 322, 609, 702

April 21, 2016

Central Bucks School District
Attn: David Matyas
Business Administrator
20 Welden Drive
Doylestown, PA 18901

Dear Mr. Matyas:

We are in receipt of your renewal Food Service Management Company contract with ARAMARK Educational Services, LLC. The Division of Food and Nutrition has reviewed and approved this renewal contract for the 2016-17 school year. Please note that each page is approved with my initials. Please make two (2) copies of the renewal contract prior to signing (one for the vendor and one for the school). Obtain original signatures **(in blue ink only)** on all three (3) copies of the renewal contract. Once you have received ARAMARK Educational Services, LLC's original signature, as well as that of your school, on the signature page and attachments, please return the original signed renewal contract to:

Pennsylvania Department of Education
Bureau of Budget and Fiscal Management
Division of Food and Nutrition
Attn: NSLP FSMC Contract
333 Market Street, 4th Floor
Harrisburg, PA 17126-0333

Forward one signed copy to ARAMARK Educational Services, LLC and retain the other copy.

Please remember that work cannot begin on the renewal contract until it receives final approval which will appear on the FSMC Fact Sheet in PEARS. Please complete your FSMC Fact Sheet in PEARS, once it becomes available in late May 2016.

Please understand that the approval of this renewal contract means you have submitted all of the necessary documentation to satisfy the United States Department of Agriculture (USDA) federal procurement regulations, but does not imply compliance with USDA regulations pertaining to operating and administering of the National School Lunch Program.

If you have any further questions, please contact me at kmillard@pa.gov or at 1-717-214-4874. Thank you.

Sincerely,



Karen Millard
Budget Analyst

Enclosure

cc: Sponsor File



pennsylvania
DEPARTMENT OF EDUCATION

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
333 MARKET STREET
HARRISBURG, PA 17126-0333
www.education.pa.gov

**Food Service Management Company (FSMC)
Renewal Year FIXED PRICE Contract**

**Central Bucks School District
122-09-210-2**

July 1, (2016) to June 30, (2017)

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, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, 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.

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, S.W., Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

Any School Food Authority (SFA) selecting to renew a contract with their current FSMC must prepare a Renewal Year Contract utilizing this document which may not be re-typed or changed in any way. Addendums to the renewal year contract are not permitted. Should the SFA and FSMC enter into any addendum, the Division of Food and Nutrition (DFN) will not review the addendum and the language in this document prevails as binding.

Division of Food and Nutrition Final Approval Date: ____/____/____

For DFN use only: *[Signature]*

Agreement Page

This bidder certifies that he/she shall operate in accordance with all applicable State and Federal regulations.

This bidder certifies that all terms and conditions within the Bid Solicitation shall be considered a part of the contract as if incorporated therein.

This Agreement shall be in effect for one year starting July 1, 2016 and may be renewed by mutual agreement for up to 2 additional one-year period(s).

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representative the day and year.

Central Bucks School District

Enter SFA Here

Aramark Educational Services, LLC

Enter FSMC Here

Signature (in blue ink only) of Authorized
Representative

Signature (in blue ink only) of Authorized
Representative

Dave Matyas

Printed Name of Authorized Representative

Steven M. Weiser

Printed Name of Authorized Representative

Business Administrator

Title

Vice President

Title

Date Signed

Date Signed

Attest (in blue ink only)

Attest (in blue ink only)

For DFN use only: 

SFA Renewal Certification of Acknowledgement

Please initial below next to each statement certifying that you have read and fully understand the contents of this contract.

- A. I certify that I, Dave Matyas, on behalf of Central Bucks School District, have read and fully understand the contents of this contract. I understand that the SFA must maintain oversight of the food service operations and that these responsibilities will not be delegated to the FSMC. I also understand that the SFA is responsible for closely monitoring the FSMC contract and the FSMC's daily activities.

Initial Here: _____

- B. I certify that I have chosen a Fixed Price contract, and will follow the according procedures.

Initial Here: _____

- C. I certify that I will not enter into an agreement with an FSMC that has a real or apparent conflict of interest. This includes FSMCs that provide recommendations, develop or draft specifications, requirements, statements of work, requests for proposals, contract terms and conditions, or other documents for use in conducting procurement.

Initial Here: _____

- D. I certify that I, nor any employees (including School Board Members) of Central Bucks School District, will not solicit or accept donations, gratuities, nor favors from current or potential FSMCs (i.e. gifts, golf outings, meals, etc.).

Initial Here: _____

- E. I certify that the Central Bucks School District has a written Code of Conduct that addresses conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts, and will make sure all employees are aware of said standards.

Initial Here: _____

- F. I have read and understand what the allowable costs are for all of the applicable CN programs.

Initial Here: _____

- G. I certify that Central Bucks School District and Aramark Educational Services, LLC shall not employ the same people.

Initial Here: _____

For DFN use only: 

- H. I certify that Central Bucks School District will be legally responsible for the conduct of the food service program, and shall supervise the food service operations in such manner as will ensure compliance with the rules and regulations of PDE and the USDA regarding each of the CN programs covered by this contract.

Initial Here: _____

- I. I certify that all food service employees and those responsible for the oversight of the contract and FSMC's operations meet the minimum Professional Standards requirements.

Initial Here: _____

- J. I certify that Central Bucks School District shall retain control of the CN programs' food service account, signature authority, and overall financial responsibility for the CN programs. This includes access to the PEARS account, COMPASS or PrimeroEdge Student Eligibility System.

Initial Here: _____

- K. I certify that the CN programs are the responsibility of Central Bucks School District and Central Bucks School District Here is responsible for all contractual agreements entered into in connection with the CN programs.

Initial Here: _____

- L. I certify that Central Bucks School District will be responsible for determining student eligibility for all applicable programs and that Aramark Educational Services, LLC will have no involvement in the process.

Initial Here: _____

- M. I certify that Central Bucks School District will retain all records for the current year plus the three prior years.

Initial Here: _____

- N. I certify that all food will be in compliance with the current meal standards and Local Wellness Policy.

Initial Here: _____

- O. I certify that Central Bucks School District will monitor Aramark Educational Services, LLC in order to ensure compliance with USDA regulations.

Initial Here: _____

- P. I certify that Central Bucks School District will create an advisory board composed of students, teachers, and parents to assist in menu planning.

For DFN use only: 

Initial Here: _____

For DFN use only: *[Signature]*

Q. I certify that Central Bucks School District will not delegate any of the above responsibilities to the FSMC.

Initial Here: _____

R. I hereby certify that neither Central Bucks School District nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

Initial Here: _____

S. I further certify that neither Central Bucks School District nor any of its principals /authorized representatives has a reported criminal background that would affect the receipt of Federal funds.

a. Initial Here: _____

I certify under penalty of perjury that the information on these forms is true and correct, and that I will immediately report to the state agency any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The state agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of Central Bucks School District, I hereby agree to comply with all state and federal laws and regulations governing the CN programs administered by the state agency. In accordance with Federal law and USDA policy, Central Bucks School District does not discriminate on the bases of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Name Printed: Dave Matyas _____

Title: Business Administrator _____

Signature: _____
(in blue ink only)

Date: _____

For DFN use only: 

FSMC Certification of Acknowledgement

Please initial below next to each statement certifying that you have read and fully understand the contents of this contract.

