Chartwells®
School Dining Services
Eat · Learn · Live

A Foodservice Management Proposal for West Branch-Rose City Area Schools

EAT LEARN LIVE

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March 3, 2014

Katherine Fuller, Consultant Manager
Grants Coordination and School Support
Michigan Department of Education
P.O. Box 30008
Lansing, MI 48909

Dear Ms. Fuller:

Enclosed please find a packet documenting the results of West Branch-Rose City Area Schools bid process for a foodservice management company. We have chosen to use the prototype Request for Proposal/Cost Reimbursable Contract. No changes were made prior to the bid and we hereby certify that an unsigned copy of the Request for Proposal/Cost Reimbursable Contract is the contract with the successful bidder, **Chartwells School Dining**.

All the items checked are included in this packet:

- Copy of legal ad from newspaper (include date(s) ad ran and name of newspaper).
- Copy of all certified letters or e-mails notifying the potential bidders of the bid and pre-bid meeting. If certified letters or e-mails were copied to Katherine Fuller, copies will not be necessary.
- Copy of all certified return receipts (if applicable) for the letter notifying the potential bidders of the bid.
- Copy of the sign-in sheet for bidders in attendance at prebid meeting (if applicable).
- Copy of all meeting notes and/or written communication (if applicable).
- Copy of the unsigned contract (Request for Proposal/Cost Reimbursable Contract and attachments), RFP proposal submitted by the successful bidder, any addenda to the contract.
- A copy of the signed and dated Certificate of Independent Price Determination.
- Signed and dated copies of the Lobbying, Debarment and Suspension, and Clean Air and Water certificates are already on file with MDE.
- Copy of all Bid Sheets submitted by bidders. Please indicate what type of bid is being awarded (with or without advanced payment) to the recommended bidder.
- Copy of the completed **Bid Point Calculator and Evaluation Criteria Matrix form.**

If further information is needed, please call or write. I hereby certify that no member of any foodservice management company assisted in the bid evaluation process.

Sincerely,

Chavon S. Nihls
Director of Finance

March 3, 2014

West Branch-Rose City Area Schools
Chavon S. Nihls
Director of Finance
960 S. M-33
West Branch, MI 48661

Dear Chavon,

Chartwells welcomes the opportunity to present this proposal for the continued operation of foodservices at West Branch-Rose City Area Schools. Chartwells has enjoyed serving your school for the past 11 years. You are well aware of our success at your district, as well as 150 other districts in Michigan. We take great pride in being the leading school foodservice company in the state of Michigan and in serving West Branch-Rose City Area Schools.

On behalf of Chartwells, we would like to thank you for the opportunity to present solutions to your RFP for foodservice management. We have developed this proposal with your time and interest in mind. In the front of the proposal is an executive summary. This is an overview of changes in our service from your current agreement. It is an overview of our accomplishments since our last proposal and a list of goals going forward. The rest of our proposal highlights all of the services that we offer our school districts both here in Michigan and around the United States.

Our partnership has allowed us to develop a foodservice program sensitive to the needs of the students, faculty, administration and the West Branch-Rose City Area Schools community. This partnership has allowed us to design a system that meets the specific needs of West Branch-Rose City Area Schools.

We at Chartwells School Dining have enjoyed the partnership we have with West Branch-Rose City Area Schools, and through this proposal and bidding process it is our hope that we will continue the partnership we have developed. If there is anything that we need to review, any changes that would preclude you from renewing our agreement, we would ask that you give us a call and review what changes we can make to continue our successful relationship.

Sincerely,

Kathy Clouse
Client Relations Manager

Mary Darnton
District Manager

Janis Phillips
Director of Dining Service

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Experience Staffing K-12 Breakfast and Lunch Programs 3 Points 3
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This proposal, designed specifically for West Branch-Rose City Area Schools is confidential and proprietary to Compass Group USA, Inc (Compass). Except with prior written approval by Compass, dissemination to others outside of your organization is not allowed. West Branch-Rose City Area Schools admits that Compass may be irreparably harmed by a violation of confidentiality by West Branch-Rose City Area Schools and, therefore, Compass shall be entitled to judicial equitable relief, including injunction and specific performance, in the event of any breach of confidentiality by West Branch-Rose City Area Schools.

This proposal is valid for 90 days after its presentation and/or delivery to you.

West Branch-Rose City Area Schools
Award Criteria Plan A and Plan B

We have reviewed your award criteria and understand that these items are the framework from which you will determine the company that you wish to do business. Presented is your criteria along with a recap or review of these criteria.

Management Candidate	**Total Points for Criteria Section 5**
Experience staffing K-12 breakfast and lunch programs	**Total Points for Criteria Section 3**
Experience conducting procurement	**Total Points for Criteria Section 2**
Monitoring of Food Cost	**Total Points for Criteria Section 3**
Monitoring of Labor Cost	**Total Points for Criteria Section 3**
Financial Reports	**Total Points for Criteria Section 5**
Integrity of Projected Operating Budget/Forecast	**Total Points for Criteria Section 3**
Experience working in school foodservice, 5 years or more	**Total Points for Criteria Section 5**
FSMC Support and Backup	**Total Points for Criteria Section 3**
Communication	**Total Points for Criteria Section 3**
Marketing and Merchandising Plan	**Total Points for Criteria Section 2**
Nutrition Education	**Total Points for Criteria Section 4**
Employee Training and Development	**Total Points for Criteria Section 4**
Integrity of Information	**Total Points for Criteria Section 2**
Experience with menu development and special events	**Total Points for Criteria Section 2**

Executive Summary

Chartwells and West Branch-Rose City Area Schools

Chartwells
School Dining Services
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The Chartwells Promise

District Mission

Mission Statement: West Branch - Rose City Area Schools, with involvement of parents and community, acknowledges the responsibility to educate all students. Through innovative and aggressive strategies, we will prepare our students to become knowledgeable, caring and responsible citizens.

The Chartwells Promise

Nourishing students is not only our business; it is our commitment to the communities in which we serve. Chartwells is a diverse family of dedicated food and nutrition specialists serving the academic community. We deliver customized solutions that benefit our partners through innovative programs.

Executive Summary

Chartwells is pleased to provide an executive summary of our technical proposal and vision plan for West Branch-Rose City Area Schools. We will touch on all components that highlight those features that we believe best demonstrate the advantages of selecting us for this contract. By extending your partnership with Chartwells, you are guaranteed financial stability and future growth with a proven partner fully aligned with your strategic goals and culture.

As your partner of 11 years, we have studied and have an excellent understanding of the structure of your West Branch-Rose City Area Schools objectives and strategic plan. Our proposal was guided by our fundamental understanding of your objectives and culture – every creative thought and all new programs and processes are married to your goals. And all of our solutions are critically tied to the most advantageous financial terms, while delivering the best overall value, creativity and innovations to West Branch-Rose City Area Schools and the greater West Branch-Rose City community.

"It is a win-win relationship. With some contractors, it is a business relationship, and we terminate the contract. With Chartwells, it is a partnership."

– Ken Nicholl
Superintendent
Yale Public Schools
Yale, Mich.

Our Partnership and Key Achievements

Eleven years ago, Chartwells was awarded the contract for West Branch-Rose City Area Schools, now managing a total of four schools. A key learning for Chartwells during the past 11 years is that the West Branch-Rose City Area Schools program is complex and is always in motion with changing expectations. While we understand that we have had business challenges to overcome as we reflect back on the past 11 years, we truly have demonstrated significant and measurable improvements that we know are important to the overall West Branch-Rose City Area Schools community. A sampling of those achievements is highlighted below:

Financial Improvements:

We have been working diligently to overcome some of the hurdles associated with new regulations, declining enrollment and ever tightening budgets. We have pursued other sources of revenue, and cost savings, within the district:

- Expanding our Summer Program to include Surline School & Ogemaw Heights
- After school snack program expanded to include Ogemaw Heights High School
- Have increased Meals Per Labor Hour, with continued diligence each school year.

Nutrition and Wellness:

Nourishing students is not only our business; it is our commitment to the communities in which we serve. Here are a few of the ways we focus on nutrition and wellness as a whole:

- Fruit and vegetable bars have been placed in each building
- Development of food allergy protocol, and staff training on allergies
- As part of our nutrition standards, we've decreased the amount of sodium in meals served
- Addition of more whole grains added to the menus
- Apply yearly for the Fruits and Vegetable grant
- Active Fuel Up to Play60 program in Rose City

Culinary/Marketing Improvements/Promotions and Programs:

It is our goal to provide age-specific, customized school dining programs that resonate with students, administrators and parents alike. This has been developed with market research and student feedback, transforming our cafeterias into a unique social learning experience with an emphasis on high-quality nutritious meals, nutrition education, and friendly service. We encourage students to make good meal choices and promote wellness in the cafeteria, classroom, and at home.

Making sure students enjoy what they eat can do wonders for growing minds. It is our commitment to provide customized solutions to support academic achievement at the highest levels.

