

Charter School Food Services Cooperative: OVERVIEW

Primary Goal: To create a food services co-op, incubated within the Colorado League of Charter Schools, that will serve charter School Food Authorities (SFAs), and all of the sites they host, where all sites share a portion of the following operational burdens. Funding from private foundations combined with income generated from SFAs and schools utilizing the co-ops services will support the following types of start-up and ongoing activities:

1. Hire a full-time food services program administrator;
2. Hire compliance certified trainers/auditors;
3. Hire qualified data entry personnel;
4. Extend a one-year stipend to school employees designated as the SFA liaison as an incentive for schools to step-up to this task;
5. Cover start-up costs for Mealtime* central office software;
6. Cover up-front software and equipment costs for SFAs and up to 16 additional metro-area schools that choose to use Revolution Foods as their food service provider; and
7. Cover other miscellaneous operating costs, such as adding extended liability coverage.

Plan of Action: Charter schools need to be able to implement new food service options by August of 2009. Since our window of opportunity is brief, we have created an action plan that is concise. Over the next 2 months, our main objective will be to recruit and hire an administrator to manage the food services cooperative, and simultaneously, to finish developing an implementation plan for the launch and ongoing operation of the organization. Specific activities include:

- Define standards of operation for SFAs, and hosted sites;
- Develop candidate pool for required Co-op personnel;
- Secure group pricing benefits for required equipment and insurance;
- Develop training protocol for Co-op staff, SFAs and hosted sites;
- Develop cost sharing model;
- Develop marketing plan to attract new sites each year; and
- Plan for a successful transition to a self-governed model.

Charter School Food Authority Division of Responsibility						
CATEGORY		STATE	VENDOR	SFA	SCHOOL	CO-OP
Systems						
* Data Entry				(X)		X
* Point of Service					X	
* FRL Form Verification				(X)		X
* Submit for Reimbursements				(X)		X
* Account Management				(X)		X
* FRL fund distribution				(X)		X
Contracts						
* Vendors			X	X		
* Feds		X		X		
* Schools			X	X	X	
* SFA Insurance				(X)		X
* School Insurance				(X)	(X)	X
Purchasing						
* Equipment				(X)	(X)	X
* Software				(X)	(X)	X
Training						
* SFA		(X)		(X)		X
* School		(X)		(X)	(X)	X
Compliance/Audits						
* SFAs		(X)		(X)		X
* Schools		(X)		(X)	(X)	X

Charter School Food Authority Start-Up Process Timeline					
DEADLINE	SFA PROCESS	PARTICIPANTS	STATUS	NOTES	
5/15/2009	1. Apply to CDE for SFA status.	Schools	done		
6/8/2009	2. Contact CO Health Department	Schools/CLCS	pending	distrubute template letter, phone calls, emails	
6/19/2009	3. SFA approvals.	CDE	pending		
6/22/2009	4. Distribute vendor RFPs.	CDE/SFAs		expedited 21 day process	
6/22/2009	5. Guest schools apply to SFAs.	SFAs/CLCS/CDE		develop announcement, application, requirements	
7/15/2009	6. CLCS Co-Op launch.	CLCS		assistance with equipment purchases, training schedules	
7/15/2009	7. SFA vendor contract complete.	SFAs/CDE/CLCS		legal input required	
7/17/2009	8. SFAs select vendors.	SFAs/CDE			
7/20/2009	9. SFAs guest schools contract complete.	SFAs/CDE/CLCS		legal input required	
7/20/2009	10. SFAs select guest schools.	SFAs/CDE			
7/31/2009	11. School trainings	CDE/SFAs/schools			

	complete.					
8/3/2009	12. FRL form dist./collection begins.		SFAs/schools			
8/10/2009	13. Meals served.					
??	14. First FRL meal count due to CDE		SFAs/Co-op			begin new process of tracking reimbursements