- A. I certify that I, Steven M. Weiser, on behalf of Aramark Educational Services, LLC, have read and fully understand the contents of this contract.

Initial Here: _____

- B. I certify that I, nor any of the employees of Aramark Educational Services, LLC, have not received any solicitations from any Central Bucks School District employee. In addition, I certify that no gifts, donations, or anything of monetary value (i.e. golf outings, meals, etc.) have been provided.

Initial Here: _____

- C. I certify that employees of Aramark Educational Services, LLC will be trained to understand and comply with all necessary trainings including the current written Code of Conduct authored by Central Bucks School District.

Initial Here: _____

- D. I certify that all of Aramark Educational Services, LLC food service employees meet the minimum Professional Standards requirements.

Initial Here: _____

- E. I certify that Central Bucks School District and Aramark Educational Services, LLC will not employ the same people.

Initial Here: _____

- F. I certify that Central Bucks School District will be legally responsible for the conduct of the food service program, and shall have access to all necessary documents, which will be maintained onsite, including but not limited to all contracts with vendors so that they may supervise the food service operations in such manner as will ensure compliance with the rules and regulations of PDE and the USDA regarding each of the CN programs covered by this contract.

Initial Here: _____

- G. I certify that Aramark Educational Services, LLC will not have control of the CN programs' food service account, signature authority, and overall financial responsibility for the CN programs. This includes access to the PEARS account, COMPASS or the PrimeroEdge Student Eligibility System.

Initial Here: _____

For DFN use only:

[Signature]

H. I certify that Central Bucks School District will be responsible for determining student eligibility for all applicable programs and that Aramark Educational Services, LLC will have no involvement in the process.

Initial Here: _____

I. I certify that all food will be in compliance with the current meal standards and Local Wellness Policy.

Initial Here: _____

J. I hereby certify that neither Aramark Educational Services, LLC nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

Initial Here: _____

K. I further certify that neither Aramark Educational Services, LLC nor any of its principals /authorized representatives has a reported criminal background that would affect the receipt of this Federal Award.

Initial Here: _____

I certify under penalty of perjury that the information on these forms is true and correct, and that I will immediately report to the SFA any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The state agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of Aramark Educational Services, LLC, I hereby agree to comply with all state and federal laws and regulations governing the CN programs administered by the state agency. In accordance with Federal law and USDA policy, Aramark Educational Services, LLC does not discriminate on the bases of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Name Printed: Steven M. Weiser _____

Title: Vice President _____

Signature: _____
(in blue ink only)

Date: _____

For DFN use only: 

Appendix H

Certification Regarding Debarment and Suspension

This certification is required by the regulations implementing Executive Order 12549 and 112689, "Debarment and Suspension" (2 CFR 180).

- (1) The prospective 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 participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Aramark Educational Services, LLC

Enter FSMC Here

Steven M. Weiser, Vice President

Names(s) and Title(s) of Authorized Representative(s) of the FSMC

Signature(s) (in blue ink only)

Date

Appendix I

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 U.S.C. 1319(d)) and is listed by the Environmental Protection Agency (EPA) or the contract is not otherwise exempt. Both the School Food Authority (SFA) and Food Service Management Company (offeror) shall execute this Certificate.

Central Bucks School District
Enter SFA Here

Aramark Educational Services, LLC
Enter FSMC Here

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 EPA 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.

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 Water 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).
- A. 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.
- B. 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 Food Service Management Company.

	Vice President	
Signature (in blue ink only) of FSMC's Authorized Representative	Title	Date
	Business Administrator	
Signature (in blue ink only) of SFA's Authorized Representative	Title	Date

For DFN use only: 

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 file 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 any agency, a Member of Congress, 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 of Lobbying Activities," 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.

Aramark Educational Services, LLC

1101 Market Street

Philadelphia, PA 19107

Name/Address of Organization (FSMC)

Steven M. Weiser, Vice President

Name/Title of Submitting Official

Signature (in blue ink only)

Date

For DFN use only: 

NOT APPLICABLE

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

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 _____ Subawardee _____ Tier, if known: _____ Congressional District, if known: _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: 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 Entity: (last name, first name, MI) _____ 10. b. Individuals Performing Services (including address if different from No. 10.a.) _____ (Attach Continuation Sheet(s) SF-LLL-A if Necessary) (if individual, last name, first name, middle)		
11. Amount of Payment (check all that apply): \$ _____ Actual \$ _____ Planned _____	13. Type of payment (check all that apply): ____ a. retainer ____ b. one-time fee ____ c. commission ____ d. contingent fee ____ e. deferred ____ f. other; specify: _____	
12. Form of Payment (check all that apply): ____ a. cash ____ b. in-kind; specify: _____ Nature _____ Actual _____		
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contracted for Payment indicated in Item 11: (Attach Continuation Sheet(s) SF-LLL-A, if necessary)		
15. Are Continuation Sheet(s) SF-LLL-A Attached: Yes _____ (Number _____) No _____		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 16. 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. </div> <div style="width: 50%;"> Signature: (in blue ink only) _____ Print Name: Steven M. Weiser Title: Vice President Telephone: 215-238-3000 Date: _____ </div> </div>		

For DFN use only: *kpm*

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET SF-LLL-A**

Reporting Entity: _____

Page _____ of _____

For DFN use only: *John*

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee 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. Use of SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. 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 subawardee; e.g., the first subawardee 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 "Subawardee", 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, United 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, Invitation for Bid (IFB) Number, grant announcement number, the contract, grant or loan award number, the application/proposal control number assigned by the Federal agency). Include 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.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check all that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check all that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached. List number of sheets if yes.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 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 (0348-00046), Washington, DC 20503.

For DFN use only:

kp

FIXED PRICE **NSLP PROJECTED OPERATING COSTS**

School Food Authority
FSMC Name

Central Bucks School District
Aramark Education

Contract Begin Date 1-Jul-16
Contract End Date June 30, 2017
Days of Service 180

<u>Section I - ACTUAL "IN-SCHOOL" REVENUE</u>				
To Be Completed By SFA (include SSO Reimbursements, if applicable)				
<u>BREAKFASTS:</u>	<u>MEALS</u>		<u>RATES</u>	<u>REVENUE</u>
Elementary Paid	22,498	\$	1.65	\$ 37,121.70
Elementary Tiered Paid	-	\$	-	\$ -
Middle Paid	10,000	\$	2.15	\$ 21,500.00
Middle Tiered Paid	-	\$	-	\$ -
Secondary Paid	-	\$	-	\$ -
Secondary Tiered Paid	-	\$	-	\$ -
Reduced-Price	5,890	\$	0.30	\$ 1,767.00
Adult Paid	678	\$	2.50	\$ 1,695.00
A la Carte Sales	182,000	\$	3.47	\$ 631,085.00
Subtotal Breakfasts	221,066			\$ 693,168.70
<u>LUNCHES:</u>				
Elementary Paid	374,414	\$	2.60	\$ 973,476.40
Elementary Tiered Paid	-	\$	-	\$ -
Middle Paid	84,084	\$	2.95	\$ 248,047.80
Middle Tiered Paid	81,062	\$	3.45	\$ 279,663.90
Secondary Paid	-	\$	-	\$ -
Secondary Tiered Paid	-	\$	-	\$ -
Reduced-Price	36,378	\$	0.40	\$ 14,551.20
Adult Paid	6,799	\$	3.90	\$ 26,516.10
A la Carte Sales	559,995	\$	3.47	\$ 1,941,782.66
Subtotal Lunches	1,142,732			\$ 3,484,038.06
<u>SNACKS/SUPPLEMENTS</u>				
Paid	-	\$	-	\$ -
Reduced-Price	-	\$	-	\$ -
Adult Paid	-	\$	-	\$ -
A la Carte Sales	-	\$	-	\$ -
Subtotal Snacks/Supplements				\$ -
<u>OTHER:</u>				
Special Milk				\$ -
Vending Machine Sales				\$ 9,844.00
Special Functions				\$ -
Subtotal Other				\$ 9,844.00
Total "IN-SCHOOL" Revenue	1,363,798			\$ 4,187,050.76