- Samplings and tastings; Chefs 2 Schools events
- Roll-out of Environments program
- Implemented culinary training for staff
- Commodity usage – maximizing with creativity while controlling costs

Community Commitments:

We are aware of the impact our operations have on the community. We are committed to practices that earn financial success by honoring ethical values, respecting people, valuing our communities and sustaining the natural environment.

- Assist school PTOs at carnivals and parent nights
- Assist Senior Lock-In fundraisers
- Help HOSA with apple pie fundraiser
- Offer samplings of menu items at parent-teacher conferences and are involved with the Ogemaw Heights open house.

Eat.Learn.Live.

Eat.Learn.Live.

We take a holistic approach to student nutrition. Eat.Learn.Live. is our single-minded commitment to building strong bodies and sharp minds, and establishing the foundation for a long, healthier life. Our nutrition standards meet – and often exceed – district, state and national nutritional requirements and guidelines. But we know that isn't enough. Chartwells wants children to make healthy food choices at school, at home and when they are out and about in the world.

Eat

As your foodservice operator, we partner with you to create a unique dining environment. We serve more than 2.6 million students every day. From our customized menus and meals to the snacks and beverages in our vending machines, we take feeding students seriously. We want to slowly transform your dining environment with food that is nutritious and fun. West Branch-Rose City Area Schools students will benefit from our award-winning Balance program, which teaches students and the school community how to make sound choices.

Learn

Through a wide array of nutrition education in the dining environment and beyond, we help students build a sound foundation of good eating habits. Environments® is our age-specific, customized school dining program that resonates with students, administrators and parents alike. Developed with market research and student feedback, it transforms the typical cafeteria into a unique social learning experience and encourages students to make balanced choices in the cafeteria, in the classroom and at home.

"Bridgewater Raynham seamlessly converted its union district employees over to Chartwells, and 45 of the 46 staff members returned for the 2008/2009 school year."

Theresa Minnucci
District Manager
Chartwells K-12

Live

Chartwells looks beyond the dining environment into the surrounding community. From worthy humanitarian causes to responsible environmental stewardship, we work to build tighter relationships in our communities with the world around us. As a leading school foodservice provider, we are committed to and invested in building healthy and sustainable communities. Our history of social responsibility initiatives includes:

- Student nutrition and wellness
- Supporting local farms
- Sustaining oceans
- Waste reduction
- Reducing the use of antibiotics in animal production
- Disposable packaging made entirely from renewable resources

Together, we have the opportunity to make a difference in the world, but with opportunity comes responsibility. We embrace the responsibility to do what's right for your school district and your community.

Your Customized Solution

"As we switched from in-house to outside vendor, Chartwells worked closely with the district every step of the way.

It was evident from early on that this was going to be a partnership."

– Nadine Binkley
Former Superintendent
Leominster Public Schools
Leominster, Mass.

Our Vision for West Branch-Rose City Area Schools

Chartwells is excited about the future of the dining services at West Branch-Rose City Area Schools, and we constructed our response based on what we know is important to you and all of the schools that we serve. All of our innovations, programs and tactics are focused on meeting your objectives and will include a focus on healthy eating, increasing participation, improving student satisfaction, expanding nutritious food offerings, advancing the level of foods made from scratch, and developing and supporting our employees.

We recognize that West Branch-Rose City Area Schools defines the scope of foodservices and measures our effectiveness in delivery. Our customized, solution-driven approach enables us to strategically tailor services for all of your needs and expectations. Our model is flexible, and we will build on the great foundation we have in place. We are well positioned to continue to evolve the program with what you told us was important to you. Following are the key highlights of our solutions tied to your objectives.

"Chartwells brought our 1950s school lunch program into the new millennium and gave us the variety and healthy options students wanted."

– Doric Scarpelli
Retired Assistant Supt. of Business
Rockland Public Schools
Rockland, Mass.

Future Strategic Plan

Financial Improvements:

Continue to strengthen the financial condition of West Branch-Rose City foodservice department to ensure excellence.

- Operate within a balanced budget and become a self-sustaining program
- Operate efficiently and effectively to control costs and maximize resources
- Educate and engage the staff and community about the financial operations and needs of the department
- Develop and expand partnerships with public and private entities
- Continue to actively pursue additional programs
- Continue to work with the Boys & Girls club at Surline to implement the dinner program for 2014.

Nutrition and Wellness:

Continued commitment to the communities in which we serve, with an ongoing focus on nutrition and wellness as a whole.

- Introduce new items or recipes to ensure variety in lunch program
- Continued compliance with District Wellness Policy

Locally Grown: Farm to School:

Chartwells has made great strides in increasing local produce sourcing and are continually researching new areas of locally sourced items.

- Continued culinary training and recipe changes to utilize seasonal local produce, when applicable
- Educate students, staff and community about the benefits of fresh local food

Culinary/Marketing Improvements/Promotions and Programs:

Continued focus on providing age-specific, customized school dining programs that resonate with students, administrators and parents alike, with implementation of new concepts and promotions, through the direction of Chartwells' culinary and marketing teams and input from district staff.

- Continue Chefs 2 Schools – as this has shown much participation from our students at West Branch-Rose City Schools
- Continue to embrace fresh new ideas to keep students, staff and community engaged with the foodservice department

Community Commitments:

Engage community as well as students, staff and families through a proactive system of communication.

- Engage in regular, reciprocal, meaningful and respectful communication
- Create and maintain an "open door" policy to foster relationships that last into the future
- Expand and strengthen the network of community group organizations and individuals who serve as resources to enhance student development
- Create a sense of pride and ownership through recognition of individual contributions, talents and strengths

West Branch-Rose City Area Schools' Objectives

We appreciate our partnership and the opportunity to serve your students and staff.

As the industry leader in school foodservice feeding, we recognize the efforts of the district in providing your students and faculty with a well-operated foodservice program.

We have the resources locally in Michigan to accomplish that goal. No other company can match the resources we have in Michigan. Chartwells Great Lakes Region is a Michigan-based company with a network of 150 directors and an extensive support team.

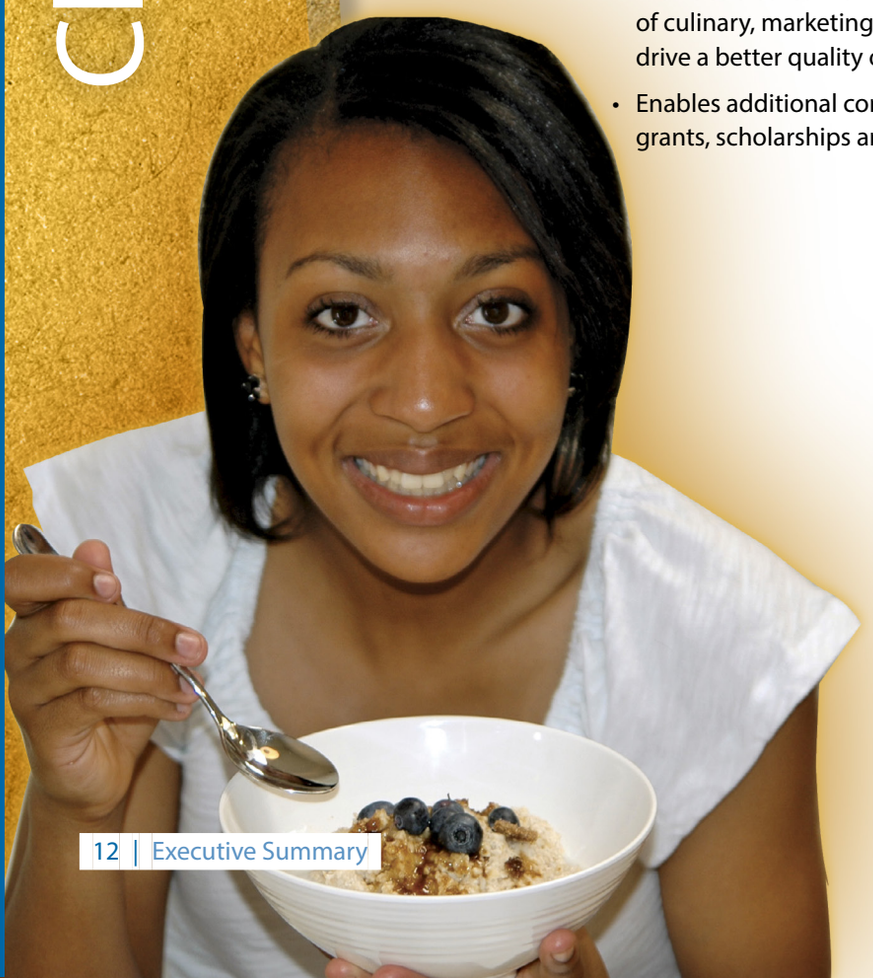
Your Chartwells foodservice team will continue to mold and work with your associates, introducing new menu concepts that offer healthy, nutritious meals for your students, faculty and staff.

We will continue to manage every aspect of the West Branch-Rose City Area Schools dining programs and ensure compliance with ever changing USDA requirements. Your program will be transparent to the faculty and administration so they can focus on student education. The result is program compliance with added variety and value from the industry leader in student feeding – Chartwells.