For DFN use only: *kp*

FIXED PRICE
NSLP PROJECTED OPERATING COSTS

<u>Section 2 - FEDERAL REIMBURSEMENTS</u>				
To Be Completed By SFA (include SSO Reimbursements, if applicable)				
<u>BREAKFASTS:</u>	<u>MEALS</u>		<u>RATES</u>	<u>Reimbursements</u>
Free	36,387	\$	1.66	\$ 60,402.42
Free, Severe Need	-	\$	-	\$ -
Reduced	5,890	\$	1.36	\$ 8,010.40
Reduced, Severe Need	-	\$	-	\$ -
Paid	32,498	\$	0.29	\$ 9,424.42
Subtotal Breakfasts	74,775			\$ 77,837.24
<u>HIGH RATE LUNCHES:</u>				
Free	-	\$	-	\$ -
Reduced	-	\$	-	\$ -
Paid	-	\$	-	\$ -
Subtotal High Rate Lunches				\$ -
<u>LOW RATE LUNCHES:</u>				
Free	141,807	\$	3.07	\$ 435,347.49
Reduced	36,378	\$	2.67	\$ 97,129.26
Paid	539,560	\$	0.29	\$ 156,472.40
Subtotal Low Rate Lunches	717,745			\$ 688,949.15
<u>SNACKS/SUPPLEMENTS:</u>				
Free	-	\$	-	\$ -
Reduced	-	\$	-	\$ -
Paid	-	\$	-	\$ -
Subtotal Snacks/Supplements				\$ -
<u>SPECIAL MILK</u>				
Paid	-	\$	-	\$ -
Subtotal Special Milk				\$ -
<u>Performance Based Reimbursement (if certified)</u>				
Lunches	717,745	\$	0.06	\$ 43,064.70
Total Federal Reimbursement	792,520			\$ 809,851.09

For DFN use only:



FIXED PRICE
NSLP PROJECTED OPERATING COSTS

<u>Section 3 - STATE REIMBURSEMENTS</u>				
To Be Completed By SFA (include SSO Reimbursements, if applicable)				
<u>BREAKFASTS:</u>	<u>MEALS</u>	<u>RATES</u>	<u>Reimbursements</u>	
Free	36,387 \$	0.10 \$	\$	3,638.70
Free, Severe Need	- \$	- \$	\$	-
Reduced	5,890 \$	0.10 \$	\$	589.00
Reduced, Severe Need	- \$	- \$	\$	-
Paid	32,498 \$	0.10 \$	\$	3,249.80
Subtotal Breakfasts	74,775		\$	7,477.50
<u>LUNCHES:</u>				
Free	141,807 \$	0.10 \$	\$	14,180.70
Reduced	36,378 \$	0.10 \$	\$	3,637.80
Paid	539,560 \$	0.10 \$	\$	53,956.00
Additional amount for Lunch if Breakfast participation <=20%	717,745 \$	0.02 \$	\$	14,354.90
Additional amount for Lunch if Breakfast participation >20%	- \$	- \$	\$	-
Subtotal Lunches	717,745		\$	86,129.40
Total State Reimbursement	792,520		\$	93,606.90
<u>SUMMARY:</u>				
Total "IN SCHOOL" Revenue			\$	4,187,050.76
Total All Reimbursements			\$	903,457.99
Other Income (catering, pre-packaged meals sold to outside schools)			\$	-
Interest Income			\$	-
Total Revenue			\$	5,090,508.75
Commodity Usage @	\$0.2375	717,745	\$	(170,464.44)
<u>A la Carte Meal Equivalents</u>				
Federal reimb. - free, high lunch	\$0.0000	A la carte revenue	\$	2,572,867.66
Federal reimb. - free, low lunch	\$3.0700	Adult meal revenue	\$	28,211.10
Performance Based reimb.	\$0.0600	Vending Sales	\$	9,844.00
State reimb. - free, lunch	\$0.1000		\$	2,610,922.76
Commodity Usage	\$0.2375			
Total	\$3.4675	Meal Equivalents		752,970

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NSLP PROJECTED OPERATING COSTS

Section 4 - FSMC Costs

To be completed by FSMC

Projected Total Meals: 1,545,490

COSTS:	<u>COST PER MEAL</u>
Food Cost-Including Commodities	\$ 1.1780
Enter the amounts of food and milk purchased and received. Include the Commodity Distribution Assessment Fee, Commodity Value and Bonus Commodity Value (Do not include rebates, discounts and credits)	
Commodity Delivery Charge	\$ 0.0035
Direct Labor and Benefits	
FSMC Labor Costs (must equal to grand total on Attachment FP 4)	\$ 1.0971
FSMC Fringe Costs (must equal to grand total on Attachment FP 5)	\$ 0.3347
Subtotal Labor and Benefits	\$ 1.4318
Direct Costs	
Accounting	\$ -
Background Checks, Fingerprinting, and/or Drug Testing	\$ -
Car/Truck Rental and/or Mileage	\$ 0.0100
China, Silverware, Glassware	\$ -
Cleaning and Janitorial Supplies	\$ 0.0200
Computer and Technology	\$ 0.0100
Courier Services (Air & Ground)	\$ 0.0300
Dues/Subscriptions	\$ -
Employee Meals	\$ -
Employee Recruitment and Advertising	\$ -
Equipment Depreciation/Rental/Buy Back Investment	\$ 0.0300
Equipment Maintenance	\$ -
Equipment Repairs	\$ -
Equipment Replacement - Expendable	\$ -
Freight and Delivery Charges	\$ 0.0200
Insurance:	
Liability	\$ 0.0600
Workman's Compensation	\$ -
Vehicle	\$ -
Licenses and/or Permits	\$ -
Office Supplies and Printing	\$ -
Paper Products and Disposable Supplies	\$ 0.0700
Payroll Processing	\$ -
Performance Bond	\$ -
POS Systems, Support and Service	\$ -
Postage	\$ -
Promotional Materials (Program Specific)	\$ -
Smallware/Replacement Wares	\$ -
Staff Training and Certification	\$ -

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NSLP PROJECTED OPERATING COSTS