Chartwells Benefits

The Benefits of a Relationship with Chartwells

- Allows district to focus on education, its core competency
- Reduces overall administrative responsibilities, providing time for other duties
- Shifts overall accountability of audits, controls and systems to Chartwells
- Shifts key human resource functions such as recruitment, training, scheduling and payroll management to Chartwells
- Provides district with the ability to leverage Chartwells' extensive local and national resources to ensure compliance with USDA guidelines and legislation
- Enhances cost and operational controls by use of proven systems
- Shifts purchasing responsibility and safety of product monitoring to Chartwells
- Provides district with the opportunity for investment in facilities by Chartwells
- Drives enhancement in menu design and day-to-day offerings
- Allows district to benefit from Chartwells' best practices and benchmarks, gained from over 17 years of operating experience and current portfolio of 575 school districts
- Provides district with a passionate, committed and dedicated team of culinary, marketing and operational professionals to support and drive a better quality of student dining
- Enables additional community engagement through Chartwells' grants, scholarships and other community participation initiatives



Why Chartwells?

We know food. We know schools. We know kids. Our experience in all of these areas enables us to offer well-established, successful programs that exceed the industry standard. As a division of Compass Group North America and Compass Group PLC, Chartwells combines the value and resources of a global foodservices network with the on-site expertise of local managers.

We Know Food, Students and Schools

What this means to you is that we know the business and what it takes to provide high-quality, nutritional meals on a fixed budget. Our group of companies shares best practices, and we bring these ideas to our school districts across the country. In short, we add value and make your job easier.

Chartwells operates more school dining programs than any other company. Yet we're also intimately involved and hands-on with the schools in each and every school district we serve.

We're always available to share information and answer questions on such hot-button topics as childhood nutrition and obesity. We can go beyond the school to cater community and parent events, a service that ensures top quality and safe foods while letting your district keep food profits local. We'll team up with groups to promote better nutrition and wellness. School districts that work with us have found we're much more than a vendor – we're local people who take pride in what we do, both on the job and in the community.

Chartwells at a Glance

- **Operates in 36 states, 575 school districts**
- **Serves over 2.6 million students daily across 4,000 elementary, middle and high schools**
- **Proven track record of experience in operating urban, rural, large and small districts**
- **Minority partnership to support district diversity goals**
- **Offers custodial and facility services through sister division SSC**
- **Nationwide network of expert chefs and dietitians creating nutritious, high-quality and appealing menu selections that meet or exceed USDA guidelines**

About Compass Group

- **Headquartered in Charlotte, N.C.**
- **Food and facility services across education, corporate, leisure, healthcare and government sectors**

West Branch-Rose City Area Schools and Chartwells

A True Partnership

We want you and the entire West Branch-Rose City Area Schools community to know that our vision is flexible and not an absolute direction that we must take. Our partnership has been built on trust, open and honest communications, and compromise that produces the best results. Chartwells has never lost sight of why we are here and what we must continue to do to remain your business partner.

- Enhance the quality of the school day for all students
- Develop student-focused proactive marketing programs
- Provide superior management support
- Contribute to the prestige and reputation of West Branch-Rose City Area Schools – deliver an **award-winning** program

The RFP process has been both insightful and reflective for us, as we reviewed our past and future with West Branch-Rose City Area Schools. It has given us a renewed opportunity to realize how important a role your dining program plays each and every day in the quality of student life. Chartwells is very excited about our entire proposal, which goes well beyond our portfolio of à la carte program and dining concepts. Our goal is to enhance all aspects of the mutual program we have built together by focusing on the future and implementing the ultimate in dining services.

You have the personal commitment of Brian Casey, our regional vice president, as well as of our entire organization, that Chartwells will deliver on all of our promises to continue to position the West Branch-Rose City Area Schools as a premier dining program in the Michigan education market. We appreciate the opportunity to extend our partnership another five years and look forward to seeing this process through completion and delivery.

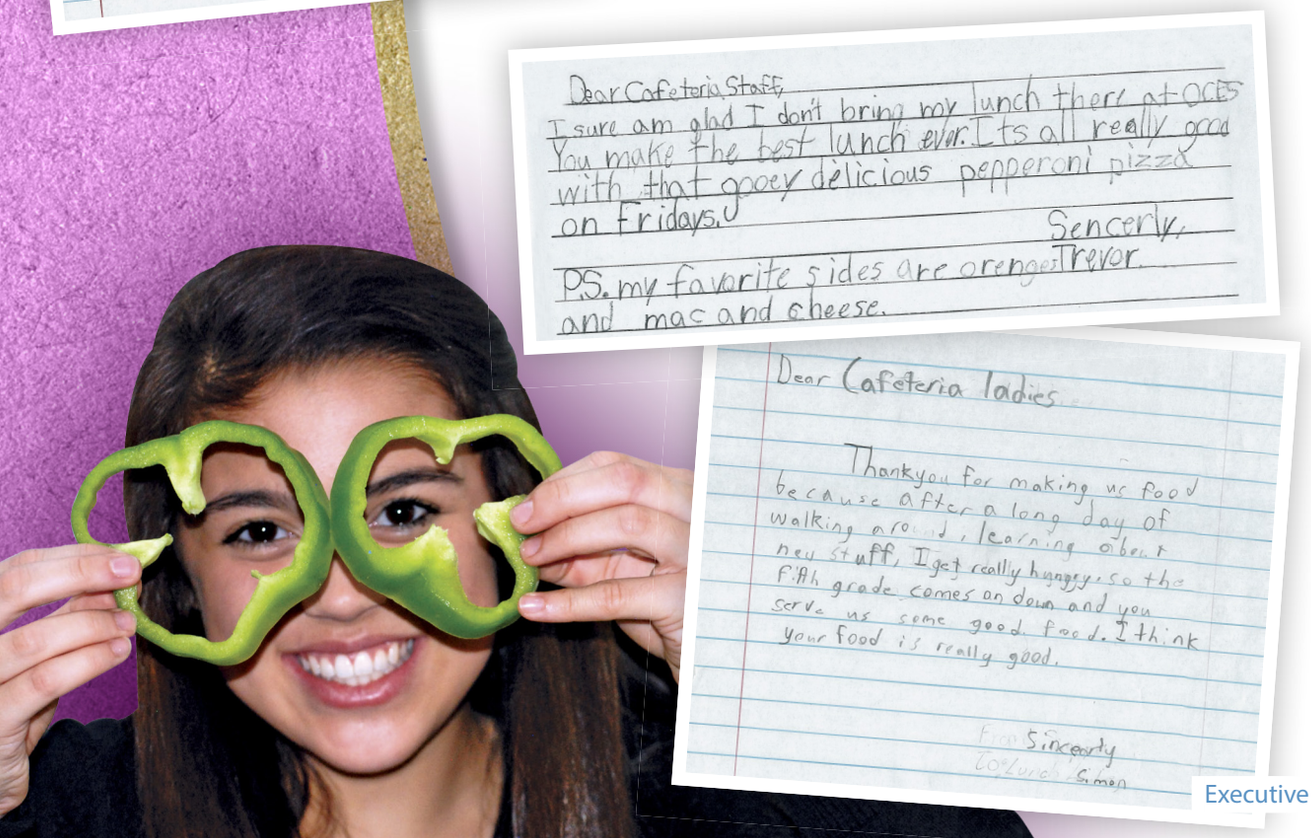
Summary

Our Commitment to Your District

We are dedicated to partnering with you to customize a foodservice program that meets the needs of your school district. We will:

- Consistently provide affordable, high-quality, great-tasting meals that exceed USDA guidelines. Meals are developed by our registered dietitians and professional chefs.
- Design bright, modern serving and dining areas to create a destination experience that increases student participation.
- Invest in our partnership by upgrading facilities and equipment to produce meals that appeal to students and satisfy their nutritional needs.
- Customize a strategic five-year marketing and communications plan for students, parents and administrators.
- Introduce a comprehensive training and development program emphasizing wellness, teamwork, safety, high-quality food production, customer satisfaction and culinary innovation.
- Make health and safety a top priority for your school district. All of our foodservice programs are in full compliance with government safety and sanitation codes, nutritional guidelines, and state and local health codes.

Let's work together to create a customized foodservice plan that takes your district to an exciting new level!



Manager Candidate

No one can dispute that the director of dining services makes an account. We want to remind you that we have 150 clients here in Michigan, and most of them believe that they have the best director in the state. The director of dining services will continue to be the key person on-site in your district – your go-to person for all elements of the program. Our directors are trained to balance the needs of students, school administrators and foodservice employees to ensure all-around great service and customer satisfaction.

Chartwells understands and embraces the fact that a great team is necessary to carry on the level of service your students have grown accustomed to. Janis Phillips has 11 years serving West Branch-Rose City Area Schools. You will find Janis Phillips to continue to be proactive in her approach to your foodservice program. With over 28 years of experience in school foodservices, Janis will continue to bring a wealth of knowledge to both student dining, as well as state and USDA guideline compliance.