<u>Section 4 - FSMC Costs (Continued)</u>	
To be completed by FSMC	
Direct Costs (Continued)	<u>COST PER MEAL</u>
Storage Costs (Food and/or supplies)	\$ -
Taxes (sales and other)	\$ 0.0100
Telephone, including Mobile and Internet	\$ -
Tickets, tokens	\$ -
Trash Removal and Pest Control	\$ -
Uniforms, Linens, and Laundry	\$ 0.0100
Vending Rental	\$ -
Wellness Programs and materials	\$ -
Subtotal Direct Costs	\$ 0.2700
Catering, prepackaged meals sold to outside schools	\$ -
Other Costs included in the RFP (Section Q) required of the FSMC by the SFA (Must Itemize)	\$ -
	\$ -
	\$ -
	\$ -
Subtotal Other Costs	\$ -
Less: All costs related to Special Functions (enter as a negative number)	\$ -
Administrative Fee*	
Months: [] 9 [X] 10 [] 11 [] 12 (check one)	
Cannot include any costs already covered in other categories)	
General Regional and National HQ Support	\$ 0.0300
	\$ -
	\$ -
	\$ -
Subtotal Administrative Fee	\$ 0.0300
FSMC Management Fee*	\$ 0.0700
Months: [] 9 [X] 10 [] 11 [] 12 (check one)	
Enter the fee that will be charged to manage the program	
Sub-total FSMC Cost Per Meal	\$ 2.9833
Less Rebates, Discounts and Applicable Credits (Enter as a negative number)	\$ -
Total FSMC Cost Per Meal	\$ 2.9833

* Documentation must be provided outlining all methodologies used to calculate the Administrative and Management Fees.

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NSLP PROJECTED OPERATING COSTS

<u>Section 4 - FSMC Costs (Continued)</u>			
To be completed by FSMC			
			<u>SUMMARY</u>
A la Carte Meal Equivalents	752,970	TOTAL REVENUE	\$ 5,090,508.75
Reimbursable Meals	<u>792,520</u>		
Total Meals	1,545,490	Cost per meal x meals	\$ 4,610,659.70
		Special Functions	\$ -
		Commodity	\$ (170,464.44)
Guarantee to SFA**	<u>\$650,000.00</u>	(Fact Sheet) TOTAL COST	\$ 4,440,195.27
Subtotal - School Nutrition Program-Profit or (Loss)			\$ 650,313.49

****Guarantee to SFA - Documentation must be provided outlining all formulas, methodologies and contingencies. If the Guarantee is less than zero (negative) then full justification must be included in this documentation.**

<u>Section 5 - SFA Costs</u>			<u>TOTAL COST</u>
To be completed by SFA (if applicable)			
<u>COSTS:</u>			
Direct Labor and Benefits			
SFA Labor Costs (must equal to grand total on Attachment FP 6)		\$	-
SFA Fringe Costs (must equal to grand total on Attachment FP 7)		\$	-
	Subtotal Labor and Benefits	\$	-
Direct Costs (Must Itemize)			
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
	Subtotal Direct Costs	\$	-
Indirect Costs (Must Itemize)			
		\$	-
		\$	-
		\$	-
		\$	-
	Subtotal Indirect Costs	\$	-
Sub-total SFA Costs		\$	-
School Nutrition Program-Profit or (Loss)		\$	650,313.49

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NSLP Cost Reimbursable
Labor to be completed by FSMC for FSMC Staff
FSMC: Aramark Education

Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
Buckingham	Lead	\$ 11.56	7.25	190	\$ 15,923.90
Buckingham	FSW	\$ 9.18	4	190	\$ 6,976.80
Buckingham	FSW	\$ 9.48	3	185	\$ 5,261.40
Butler	Lead	\$ 17.25	6.5	190	\$ 21,303.75
Butler	FSW	\$ 9.44	5	190	\$ 8,968.00
Butler	FSW	\$ 12.79	5	190	\$ 12,150.50
Butler	FSW	\$ 12.75	4	190	\$ 9,690.00
Doyle	Lead	\$ 14.37	7.25	190	\$ 19,794.68
Doyle	FSW	\$ 9.27	4.75	190	\$ 8,366.18
Doyle	FSW	\$ 10.15	4	190	\$ 7,714.00
Gayman	Lead	\$ 11.31	6.25	190	\$ 13,430.63
Gayman	FSW	\$ 9.27	6	190	\$ 10,567.80
Groveland	Lead	\$ 13.66	7.25	190	\$ 18,816.65
Groveland	FSW	\$ 9.18	6	190	\$ 10,465.20
Groveland	FSW	\$ 9.23	4	190	\$ 12,714.33
Groveland	FSW	\$ 9.20	4	190	\$ 6,992.00
Groveland	FSW	\$ 9.27	3.5	190	\$ 6,164.55
Linden	Lead	\$ 12.32	6.75	190	\$ 15,800.40
Linden	FSW	\$ 9.25	4.5	190	\$ 7,908.75
Linden	FSW	\$ 9.27	3	185	\$ 5,144.85
Pine Run	Lead	\$ 11.25	7	190	\$ 14,962.50
Pine Run	FSW	\$ 9.18	4.75	190	\$ 8,284.95
Barclay	Lead	\$ 12.32	8	190	\$ 18,726.40
Barclay	FSW	\$ 10.22	5.5	190	\$ 10,679.90
Barclay	FSW	\$ 9.18	5	190	\$ 8,721.00
Warwick	Lead	\$ 15.10	7	190	\$ 20,083.00
Warwick	FSW	\$ 9.27	6.25	190	\$ 11,008.13
Bridge Valley	Lead	\$ 12.32	8	190	\$ 18,726.40

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NSLP Cost Reimbursable
Labor to be completed by FSMC for FSMC Staff

Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
Bridge Valley	FSW	\$ 14.11	7	190	\$ 18,766.30
Bridge Valley	FSW	\$ 9.27	3.75	190	\$ 6,604.88
Bridge Valley	FSW	\$ 9.27	4	190	\$ 7,045.20
Bridge Valley	FSW	\$ 9.27	4.25	190	\$ 7,485.53
Cold Spring	Lead	\$ 11.00	6.5	190	\$ 13,585.00
Cold Spring	FSW	\$ 9.27	5	190	\$ 8,806.50
Cold Spring	FSW	\$ 9.24	3.5	185	\$ 5,982.90
Jamison	Lead	\$ 11.26	7	190	\$ 14,975.80
Jamison	FSW	\$ 9.18	5.5	190	\$ 9,593.10
Jamison	FSW	\$ 9.18	5	190	\$ 8,721.00
Jamison	FSW	\$ 9.54	4	190	\$ 7,250.40
Kutz	Lead	\$ 12.32	6.5	190	\$ 15,215.20
Kutz	FSW	\$ 9.27	6	190	\$ 10,567.80
Kutz	FSW	\$ 9.27	4	185	\$ 6,859.80
Mill Creek	Lead	\$ 13.97	7	190	\$ 18,580.10
Mill Creek	FSW	\$ 11.91	6	190	\$ 13,577.40
Mill Creek	FSW	\$ 9.18	4	190	\$ 6,976.80
Mill Creek	FSW	\$ 9.27	4	190	\$ 7,045.20
Mill Creek	FSW	\$ 10.63	4	190	\$ 8,078.80
Titus	Lead	\$ 12.16	6	190	\$ 13,862.40
Titus	FSW	\$ 10.35	6.5	190	\$ 12,782.25
Titus	FSW	\$ 9.20	4	190	\$ 6,992.00
Titus	FSW	\$ 9.27	4	190	\$ 7,045.20
Titan Café	Barista	\$ 12.36	7	190	\$ 16,438.80
Titan Café	Barista	\$ 10.23	4.5	190	\$ 8,746.65
Java	Barista	\$ 14.42	8	190	\$ 21,918.40
Java	Barista	\$ 10.20	4.5	190	\$ 8,721.00
Court Street	Barista	\$ 12.61	8	190	\$ 19,167.20
Court Street	Barista	\$ 10.20	8	190	\$ 15,504.00
Tamanend	Lead	\$ 13.39	6.5	190	\$ 16,536.65

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NSLP Cost Reimbursable

Labor to be completed by FSMC for FSMC Staff

Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
Tamanend	Cook	\$ 10.16	7.75	190	\$ 14,960.60
Tamanend	FSW	\$ 10.98	7.75	190	\$ 16,168.05
Tamanend	FSW	\$ 9.27	5	190	\$ 8,806.50
Tamanend	FSW	\$ 9.21	4	190	\$ 6,999.60
Unami	Lead	\$ 16.81	8	190	\$ 25,551.20
Unami	Cook	\$ 11.60	8	190	\$ 17,632.00
Unami	FSW	\$ 9.49	5	190	\$ 9,015.50
Unami	FSW	\$ 11.26	5	190	\$ 10,697.00
Unami	FSW	\$ 9.18	4.5	190	\$ 7,848.90
Lenape	Lead	\$ 13.62	8	190	\$ 20,702.40
Lenape	Cook	\$ 12.59	8	190	\$ 19,136.80
Lenape	FSW	\$ 9.18	4	190	\$ 6,976.80
Lenape	FSW	\$ 9.21	4	190	\$ 6,999.60
Lenape	Fsw	\$ 10.71	5	190	\$ 10,174.50
Holicong	Lead	\$ 13.29	8	190	\$ 20,200.80
Holicong	Cook	\$ 17.52	7.5	190	\$ 24,966.00
Holicong	FSW	\$ 9.27	5	190	\$ 8,806.50
Holicong	FSW	\$ 9.27	4	190	\$ 7,045.20
Holicong	FSW	\$ 9.27	5.5	190	\$ 9,687.15
Tohickon	Lead	\$ 13.94	8	190	\$ 21,188.80
Tohickon	Cook	\$ 10.18	7.5	190	\$ 14,506.50
Tohickon	FSW	\$ 9.27	3	190	\$ 5,283.90
Tohickon	FSW	\$ 9.27	5.25	190	\$ 9,246.83
Tohickon	FSW	\$ 10.51	6.25	190	\$ 12,480.63
Office	Directors	#####	1	1	\$ 230,599.00
East	Lead	\$ 17.67	8	190	\$ 26,858.40
East	Cook	\$ 10.26	8	190	\$ 15,595.20
East	FSW-Grill	\$ 10.86	6	190	\$ 12,380.40
East	FSW-Deli	\$ 9.27	6	190	\$ 10,567.80
East	FSW-Deli	\$ 9.27	5.5	190	\$ 9,687.15

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NSLP Cost Reimbursable
Labor to be completed by FSMC for FSMC Staff

Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
East	FSW-Bistro	\$ 9.27	5	190	\$ 8,806.50
East	FSW-Pasta	\$ 9.25	6.5	190	\$ 11,423.75
East	FSW	\$ 12.14	7.5	190	\$ 17,299.50
East	FSW- Dishwasher	\$ 9.27	4	185	\$ 6,859.80
West	Lead	\$ 16.81	8	190	\$ 25,551.20
West	Cook	\$ 9.69	7.5	190	\$ 13,808.25
West	FSW-Grill	\$ 9.74	5.5	190	\$ 10,178.30
West	FSW-Deli	\$ 9.27	5	190	\$ 8,806.50
West	FSW-Deli	\$ 11.71	5	190	\$ 11,124.50
West	FSW-Bistro	\$ 9.52	4.5	190	\$ 8,139.60
West	FSW-Pasta	\$ 16.62	7.5	190	\$ 23,683.50
West	FSW	\$ 9.27	5	190	\$ 8,806.50
West	FSW	\$ 12.71	4.5	190	\$ 10,867.05
Office	Admin	\$ 14.14	8	200	\$ 22,624.00
Office	Admin	\$ 15.49	8	200	\$ 24,784.00
Office	Admin	\$ 13.00	5	200	\$ 13,000.00
Office	Driver	\$ 12.59	6	190	\$ 14,352.60
Office	Substitutes	#####	1	1	\$ 32,476.00
South	Lead	\$ 16.32	8	190	\$ 24,806.40
South	Cook	\$ 9.69	7	190	\$ 12,887.70
South	FSW-Grill	\$ 9.27	5	190	\$ 8,806.50
South	FSW-Deli	\$ 9.25	5.5	190	\$ 9,666.25
South	FSW-Deli	\$ 9.21	4.75	190	\$ 8,312.03
South	FSW-Pasta	\$ 11.58	3.75	190	\$ 8,250.75
South	FSW	\$ 13.63	8	190	\$ 20,717.60
South	FSW	\$ 9.21	4.5	190	\$ 7,874.55
South	FSW	\$ 9.20	5	190	\$ 8,740.00
South	FSW	\$ 9.25	4.5	190	\$ 7,908.75
South	Dishwasher	\$ 9.50	3	185	\$ 5,272.50
					\$ -

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Worksheet must accurately reflect any and all employees employed by the FSMC

MUST EQUAL POC
(Attachment CR3)

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NSLP Cost Reimbursable

Fringe Benefits to be completed by FSMC for FSMC Staff

FSMC: Aramark

		PLACE AN X IN THE APPROPRIATE BOXES															
Site Name	Position	Single	Single +1	Family	Dental	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Workman's Comp	Other	Total Fringe Benefits	
Buckingham	Lead			x	x								x		x	\$ 8,850.00	
Buckingham	FSW									x					x	\$ 2,650.00	
Bucckingham	FSW														x	\$ 1,000.00	
Butler	Lead		x		x								x		x	\$ 7,200.00	
Butler	FSW														x	\$ 1,350.00	
Butler	FSW									x					x	\$ 3,100.00	
Butler	FSW														x	\$ 1,453.00	
Doyle	Lead	x											x		x	\$ 4,000.00	
Doyle	FSW														x	\$ 1,250.00	
Doyle	FSW														x	\$ 1,900.00	
Gayman	Lead									x					x	\$ 2,700.00	
Gayman	FSW														x	\$ 1,585.00	
Groveland	Lead		x		x	x				x					x	\$ 9,500.00	
Groveland	FSW	x													x	\$ 2,570.00	
Groveland	FSW														x	\$ 2,000.00	
Groveland	FSW														x	\$ 10,000.00	
Groveland	FSW														x	\$ 1,600.00	
Linden	Lead	x			x			x		x					x	\$ 7,900.00	
Linden	FSW									x					x	\$ 3,500.00	
Linden	FSW									x					x	\$ 2,549.00	
Pine Run	Lead			x											x	\$ 7,200.00	
Pine Run	FSW									x					x	\$ 2,242.00	