BIOGRAPHY OF

Janis Phillips

Food Service Director

QUALIFICATIONS

Janis Phillips has worked in foodservice since 1986, starting with Gerrish-Higgins School District as foodservice director. Janis has worked in the West Branch-Rose City School District since 1994 and in 2012 she added Essexville-Hampton to her job responsibilities.

Janis was born and raised in West Branch. She has been married for 27 years to her husband and they have two children. One has a B.S. in architecture from Bowling Green University and is continuing education at Michigan State University. The other is a senior at Central Michigan University.

Janis takes pride in her menus. They are written on-site, meeting federal regulatory guidelines and taking into consideration, through discussions and surveys, the preferences of students and staff. Working through Chartwells' approved vendors ensures that quality and safety are of utmost importance.

Through diligent training and hiring practices, Janis is able to ensure that the most qualified persons are placed into vacant positions in the district. It is imperative to Janis, for the students, community and staff, that the best person is hired for the position.

She enjoys spending time with her family. They enjoy traveling, as well as Loons baseball, Spirit hockey and CMU football. Her hobbies include walking, biking, swimming and landscaping with her mother.

Experience

As recognized leaders in foodservice management and hospitality within the academic community, Chartwells aims to help students make the connection that their diet can affect how they feel, look and perform. From large school districts to rural communities, our teams consist of a diverse family of food and nutrition specialists dedicated to providing healthy, fun and sustainable dining options for today's students and clients.

We understand, engage and satisfy customers with tailored dining service operations by exceeding their unique needs and expectations. We have a passion for food, preserving our environment, and insist on efficiency and quality while continuing to set the standards within the academic foodservice industry.

We work in the cafeteria to help students make good meal and snack choices by providing healthy and tasty options during daily mealtime. We reinforce this knowledge in the classroom with lesson plans and educational materials available to teachers. We work within the community to ensure the meals we serve help fuel and sustain the ideas and dreams of tomorrow.

We Are Reliable

Unlike many foodservice management companies whose turnover rates have caused operating instabilities that ripple down to the schools they serve, Chartwells is known for consistent and steadfast service. With more than 10 years of consistent leadership, the tenure and experience of our management team is the most extensive in the school dining services industry. Chartwells' sustainable foundation, combined with our commitment to associate training, ensures the school dining operations in your school district are effective, efficient and reliable.

We Are Ethical

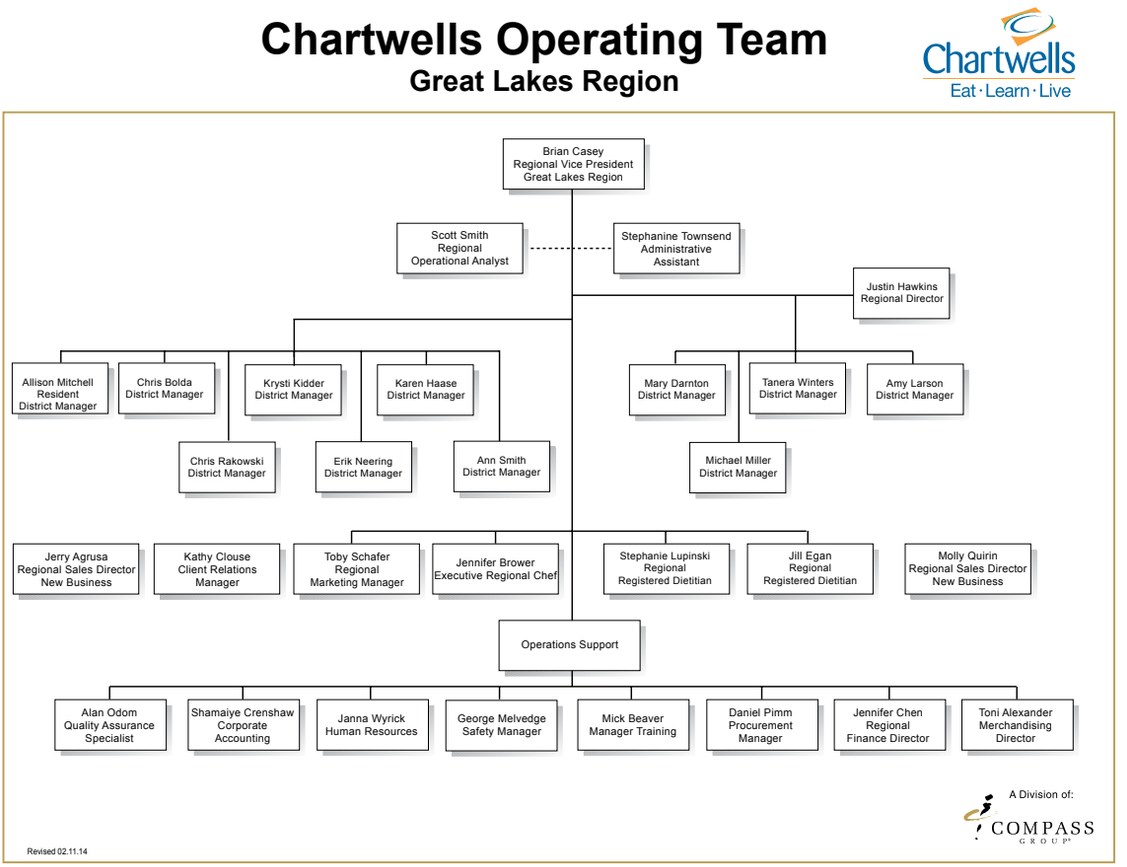
We want our relationships to be based on honesty, respect, fairness and a commitment to constant, open dialogue at all levels – internally and externally. Thus, we set and maintain high ethical standards that our partners depend on. We seek to understand your objectives, concerns and challenges to determine what is important to you and to deliver superior service and results.

We Are Dedicated

Chartwells is dedicated to maintaining strong partnerships. Our national client retention rates reflect our commitment to being a world-class provider of school dining services, renowned for our Great People, Great Service and Great Results. We value and recognize the diversity and contribution of our people and work to build a pipeline of diverse talent and suppliers that reflects the communities where we work and live.

We have extensive experience in understanding the unique needs of communities across the country. We serve 2.6 million students each day at more than 4,000 urban and rural schools nationally.

The Great Lakes organizational chart is located below. The people that are listed are the reason we deliver on our commitments. The key to our success is the resource team we bring to West Branch-Rose City Area Schools. We have the infrastructure to ensure success for your school district.



Our people! The day-to-day management of your foodservice program is handled by a dedicated group of individuals. No other company in the industry comes close to the local support and resources of Chartwells. Our regional team has been the cornerstone of your program throughout our 11-year partnership. This support staff is crucial because it allows your on-site vice president, directors and managers to be in your schools, managing your dining programs, and completely focusing on making your programs the best they can be. We believe that our community feedback, surveys, media reports, performance measuring tools, state agency audits and health inspection results, as well as industry audits and scores, show the important role our regional support team has had in the success of your program.

Following are the value-added features that our local and regional support has provided, and will continue to provide, to the West Branch-Rose City Area Schools dining program:

- Having a local regional office means that we know and understand what makes the West Branch-Rose City Area Schools community unique and how we can best serve you.
- Providing immediate support for every dietary need, not only from dietitian Stephanie Lupinski, but also from many members of our local nutrition team.
- Offering immediate support with media requests, as it relates to your dining services program, to provide positive media coverage.
- Providing administrative clerical support that is shared and cost-efficient.
- Assisting with menu planning and analysis to ensure all state and USDA regulations are met.
- Providing support and training for state agency administrative reviews that continually result in excellent reviews.
- Providing a regional vice president who is local and available to meet and offer immediate support.
- Being in the community means we understand the impact we have on the local economy as it relates to the importance of buying local food.

Integrity of Projected Operating Budget and Forecast

We recognize the importance you place on your student nutrition program. As the industry leader, Chartwells will bring innovations that have provided students across Michigan and the nation with the additional nutritious variety that their sophisticated palates dine with daily.

We recognize that each school community has a very different culture. Our goal is to reach out to students through focus groups to determine their likes and desires. After gathering that information, we formulate a plan for implementation with input and support from the administration.

Chartwells' Financial Plan for the West Branch-Rose City Area Schools

Plan "A1" With Advanced Payment

Chartwells will charge a monthly administration fee of $6,200.00 per month for 10 months each year. Our total administrative charge will be $62,000.00 per year. Our management fee of five cents ($.05) will be charged for each equivalent meal. Chartwells will charge our fee based on the equivalent meal factor of $3.1625 as outlined in the RFP.

Chartwells will require an advance payment of $77,000.00. Chartwells budgets for all Plan A is based on the following information:

- Student enrollment of 2,158
- 180 days of service
- District labor and fringe cost of $478,234.03
- District indirect cost of $34,000.00
- Reimbursements of $743,914.57

We have provided a projected budget below when Chartwells manages your Child Nutrition Program. We are proud that we serve over 80 percent of the school districts with managed foodservice programs. If you can't measure performance, you can't manage it! Every business has a scorecard. No company today exists without a business plan. The West Branch-Rose City Area Schools has an extensive budget that you measure expenses against everyday. Chartwells has an open-book policy with each and every client.