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NSLP Cost Reimbursable
Fringe Benefits to be completed by FSMC for FSMC Staff

		PLACE AN X IN THE APPROPRIATE BOXES														
Site Name	Position	Single	Single + 1	Family	Dental	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Workman's Comp	Other	Total Fringe Benefits
Tamanend	Lead			x	x					x			x		x	\$ 10,750.00
Tamanend	Cook	x								x					x	\$ 3,500.00
Tamanend	FSW														x	\$ 2,425.00
Tamanend	FSW														x	\$ 1,320.00
Tamanend	FSW														x	\$ 1,050.00
Unami	Lead	x													x	\$ 4,800.00
Unami	Cook		x		x										x	\$ 7,040.00
Unami	FSW														x	\$ 1,350.00
Unami	FSW									x					x	\$ 3,580.00
Unami	FSW									x					x	\$ 2,500.00
Lenape	Lead														x	\$ 3,105.00
Lenape	Cook		x		x										x	\$ 6,500.00
Lenape	FSW									x					x	\$ 3,505.00
Lenape	FSW									x					x	\$ 2,250.00
Lenape	Fsw									x					x	\$ 2,300.00
Holicong	Lead	x											x		x	\$ 4,500.00
Holicong	Cook														x	\$ 3,740.00
Holicong	FSW	x								x					x	\$ 3,690.00
Holicong	FSW									x					x	\$ 3,500.00
Holicong	FSW									x					x	\$ 2,659.00
Barclay	Lead		x		x					x					x	\$ 7,800.00
Barclay	FSW														x	\$ 1,601.00
Barclay	FSW									x					x	\$ 3,450.00
															x	\$ -

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NSLP Cost Reimbursable
Fringe Benefits to be completed by FSMC for FSMC Staff

		PLACE AN X IN THE APPROPRIATE BOXES														
Site Name	Position	Single	Single +1	Family	Dental	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Workman's Comp	Other	Total Fringe Benefits
Tohickon	Lead			x	x					x					x	\$ 9,500.00
Tohickon	Cook									x					x	\$ 4,175.00
Tohickon	FSW									x					x	\$ 2,600.00
Tohickon	FSW									x					x	\$ 2,300.00
Tohickon	FSW														x	\$ 1,872.00
Bridge Valley	Lead		x							x					x	\$ 7,600.00
Bridge Valley	FSW	x													x	\$ 3,800.00
Bridge Valley	FSW									x					x	\$ 2,540.00
Bridge Valley	FSW														x	\$ 1,056.00
Bridge Valley	FSW														x	\$ 1,122.00
Cold Spring	Lead	x								x					x	\$ 5,330.00
Cold Spring	FSW														x	\$ 1,320.00
Cold Spring	FSW									x					x	\$ 1,000.00
Jamison	Lead									x			x		x	\$ 4,900.00
Jamison	FSW														x	\$ 1,435.00
Jamison	FSW														x	\$ 1,300.00
Jamison	FSW														x	\$ 1,080.00
Kutz	Lead	x											x		x	\$ 3,723.00
Kutz	FSW														x	\$ 1,585.00
Kutz	FSW														x	\$ 1,028.00
Titus	Lead		x			x									x	\$ 5,579.00
Titus	FSW														x	\$ 1,917.00
Titus	FSW														x	\$ 1,050.00
Titus	FSW														x	\$ 1,055.00

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NSLP Cost Reimbursable
Fringe Benefits to be completed by FSMC for FSMC Staff

		PLACE AN X IN THE APPROPRIATE BOXES															
Site Name	Position	Single	Single +1	Family	Dental	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Workman's Comp	Other	Total Fringe Benefits	
Mill Creek	Lead		x												x	\$ 5,800.00	
Mill Creek	FSW	x													x	\$ 3,040.00	
Mill Creek	FSW									x					x	\$ 2,500.00	
Mill Creek	FSW									x					x	\$ 2,300.00	
Mill Creek	FSW									x					x	\$ 2,150.00	
Warwick	Lead		x												x	\$ 5,500.00	
Warwick	FSW														x	\$ 1,651.00	
Titan Café	Barista			x						x					x	\$ 9,500.00	
Titan Café	Barista														x	\$ 1,312.00	
Java	Barista		x							x					x	\$ 8,500.00	
Java	Barista														x	\$ 1,312.00	
Court Street	Barista	x								x					x	\$ 7,500.00	
Court Street	Barista														x	\$ 2,325.00	
East	Lead			x											x	\$ 9,028.00	
East	Cook	x													x	\$ 3,339.00	
East	FSW-Grill									x					x	\$ 2,500.00	
East	FSW-Deli														x	\$ 1,585.00	
East	FSW-Deli									x					x	\$ 2,600.00	
East	FSW-Bistro									x					x	\$ 2,450.00	
East	FSW-Pasta									x					x	\$ 2,300.00	
East	FSW														x	\$ 2,594.00	
East	FSW- Dishwasher														x	\$ 1,028.00	
															x	\$ -	
															x	\$ -	

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NSLP Cost Reimbursable **Fringe Benefits to be completed by FSMC for FSMC Staff**

		PLACE AN X IN THE APPROPRIATE BOXES															
Site Name	Position	Single	Single +1	Family	Dental	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Workman's Comp	Other	Total Fringe Benefits	
West	Lead			x	x	x									x	\$ 9,500.00	
West	Cook	x													x	\$ 3,071.00	
West	FSW-Grill			x	x					x					x	\$ 9,700.00	
West	FSW-Deli		x		x					x					x	\$ 6,950.00	
West	FSW-Deli	x			x					x					x	\$ 5,400.00	
West	FSW-Bistro									x					x	\$ 3,000.00	
West	FSW-Pasta														x	\$ 3,107.00	
West	FSW									x					x	\$ 3,200.00	
West	FSW														x	\$ 1,630.00	
South	Lead		x												x	\$ 6,200.00	
South	Cook	x													x	\$ 2,933.00	
South	FSW-Grill									x					x	\$ 3,200.00	
South	FSW-Deli														x	\$ 1,449.00	
South	FSW-Deli									x					x	\$ 3,500.00	
South	FSW-Pasta														x	\$ 1,237.00	
South	FSW														x	\$ 3,107.00	
South	FSW									x					x	\$ 2,500.00	
South	FSW									x					x	\$ 2,300.00	
South	FSW														x	\$ 1,186.00	
South	FSW									x					x	\$ 1,500.00	
South	Dishwasher			x	x								x		x	\$ 9,700.00	
Office	Admin									x					x	\$ 8,200.00	
Office	Admin		x							x					x	\$ 2,500.00	
Office	Admin									x					x	\$ 2,500.00	
Office	Driver														x	\$ 2,152.00	

For DFN use only:

For DFN use only:

Grand Total \$ 517,027.60

MUST EQUAL POC (Attachment CR3)

FSMC Benefits

Finance Committee

May 11, 2016

CBSD Current Year

(2015-16) Subsidy Update

CBSD - 2015-16 Major State Revenue

Estimates as of March 22, 2016

<u>State</u> Subsidies to CBSD	2015-16 Revenue Budget	Estimated Revenues 3/15/2016	Variance	
Basic Instructional Subsidy	\$17,781,941	\$16,345,166	-\$1,436,775	
Special Education Subsidy	\$7,762,441	\$7,061,965	-\$700,476	
Ready to Learn Block Grant	\$0	\$819,808	\$819,808	
\$24,226,939 is about 1% more than the district received in 2014-15.		\$25,544,382	\$24,226,939	-\$1,317,443
Construction Reimbursement	\$1,082,720	\$0	-\$1,082,720	
Soc. Sec. Cash flow (May & June Delayed until July & August)	\$5,386,176	\$5,386,176	\$0	
	\$32,013,278	\$29,613,115	-\$2,400,163	

CBSD - 2015-16 Major State Revenue Estimates as of April 20, 2016 (assumes Legislative distribution formula)

<u>State</u> Subsidies to CBSD	2015-16 Revenue Budget	Estimated HB 1589 Revenues Veto Proof?? 4/13/2016	Variance
Basic Instructional Subsidy	\$17,781,941	\$16,854,189	-\$927,752
Special Education Subsidy	\$7,762,441	\$7,061,965	-\$700,476
Ready to Learn Block Grant	\$0	\$1,024,041	\$1,024,041
	<hr/> \$25,544,382	<hr/> \$24,940,195	<hr/> -\$604,187
 Construction Reimbursement	 \$1,082,720	 \$0	 -\$1,082,720
Soc. Sec. Cash flow (May & June Delayed until July & August)	\$5,386,176	\$5,386,176	\$0
	<hr/> \$32,013,278	<hr/> \$30,326,371	<hr/> -\$1,686,907

CBSD - 2015-16 Major State Revenue Allocations as of May 2, 2016 (final distribution formula)

<u>State</u> Subsidies to CBSD	2015-16 Revenue Budget	Final Revenue Allocation 5/2/2016 Per PDE	Variance
Basic Instructional Subsidy	\$17,781,941	\$16,864,414	-\$917,527
Special Education Subsidy	\$7,762,441	\$7,061,965	-\$700,476
Ready to Learn Block Grant	\$0	\$1,024,042	\$1,024,042
	<hr/> \$25,544,382	<hr/> \$24,950,421	<hr/> -\$593,961
 Construction Reimbursement	 \$1,082,720	 \$0	 -\$1,082,720
Soc. Sec. Cash flow (May & June Delayed until July & August)	\$5,386,176	\$5,386,176	\$0
	<hr/> \$32,013,278	<hr/> \$30,336,597	<hr/> -\$1,676,681

CBSD Budget Year

(2016-17) Budget Update

2016-17 Governor's Proposed State Subsidies

<u>State</u> Subsidies to CBSD	2016-17 Revenue Budget	Governor's Proposed Revenue Allocation 5/2/2016 Per PDE	Variance
Basic Instructional Subsidy & RTL	\$17,088,791	\$18,723,638	\$1,634,847
Special Education Subsidy	\$7,300,000	\$7,236,753	-\$63,247
	\$24,388,791	\$25,960,391	\$1,571,600



CENTRAL BUCKS SCHOOL DISTRICT

LEADING THE WAY

The Central Bucks Schools will provide all students with the academic and problem-solving skills essential for personal development, responsible citizenship, and life-long learning.

To: Sharon Reiner
From: Brett Haskin
Date: May 2, 2016

Board Agenda Information:

General Fund Disbursements, April 2016

Checks	2,303,190.88
Electronic Payments	\$6,024,278.94
Transfers to Payroll	8,137,267.76
TOTAL	<u>\$16,464,737.58</u>

Other Disbursements, April 2016

Capital Fund Checks	\$1,053,844.42
Food Service Checks & Electronic Payments	\$485,258.77
TOTAL	<u>\$1,539,103.19</u>

Grand total of all Funds **\$18,003,840.77**

**The Central Bucks School District
General Fund
Treasurer's Report
4/30/2016**

Beginning Cash Balance	\$11,058,072.37
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Receipts

Local General Funds Receipts

Local Collectors	616,854.70
County of Bucks	374,546.95
EIT	1,430,718.84
Interest Earnings	7,129.98
Facility Use Fees	37,092.50
Tuition, Community School	400,054.52
Contributions	41,557.48
Miscellaneous	17,836.61
Total Local General Funds Receipts	\$2,925,791.58

State General Fund Receipts

Basic Ed Subsidy	4,826,436.66
Soc Sec & Retirement	435,445.00
State Subsidy- Other	69,954.71
Total State General Fund Receipts	\$5,331,836.37

Federal General Fund Receipts

Title 2	18,805.13
IDEA	7,056.00
Other Federal Subsidies	39,484.94
Total Federal General Fund Receipts	\$65,346.07

Other Receipts

Investments Matured	24,245,000.00
Offsets to Expenditures	156,414.33
Transfer from Other Funds	2,258.33
Total Other Receipts	\$24,403,672.66

Total Receipts	\$32,726,646.68
-----------------------	------------------------

Total Beginning Cash Balance and Receipts(carried to next page)	\$43,784,719.05
------------------------------------------------------------------------	------------------------

**The Central Bucks School District
General Fund
Treasurer's Report Continued
4/30/2016**

Total Beginning Cash Balance and Receipts(from previous page) **\$43,784,719.05**

Disbursements

* Checks (see detail below) **\$2,303,190.88**

Electronic Payments:

Employee Payroll Taxes/WH 3,274,346.61

Employer Payroll Taxes 961,382.08

PSERS Retire 943,330.62

403B/457PMT 361,058.73

Health Benefit Payments 484,160.90

Electronic Payments Total: **6,024,278.94**

Transfer to Payroll **8,137,267.76**

Total Disbursements **\$16,464,737.58**

Ending Cash Balance **4/30/2016** **\$27,319,981.47**

*** Check Detail**

First Check Run- Board Approved 04/12/2016 \$1,529,824.04

Second Check Run- Board Approved 04/26/2016 91598.33

Third Check Run- Board Approved 04/26/2016 \$1,014,494.96

Fourth Check Run- Board Approved 05/10/2016 \$91,176.76

Total Check Runs- Detail provided when Board Approved **\$2,727,094.09**

Less Voided Checks (\$2,875.99)

April Check Disbursements **\$2,724,218.10**

Add Prior Month A/P Funded This Month \$161,949.38

Less This Month A/P To Be Funded Next Month \$582,976.60

Checks Funded This Month **\$2,303,190.88**

**PSDLAF account is funded to cover credit card purchases.

**The Central Bucks School District
Capital Fund
Treasurer's Report Continued
4/30/2016**

Beginning Cash Balance		\$837,294.69
Receipts		
Interest Earnings	\$220.05	
Cash Transfers from Reserve Accounts	\$402,008.99	
Total Receipts		\$402,229.04
Disbursements		
* Checks (see detail below)		\$1,053,844.42
Ending Cash Balance		\$185,679.31