Financial Budget Projections

West Branch-Rose City Area Schools

School Year 2014-2015

Plan A1 With Advanced Payment

Chartwells School Dining Services

INCOME:			
	Student Sales Brkft & Lunch	$	165,215.00
	Ala Carte & Adult Sales	$	111,000.00
	Catering & Other Income	$	9,000.00
	Cash	$	285,215.00
	Reimbursements	$	804,344.00
	TOTAL	**$**	**1,089,559.00**
EXPENSES			
	Food	$	419,508.00
	Less: Rebates/ Manufacturers Incentives	$	(34,819.16)
	District Labor & Fringe	$	515,678.00
	Chartwells Mgr & Fringe	$	37,683.44
	District Expenses	$	51,850.00
	Other Non-Food Costs	$	48,278.04
	Chartwells Mgmt and Admin Fees	$	79,271.18
	TOTAL	$	1,117,449.50
	PROFIT/LOSS	**$**	**(27,890.50)**

Plan "A2" Without Advanced Payment

Chartwells will charge a monthly administration fee of $6,324.00 per month for 10 months each year. Our total administrative charge will be $63,240.00 per year. Our management fee of five one cents ($.051) will be charged for each equivalent meal. Chartwells will charge our fee based on the equivalent meal factor of $3.1625 as outlined in the RFP. There will be no advance payment guarantee.

We have provided a projected budget below when Chartwells manages your Child Nutrition Program. We are proud that we serve over 80 percent of the school districts with managed foodservice programs. If you can't measure performance, you can't manage it! Every business has a scorecard. No company today exists without a business plan. The West Branch-Rose City Area Schools has an extensive budget that you measure expenses against everyday. Chartwells has an open-book policy with each and every client.

Financial Budget Projections

West Branch-Rose City Area Schools

School Year 2014-2015

Plan A1 Without Advanced Payment

Chartwells School Dining Services

INCOME:			
	Student Sales Brkft & Lunch	$	165,215.00
	Ala Carte & Adult Sales	$	111,000.00
	Catering & Other Income	$	9,000.00
	Cash	$	285,215.00
	Reimbursements	$	804,344.00
	TOTAL	**$**	**1,089,559.00**
EXPENSES			
	Food	$	419,508.00
	Less: Rebates/ Manufacturers Incentives	$	(34,819.16)
	District Labor & Fringe	$	515,678.00
	Chartwells Mgr & Fringe	$	37,683.44
	District Expenses	$	51,850.00
	Other Non-Food Costs	$	48,278.04
	Chartwells Mgmt and Admin Fees	$	80,856.60
	TOTAL	$	1,119,034.92
	PROFIT/LOSS	**$**	**(29,475.92)**

Plan "B1" With Advanced Payment

Chartwells will charge a monthly administration fee of $6,200.00 per month for 10 months each year. Our total administrative charge will be $62,000.00 per year. Our management fee of five two cents ($.052) will be charged for each equivalent meal. Chartwells will charge our fee based on the equivalent meal factor of $3.1625 as outlined in the RFP. Chartwells will require an advance payment of $77,000.00.

Chartwells budgets for all Plan B are based on the following information:

- Successful transition of foodservice associates to industry standard wages and benefits
- Student enrollment is 2,158
- 180 days of service
- District labor and fringe is $0.00
- District indirect costs are $34,000.00
- Reimbursements are $743,914.57

Financial Budget Projections

West Branch-Rose City Area Schools

School Year 2014-2015

Plan B1 With Advanced Payment

Chartwells School Dining Services

INCOME:			
	Student Sales Brkft & Lunch	$	165,215.00
	Ala Carte & Adult Sales	$	111,000.00
	Catering & Other Income	$	9,000.00
	Cash	$	285,215.00
	Reimbursements	$	804,344.00
	TOTAL	**$**	**1,089,559.00**
EXPENSES			
	Food	$	419,508.00
	Less: Rebates/ Manufacturers Incentives	$	(34,819.16)
	Chartwells Direct Labor & Fringe	$	310,018.45
	Chartwells Mgr & Fringe	$	37,683.44
	District Expenses	$	51,850.00
	Other Non-Food Costs	$	55,187.58
	Chartwells Mgmt and Admin Fees	$	79,962.03
	TOTAL	$	919,390.34
	PROFIT/LOSS	**$**	**170,168.66**

Plan "B2" Without Advanced Payment

Chartwells will charge a monthly administration fee of $6,324.00 per month for 10 months each year. Our total administrative charge will be $63,240.00 per year. Our management fee of five two cents ($.052) will be charged for each equivalent meal. Chartwells will charge our fee based on the equivalent meal factor of $3.1625 as outlined in the RFP. Chartwells will not require an advance payment.

Financial Budget Projections

West Branch-Rose City Area Schools

School Year 2014-2015

Plan B2 Without Advanced Payment

Chartwells School Dining Services

INCOME:			
	Student Sales Brkft & Lunch	$	165,215.00
	Ala Carte & Adult Sales	$	111,000.00
	Catering & Other Income	$	9,000.00
	Cash	$	285,215.00
	Reimbursements	$	804,344.00
	TOTAL	**$**	**1,089,559.00**
EXPENSES			
	Food	$	419,508.00
	Less: Rebates/ Manufacturers Incentives	$	(34,819.16)
	Chartwells Direct Labor & Fringe	$	310,018.45
	Chartwells Mgr & Fringe	$	37,683.44
	District Expenses	$	51,850.00
	Other Non-Food Costs	$	55,187.58
	Chartwells Mgmt and Admin Fees	$	81,202.03
	TOTAL	$	920,630.34
	PROFIT/LOSS	**$**	**168,928.66**

No Cost in Transition

Chartwells is the only company that has afforded the privilege of building a solid foundation and positive working relationship with the schools and staff of West Branch-Rose City Area Schools. That solid foundation brings savings. As your current partner with working knowledge, we will not need to charge additional expenses for startup costs or costs in transition. Those charges add unnecessary expenses that your program should not have to bear.

Proposed Staffing Chart

Current Staffing Patterns

FSMC Employees (SY 2013-14)

School Building	Job Title	Hours to be Worked
Ogemaw Heights HS	Food Service Director	20 hours per week
Surline Elementary	Head Cook	8.00
	Kitchen Helper	6.25
	Kitchen Helper	3.50
	Kitchen Helper	3.50
	Kitchen Helper	3.00
	Kitchen Helper	2.25
Surline Middle	Kitchen Helper	6.50
	Kitchen Helper	5.75
	Kitchen Helper	4.00
Rose City	Kitchen Helper	6.25
	Kitchen Helper	5.00
Ogemaw Heights	Head Cook	8.00
	Kitchen Helper	6.50
	Kitchen Helper	6.00
	Kitchen Helper	5.00
	Kitchen Helper	4.50
	Kitchen Helper	4.00
	Kitchen Helper	3.50
	Kitchen Helper	3.50

Management Candidate

Chartwells
School Dining Services
Eat · Learn · Live

Management Candidate 5 Points

Our Leaders Help Your District Succeed

We will continue to make your job easier by providing your district with an experienced and dedicated dining services team. Our managers care about your students and work hard to provide nutritional meals and wellness education, all within a welcoming and comforting environment.

A successful foodservice program starts from the top. Our leaders bring years of experience and extensive qualifications to your district, adding creativity, energy and excellence to all aspects of the dining program. Your students deserve the best, and our managers are committed to making that happen.

Following is an overview of the management team that will be working with you to make your dining services program a success.

Your students deserve the best, and our managers are committed to making that happen.

Director of Dining Services

The director of dining services will continue to be the key person on-site in your district – your go-to person for all elements of the program. Our directors are trained to balance the needs of students, school administrators and foodservice employees to ensure all-around great service and customer satisfaction.

Your director is an active member of your administrative team who can influence associate and student morale – and has the power to reduce turnover and increase associate job satisfaction. The director works closely with the regional executive chef to drive culinary direction that incorporates the distinctive elements of your district and your community. Our directors have the talent and commitment to meet the expectations you've established for the foodservice program.

Director Responsibilities

To ensure the quality of your district's foodservice program, every director of dining services is evaluated on these key areas of responsibility:

- Customer satisfaction
- Financial execution
- Merchandising and food presentation
- Management relations and leadership skills
- Employee development

BIOGRAPHY OF

Janis Phillips

Food Service Director

QUALIFICATIONS

Janis Phillips has worked in foodservice since 1986, starting with Gerrish-Higgins School District as foodservice director. Janis has worked in the West Branch-Rose City School District since 1994 and in 2012 she added Essexville-Hampton to her job responsibilities.

Janis was born and raised in West Branch. She has been married for 27 years to her husband and they have two children. One has a B.S. in architecture from Bowling Green University and is continuing education at Michigan State University. The other is a senior at Central Michigan University.

Janis takes pride in her menus. They are written on-site, meeting federal regulatory guidelines and taking into consideration, through discussions and surveys, the preferences of students and staff. Working through Chartwells' approved vendors ensures that quality and safety are of utmost importance.

Through diligent training and hiring practices, Janis is able to ensure that the most qualified persons are placed into vacant positions in the district. It is imperative to Janis, for the students, community and staff, that the best person is hired for the position.

She enjoys spending time with her family. They enjoy traveling, as well as Loons baseball, Spirit hockey and CMU football. Her hobbies include walking, biking, swimming and landscaping with her mother.

Experience Staffing K-12 Breakfast and Lunch Programs

Chartwells
School Dining Services
Eat · Learn · Live

Experience Staffing K-12 Breakfast and Lunch Programs 3 Points

Great People

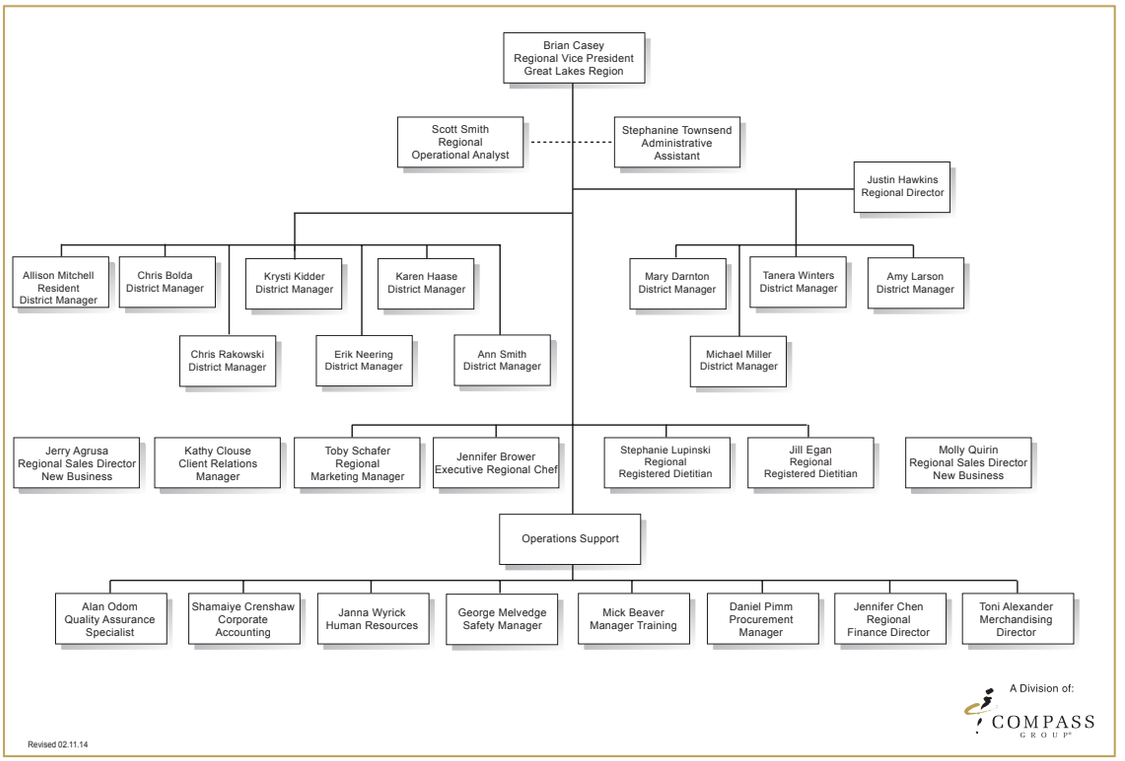
Your Most Important Asset

Our foodservice employees are the face of the dining services program to your students, parents, faculty and community. You want employees who like their job, like your students and take pride in the quality of the food they serve. This is important because by connecting with students, our foodservice employees help to drive participation and increase revenues.

Anyone who has managed a team knows these high levels of service don't happen by chance. That's why we bring an employee development program to your district that addresses all aspects of the relationship – from attracting and retaining employees to training, engagement and performance. We are committed to creating a workplace where all employees feel respected, contribute their best work and can reach their full potential.

Chartwells Operating Team

Great Lakes Region



Attract

RN Resource Network

Our recruiters, known as the Resource Network, will continue to work closely with our operations team to ensure the most qualified candidates are identified if a change in management staff is needed. We have systems in place to efficiently help our recruiters find top talent and manage the candidate pipeline. Using our application tracking system, in conjunction with our career site, we are able to notify both internal and external candidates about positions they are qualified for and may want to pursue.

We are 100 percent compliant with Equal Employment Opportunity Commission (EEOC) and Office of Federal Contract Compliance Programs (OFCCP).

Diversity is a part of who we are

Diversity stems from our core business model. At Chartwells, we understand that embracing diversity through engagement, new innovations and opportunities are key drivers for successful operations. Through inclusion we work together to achieve business goals by understanding the needs and expectations of our diverse clientele, communities we serve and our proud associates.

Chartwells' greatest asset has always been our associates. We are dedicated to attracting, retaining and developing great people in a diverse workforce. We take tremendous pride in offering associates a rewarding and promising career and sum up our commitment to diversity and inclusion in one phrase: Many voices, many choices, one company. As a company that strives to be cutting-edge and innovative, we welcome input from our life source, our employees. By incorporating these ideas, we keep up with – and sometimes ahead of – our young customers. In order to stay current, we need the insights provided by our very committed team members. We make certain to keep the collective mission top of mind. Serving meals to the children in our almost 6,000 school buildings every school day requires an immense amount of passion and dedication, and most importantly, a smile.

Equal Employment Opportunity

Under the provisions of Title VI of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Orders 11141 and 11246, as amended, Section 503 of the Rehabilitation Act of 1973, and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, it is our legal duty to periodically remind you of Chartwells' position concerning equal employment opportunity and affirmative action. In addition to our legal duty, we believe that it is our moral responsibility to advise you that Chartwells' position is as follows:

The policy of Chartwells is that it shall be an equal opportunity employer. The company shall act affirmatively to ensure that it will:

- Recruit, hire and promote for all job classifications without regard to race, creed, color, national origin, sex, age or disability
- Base decisions on employment solely on an individual's qualifications for the position being filled
- Ensure that all other personnel actions, such as compensation, promotions, benefits, transfers, layoffs, return from layoff, social and recreational programs are administered without regard to race, creed, color, national origin, sex, age or disability
- Take appropriate steps to correct any under-utilization of women, minorities, Vietnam era veterans and disabled individuals in the company's workforce

All operations submit compliance reports (applicant flow, hire, promotion and termination logs) annually by January 31 to the Corporate Counsel, 2400 Yorkmont Road, Charlotte, NC 28217, so that their compliance with our policy can be monitored.

Chartwells maintains affirmative action programs to promote the employment opportunities of disabled individuals, veterans, and veterans of the Vietnam era. Our policy is as follows: If an associate applicant is either a disabled individual, a disabled veteran or a Vietnam-era veteran and would like to be considered under these programs, he/she informs the immediate supervisor or department manager. Although giving this information is voluntary, such a disclosure enables the company to further assist in an appropriate manner concerning employment.

Willingness to provide such information in no way results in adverse treatment. Information obtained concerning associates is kept confidential and is used only in conjunction with federal reporting requirements, except that (1) supervisors and department managers may be informed regarding restrictions on the work or duties of disabled-veteran associates and regarding necessary accommodations; (2) first-aid personnel may be informed, when and to the extent appropriate, if a disability might require emergency treatment; and (3) government officials investigating compliance with disability or veterans regulations shall be informed.

We expect all managers to do their utmost to comply with your operation's Affirmative Action Plan and to ensure that our corporatewide policy concerning equal employment and affirmative action is given the highest priority.

Sexual and Workplace Harassment

Compass Group, as part of its commitment to equal employment opportunity, prohibits sexual harassment or any form of workplace harassment of its associates and applicants by any person in any form, including on the basis of race, sex, color, religion, age, national origin or disability. Recently, the Equal Employment Opportunity Commission (EEOC) published guidelines relating specifically to sexual harassment, which we endorse in keeping with our long-standing commitment against any form of harassment in the work environment.

The EEOC guidelines provide that unwelcome sexual advance, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

In keeping with the spirit of these guidelines, we reaffirm our belief that every Compass Group associate must be treated with dignity and respect regardless of race, sex, color, religion, age, national origin or disability.

We ask the help of all of you to help us meet our obligations by acting in accordance with our stated commitment and by bringing any violations of this policy to our attention.

Open Communication and Problem-Solving Procedures

Chartwells believes that all associates, hourly and salaried, have the right to voice any problems or concerns that they may have. While the company may not be able to correct every problem brought to our attention, it is our desire to listen to our associates and respond accordingly whenever we can.

Most of the time, an associate's immediate supervisor is the person best qualified to solve an issue brought to his or her attention.

If the associate feels that the issue is not resolved or if he or she is uncomfortable discussing the issue with the immediate supervisor, then it should be discussed with the next higher-level manager.