*** Check Detail**

First Check Run-	Board Approved 4/26/16	\$61,612.01
Second Check Run-	Board Approved 05/10/2016	\$340,397.28
April Check Disbursements	Detail provided when Board Approved	\$402,009.29
Add Prior Month A/P Funded This Month		\$823,549.58
Less This Month A/P To Be Funded Next Month		\$171,714.45
Checks Funded This Month		\$1,053,844.42

**The Central Bucks School District
Food Service
Treasurer's Report Continued
4/30/2016**

Beginning Cash Balance			\$609,647.29
Receipts			
Interest Earnings	\$148.53		
Student Lunch Account Deposits	\$399,576.28		
Subsidies	\$0.00		
Total Receipts			\$399,724.81
Disbursements			
* Checks (see detail below)	\$26,307.33		
Electronic Payments	\$458,951.44		
Total Disbursements			\$485,258.77
Ending Cash Balance			\$524,113.33

*** Check Detail**

		\$0.00
April Check Disbursements	Detail provided when Board Approved	\$0.00
Add Prior Month A/P Funded This Month		\$26,307.33
Less This Month A/P To Be Funded Next Month		\$0.00
Checks Funded This Month		\$26,307.33

**Central Bucks School District
Investment Portfolio
Summary Totals by Bank
April 30, 2016**

Bank Name	Principal Amount
First Niagara	1,697,296
Firsttrust Bank	25,303,175
Hatboro Federal Savings	100,000
MBS	1,715,000
National Penn	1,212,749
PLGIT	20,250,657
Provident Bank(Team Capital Bank)	247,000
PSDLAF	28,333,892
Quakertown National Bank	3,544,732
Santander	17,424,666
TD Bank	44,682,076
Valley Green Bank(Univest)	245,652
William Penn Bank	248,000
Total	145,004,895

**Central Bucks School District
Investment Portfolio
General Fund- Bank Balances
April 30, 2016**

<u>Purchase Date</u>	<u>Bank Name</u>	<u>Maturity Date</u>	<u>Rate of Interest</u>	<u>Principal Amount</u>
<u>GENERAL FUND BANK ACCOUNTS</u>				
4/30/16	TD Bank	5/1/16	0.40%	27,319,981
4/30/16	TD Bank Municiple Choice	5/1/16	* 0.55%	8,800,000
4/30/16	PLGIT	5/1/16	0.29%	3,657
4/30/16	Valley Green Bank(Univest)	5/1/16	0.35%	245,652
4/30/16	PSDLAF MAX Acct	5/1/16	0.24%	672
4/30/16	PSDLAF MAX Acct	5/1/16	0.24%	215,756
Total General Fund Bank Accounts				36,585,718
<u>GENERAL FUND CDs</u>				
Individual Bank CDs:				
5/22/14	Provident Bank(Team Capital Bank)	5/22/16	0.50%	247,000
8/20/15	William Penn Bank	8/19/16	0.55%	248,000
9/1/15	Hatboro Federal Savings	9/1/16	0.50%	100,000
PLGIT CDs :				
9/18/15	PLGIT Term	6/24/16	0.39%	20,000,000
8/19/15	Bank Leumi USA	8/18/16	0.75%	247,000
PSDLAF CD's:				
6/11/15	Nexbank, SSB	6/10/16	0.60%	220,000
7/23/15	One West Bank-Healthcare	7/22/16	0.80%	245,000
8/4/15	Financial Federal Savings Bank-Healthcare	8/3/16	0.70%	245,000
8/4/15	GBC International Bank-Healthcare	8/3/16	0.55%	200,000
7/29/15	American Express FSB-Healthcare	1/30/17	0.80%	245,000
Multi Bank Securities CDs:				
8/24/15	Comenity Capital Bank	8/24/16	0.65%	245,000
8/28/15	Enerbank USA	8/29/16	0.60%	245,000
9/2/15	Beal Bank USA	8/31/16	0.65%	245,000
6/26/15	Mercantil Commercebank	12/27/16	0.80%	245,000
7/1/15	Discover Bank, Greenwood, Del	1/3/17	0.75%	245,000
7/1/15	Goldman Sachs Bank USA	1/3/17	0.75%	245,000
7/1/15	American Express Centurion Bank	1/3/17	0.80%	245,000
Total General Fund CDs				23,712,000
<u>GENERAL FUND MONEY MARKET ACCOUNTS</u>				
4/30/16	First Niagara	5/1/16	0.00%	100
4/30/16	Santander	5/1/16	0.30%	2,537,157
4/30/16	PSDLAF Full Flex Acct	5/1/16	0.33%	18,000,000
4/30/16	National Penn(BB&T Bank)	5/1/16	0.25%	1,212,749
4/30/16	Firsttrust Bank	5/1/16	0.30%	25,303,175
4/30/16	Quakertown National Bank	5/1/16	0.30%	7,325
4/30/16	First Niagara- Post Employment	5/1/16	0.15%	1,697,196
4/30/16	Quakertown National Bank-Post Employment	5/1/16	0.55%	3,537,407
4/30/16	TD Bank- Healthcare	5/1/16	0.40%	1,582,314
4/30/16	TD Bank- Post Employment	5/1/16	0.40%	4,105,261
Total General Fund Money Market Accounts				57,982,683
Total General Fund				118,280,401

* Interest earnings credited to offset fees

**Central Bucks School District
Investment Portfolio
Capital Fund- Bank Balances
April 30, 2016**

<u>Purchase Date</u>	<u>Bank Name</u>	<u>Maturity Date</u>	<u>Rate of Interest</u>	<u>Principal Amount</u>
<u>Fund 3 Operations Account</u>				
4/30/16	TD Bank Fund 3 Operations Acct	5/1/16	0.40%	185,679
		Total Fund 3 Operations Account		185,679
<u>Short Term Capital Reserve</u>				
4/30/16	TD Bank	5/1/16	0.40%	640,518
		Total Short Term Capital Reserve		640,518
<u>Capital Café Equip Reserve</u>				
4/30/16	TD Bank Capital Proj- Bldg Cafeteria/Equip	5/1/16	0.40%	709,479
		Capital Café Equip Reserve		709,479
<u>Technology Capital Reserve</u>				
4/30/16	TD Bank	5/1/16	0.40%	499,701
		Total Technology Reserve		499,701
<u>Transportation Capital Reserve</u>				
4/30/16	TD Bank	5/1/16	0.40%	648,478
		Total Transportation Reserve		648,478
<u>Long Term Capital Reserve</u>				
4/30/16	Santander	5/1/16	0.30%	14,887,509
		Total Long Term Capital Reserve		14,887,509
		Total Capital Fund		17,571,365

**Central Bucks School District
Investment Portfolio
Debt Service Fund- Bank Balances
April 30, 2016**

<u>Purchase Date</u>	<u>Bank Name</u>	<u>Maturity Date</u>	<u>Rate of Interest</u>	<u>Principal Amount</u>
<u>Debt Service Reserve</u>				
5/29/14	PSDLAF(US Treasury Strip)	8/15/16	0.34%	4,962,500
6/10/14	PSDLAF(US Treasury Strip)	8/15/16	0.40%	3,999,964
4/30/16	TD Bank	5/1/16	0.40%	190,664
Total Debt Service Reserve				9,153,129
Grand Total- All Funds				145,004,895
Weighted Average Rate of Return				0.36%