If the issue remains unresolved after the third level of management, the associate should feel free to contact the regional vice president in the regional office.

If, at any stage in the problem-solving procedure, the associate feels uncomfortable with continuing to pursue the issue with local operating management, the associate should contact the Chartwells Human Resources representative.

It is the policy of Chartwells to encourage all associates, hourly and salaried, to use this communication policy free of fear of any repercussions. Any manager who thwarts an associate's attempt to take a problem to higher management or who reprimands or otherwise harasses an associate who has already done so seriously jeopardizes his or her job with Chartwells.

Affirmative Action Policy

Chartwells intends to obey all laws and regulations pertaining to equal employment opportunity. It is Chartwells' policy to offer equal employment opportunity to all in every aspect of employment regardless of race, color, sex, religion, age or national origin. We do not take this policy lightly. All Chartwells employment advertising stresses that we are an Equal Opportunity Employer. The number of female and minority group members in management and throughout the company has increased. We expect all management to work toward total equal employment so that this trend continues.

Under court interpretation of these laws, it is clear that discrimination in employment is no longer solely defined as acts of prejudice on the part of company managers or supervisors. The statistical absence or under-representation of minority group members, females, or older associates, when their availability in the work force is demonstrable, can be legal proof of discrimination.

We are aware that the law does not require management to hire or promote someone simply because he or she is a member of a minority group or other group under the protection of these laws. However, if management feels that such a person is not capable of performing the job, the manager must have only valid, job-related reasons for considering the person unqualified.

This serves to reiterate the policy of Chartwells, and the management of its facilities to work continually toward improving recruitment, employment, development, and promotional opportunities for minority associates and for women.

Certainly, one of the most complex and troublesome problems that confronts our company and our nation today is the absence of true equal opportunity for all people without regard to race, color, religion, sex, age or national origin.

While there have been civil rights laws enacted to ensure such equality, many individuals and institutions have been negligent in meeting the requirements of these laws to the extent that equal opportunity for all people, in fact, is not a reality.

Consequently, the denial of equal access to opportunities for development and growth has permitted discrimination to continue in a variety of forms. This means that proposed remedies must go beyond the mere announcement of equal opportunity policy. We, at Chartwells, recognize and accept our responsibility to design and implement programs that strike at the problem, rather than simply exist as overt manifestations.

We must, therefore, strive aggressively to ensure the entry and growth of minorities and women in our work force until it is emphatically clear that equality of opportunity in our company is a fact as well as an ideal. To achieve ultimate effectiveness in this matter, our efforts toward equal opportunity for all people in our employment must extend above and beyond the letter of the law – that is, total commitment to this goal on the part of every Chartwells associate.

Our management cooperation and support in our Affirmative Action Program is essential and ensures equal employment opportunities in all company-operated facilities.

Employee Screening Policies

Security Policy

Chartwells is committed to establishing and maintaining a work environment that promotes safety, good health and efficient work behaviors. This commitment includes taking reasonable steps to ensure that Associates, clients, customers and the general public are safe by performing criminal history record checks in accordance with federal, state and local requirements, client mandate and best practices. All Chartwells associates are required to pass a five-panel drug test, county background check, inclusive of social security, courts – county criminal. In addition any Chartwells associate that is required to drive a motor vehicle for work is given and required to pass the Department of Transportation Motor Vehicle check.

Chartwells verifies claims of past employment and education history of all associates. Schools and/or colleges are contacted to verify attendance and degree claims. Past associates are contacted to verify employment history and job position descriptions.

Employment References

Chartwells verifies claims of past employment and education history of all associates. Schools and/or colleges are contacted to verify attendance and degree claims. Past associates are contacted to verify employment history and job position descriptions.

Eligibility

Chartwells only hires those individuals who are legally eligible to work In the United States. Every hiring manager completes and maintains an Employment Eligibility Verification Form (I-9) for every associate within three-days of hire. In partnership with an outside firm, Chartwells uses an electronic I-9 process that is linked to E-Verify. E-Verify is an Internet-based system operated by the U.S. Citizenship and Immigration Services in partnership with the Social Security Administration (SSA). E-Verify electronically compares information contained on the Employment Eligibility Verification Form I-9 with records contained in SSA and the Department of Homeland Security databases to help employers verify identity and employment eligibility of newly hired employees.

Drug Policy

The sale, purchase, transfer, use or possession of any illegal drug or controlled substance during working hours, while on company business, or while on client or company property (including company-owned or company-leased vehicles) is prohibited. Additionally, no person shall work or report to work under the influence of an illegal drug or controlled substance. Violation of this rule results in discipline up to termination of the associate or associates involved.

No alcoholic beverage may be brought into or consumed on client or company property. Any associate actively seeking medical attention for alcoholism or drug addiction is entitled to the benefits under the company's medical insurance plan in accordance with the terms of that plan.

If the associate's action and/or appearance gives the company reasonable cause to believe that an associate is involved in alcohol or drug abuse, the company may require the associate to submit to a drug/alcohol test. A refusal to submit to such a test may result in discipline up to termination of the associate involved. Positive test results may result in discipline up to termination of the associate.

Employee Evaluations

Performance Appraisals

To ensure that all Chartwells associates perform their jobs to the best of their abilities, the company feels it is important to recognize its associates for good performance and to offer appropriate suggestions when improvement is thought to be necessary. Consistent with this goal, all Chartwells associates will have their performance evaluated by their supervisor on an ongoing basis. Each associate will also receive periodic written evaluations of their performance. Written performance reviews of each associate's performance will normally be done on an annual basis. All written performance reviews will be based on the overall performance in relation to the job responsibilities and will also take into account conduct, attitude, record of attendance and tardiness.

In addition to the regular performance evaluations described above, special written performance evaluations may be conducted by the supervisor at any time to advise of the existence of performance or disciplinary issues.

Appraisal Meeting

The Chartwells appraisal is an important opportunity for open dialogue, information and feedback. It is designed to be used as support during the interview to ensure that each section is thoroughly covered.

A one-to-two hour discussion is often necessary to cover the appraisal. The interview begins with an optional employee self-appraisal using a pre-appraisal questionnaire. The appraiser then communicates his or her assessment, beginning with the positive aspects. The appraiser focuses on the requirements of the job and brings out any observed gaps between performance and expected contributions, competencies, knowledge and behavior necessary to master the job in question.

An overall assessment of the employee's performance is then determined. The appraiser and employee then discuss ways to improve performance or build skills.

- Discuss suggestions to improve performance
- Action planning (performance and personal development objectives)
- Resources necessary (training, mentoring, self-study, coaching, feedback, etc.)
- Key performance indicators

Development planning may require a separate meeting that should occur within 30 days of the original performance appraisal discussion. Any plans and actions should be documented in a memo format, signed and dated by both parties. At the end of the interview, each party signs the completed documents. In the event of disagreement over content, an interview with the appraiser's supervisor may be requested.

Engage

To engage our employees and to help our associates advance personally and professionally, we recognize and reward on- (and off-) the-job excellence. In fact, we make a point of showing appreciation and rewarding associates who go above and beyond the expected.

Your district benefits because recognition and rewards programs translate into:

- Associates who are motivated, thus ensuring positive customer service
- Associates and managers who work together, which strengthens your foodservice team
- Associates who understand the big-picture importance of customer service, teamwork and achieving business goals
- Fresh ideas and creativity

Be-A-Star

Our Be-A-Star recognition program spotlights the great work of our associates, while encouraging others to work together on projects – large and small – that directly benefit your schools. Be-A-Star nominees and winners include associates at every level – from hourly employees to top managers. It is our primary recognition tool for promoting business excellence by providing great results every day. This program reaches more than 575 school districts, honoring associates who have truly made a difference towards the shared success of our clients and company.

2013 diversity examples from Be-A-Star include:

- **Farmington Schools, Farmington, Minn.** Diversity and inclusion are part of the teamwork shared at Farmington Schools. Chartwells employees demonstrate this during Farmington Elementary's Grand Days held in May. A strong home and school connection is an important element in supporting student learning. The Grand Day format offers family visitors, special guests and students an opportunity to make bonds that last a lifetime. Grandparents traveled to Farmington from Tennessee, Georgia, Michigan, Canada, Mexico, New York – even as far as Istanbul, Turkey – to attend the event. The special guests attended a performance where students sang, played instruments and danced. The grand finale even got the grandparents moving. Students gave grandparents a school tour, then treated them to a special meal in the cafeteria that included baked chicken, mashed potatoes with gravy, fresh vegetables, dinner salad and fresh baked dinner rolls. Fresh coffee and ice cream finished off the meal. Chartwells' kitchen staff and management worked with first-grade teachers and students to make the day a wonderful experience for all.

A three-generation group shared a special lunch prepared by the Chartwells staff during the Grand Day celebration at North Trail Elementary School.

- **District 128, Libertyville, Ill.** Once a month, associates gather for a potluck lunch where everyone brings a food dish from their native country. Associates share a story about their country, giving each employee some insight into each other's culture. This form of interaction between diverse groups has been shown to reduce workplace discrimination. Sharing of ideas, cultural traditions and alternative problem-solving help employees become more tolerant of one another and abandon their preconceived notions and stereotypes. Most importantly, diversity at work has helped to cultivate an environment where everyone feels accepted and valued for his or her workplace contributions, and free to work to their potential.
- **Englewood Schools, Englewood, Col.** The director handed out recipe cards and asked employees to write the state they were born in and something unusual about them or where they were raised. They were asked to include foods, dress or language that is specific to their birthplace. Then they created a map highlighting the different states represented and listed all of the different foods and languages represented by the team. Associates had fun learning new things about each other. This year, associates will attend a year-end barbecue and bring their favorite dishes, creating another opportunity to sample ethnic foods and talk about their differences. With a diverse team, it is always fun to hear people describe how they were raised or the differences of being raised on a farm versus being raised in the city.

President's Five Jewel Award

A component of Be-A-Star, the President's Five Jewel Award recognizes best practices in diversity and inclusion. Since 2003, more than 20 awards have been given in recognition of demonstrated teamwork, creativity and community outreach. Outstanding teams and units that are recognized as sector winners are then eligible to compete for recognition at the national level.

SpeakUp Hotline

A neutral, external call center enables employees to voice their concerns regarding workplace issues that may be unethical, unsafe or illegal. We care about the comfort and safety of our employees and want to ensure the atmosphere they work in is protected and inviting.

Associate Resource Groups

Ethnic management population has increased by **9%**

Female management population has increased by **6%**

We believe that associate resource groups (ARGs) create a sense of community, inspire professional development and strengthen our inclusive culture. We view ARGs as powerful tools that support the recruitment, development and retention of diverse, talented individuals. Members expand their professional skills, sharpen their business acumen and practice leadership abilities.

They connect with others from across the organization and gain greater visibility through group meetings, events and ongoing communications.

Diversity and Inclusion

We know that our differences are our strength. A diverse workforce meets the needs of the community and the school district, and provides a variety of perspectives that spark innovative ideas and drive success. In recent years, we have increased our ethnic management population by 9 percent and our female management population by 6 percent. Some of our diversity support programs include:

Chartwells Diversity Action Council

The Chartwells Diversity Action Council is a unified group of diverse professionals who promote inclusion, inspire awareness, and support a diversity-focused working environment. The Diversity Action Council strategy focuses on:

- Building ongoing awareness of diversity and inclusion
- Identifying solutions to foster a more inclusive workplace
- Communicating diversity and inclusion best practices
- Serving as advisors to the sector leaders on diversity and inclusion issues

Women's Leadership Network

The mission of the Women's Leadership Network (WLN) is to assist with attracting, developing and retaining associates at all levels. To date, the WLN has engaged with 3,500 associates across Compass Group. It provides real opportunities for women and men to learn and grow by:

- Leveraging the talents, collective experience and knowledge of associates throughout the company to support their personal and professional growth.
- Recognizing and celebrating the contributions and achievements of associates in Compass Group.
- Supporting and sustaining associates already in senior management roles.

We know that our differences are our strength.

WLN women's leadership network
Compass Group®

Retain

To provide your schools with a top-quality dining program, we bring together a strong team of motivated, caring and conscientious individuals. We work to retain existing employees in order to maintain consistency in the work environment, keep turnover rates low, reduce labor recruitment costs, and preserve familiar faces and relationships for your students. On average, we retain over 95 percent of school district employees when we begin working with a new school district.

When it comes to payroll, we are flexible and align with the needs of your school. We find the best payroll options for you, whether that means including employees on our payroll, keeping them on the district's payroll, or gradually transitioning from one option to another.

Our working environments are centered on inclusion, openness and teamwork. Whether associates work directly for Chartwells or for the school district, they have the same goal – delivering the best foodservice possible. Our development, engagement and performance initiatives are designed to best serve our associates, so they can best serve your students.

Great Careers

We provide our employees with the opportunities and support they need to make your dining program the best it can be. Along with our training, benefits and continuous communications, our employees receive annual performance evaluations and merit increases, as well as internal promotion and relocation opportunities to help them perform well and achieve their goals.

We are committed to providing associates with training, support and rewards every step of the way. Through our performance programs, our employees develop:

- Confidence in their abilities
- Satisfaction in their work
- Optimism in their growth opportunities
- The necessary training and encouragement to advance their careers

Chartwells is committed to helping our associates realize their potential and develop professional goals. However, it is up to each associate to manage his or her own career, and to have a clear idea of what his or her objectives are and how to achieve them. We encourage associates to build a great career, with tools such as educational assistance, mentoring and associate resource groups.

With so many job roles across a variety of sectors, we offer our people a wide range of diverse, rewarding options to grow their careers.

great careers

Education

We encourage associates to build a great career through:

Learning Opportunities

All associates, from hourly workers to senior-level managers, have the opportunity to enhance their skills and learn more about our organization, as well as the industry.

Educational Assistance

We encourage associates to develop their skills and their careers. Our Educational Assistance Program helps meet the costs of continuing education.

College and University Partnerships

Our long-standing program with Johnson & Wales – A Partnership for Scholarship – connects students, graduates and alumni to Compass Group opportunities.

Dietetic Internship

Chartwells, in conjunction with the Academy of Nutrition and Dietetics, offers an internship to a student specializing in school nutrition management. This program provides students with a hands-on learning opportunity within the schools we serve.

We encourage associates to develop their skills and their careers.

Mentoring

Working together, associates share experiences and gain insights that improve performance. Mentors are individuals with advanced experience and knowledge who take a personal interest in helping the careers and advancement of other associates. Mentors provide personal support, ongoing feedback and role modeling to help in building and retaining a great team.

Experience Conducting Procurement

Chartwells
School Dining Services
Eat · Learn · Live

Experience Conducting Procurement 2 Points

Purchasing

Chartwells will obtain the highest-quality food at the best price. How do we do that? The answer is our experience. We have a well-defined process for:

- Evaluating new products that maximize nutrition
- Pursuing savings opportunities that are passed on to your district

Our procurement teams, including procurement specialists, chefs and dietitians, maximize our value. They thoroughly understand the food landscape, trends, issues, effects on pricing, and additional factors that go into the purchasing process. We partner with you and our manufacturers to provide the food specifications that meet the needs of your school district. Your unique specifications are our first priority when purchasing food for your program.

Your unique specifications are our first priority when purchasing food for your program.

We manage hundreds of contracts across the country. As a result, we can bring together services, partnerships and programs with industry leaders in food, beverages, supplies, equipment and services that provide valuable benefits to your district.

Our buying capabilities include:

Food				
Center of the Plate	**Groceries**	**Retail Foods**	**Vending Food and Beverages**	**Local and Regional**
All proteins, eggs and cheese	Entrée ingredients, vegetables, grains, rice, spices, baking mixes, appetizers, salad dressings and condiments.	Snacks for every price point, nutritional specification and customer segment.	A customized approach including recommendations for a range of healthy options.	Bakery, dairy and produce.
Supplies, Services and Equipment				
Administration	**Technology**	**Smallwares**	**Facilities Maintenance**	**Disposables**
Armored car service, office supplies, printers and copiers.	Wireless service, conference calling, surveillance, and time and attendance.	China, glassware, flatware, serving dishes, cookware, kitchen equipment and storage bins.	Chemicals, janitorial, sanitation, appliances, waste stream management and risk management.	Foam, paper, eco-friendly cups, bowls, containers, can liners, towels and tissues.

MONTEREY BAY AQUARIUM®

Seafood WATCH®

unfi®

DRIVEN BY NATURE®

Sustainable Purchasing

Our Eat.Learn.Live. philosophy incorporates a strong commitment to reducing our carbon footprint. When we nourish the environment, we nourish your students, school district and community. Our sustainable purchasing programs satisfy environmentally conscious customers, without high costs. Our programs include:

- Locally grown produce (for more information on local produce and school gardens, please see the Sustainability section).
- Locally sourced milk and bread.
- Cage-free shell eggs – Our policy requires that our distributors adhere to the standards of the third-party auditing organization Humane Farm Animal Care.
- Seafood – Our standards meet the Monterey Bay Aquarium's "Seafood Watch" program guidelines. We use the program's "Best Choices" and "Good Alternatives" to ensure sustainable seafood in our meals.
- Milk – rBGH-free, reduced sugar and no high fructose corn syrup.
- Chicken raised without the use of non-therapeutic antibiotics.

We also offer the following options:

- Compostable disposables – Made from fully renewable materials.
- Coffee – Fair trade, shade grown, bird friendly, all-organic, and UTZ coffee certifications.
- Organic and natural – We purchase more than $7 million annually from United Natural Foods Inc. (UNFI), a leading certified organic distributor.

Ethical Trading

Chartwells does not engage in unlawful or unconscionable labor practices. We center our corporate activities on the concept of cherishing humanity. We respect the human rights of stakeholders in every aspect of our business and the supply chain, including in terms of product safety, environmental conservation, disclosure, anti-corruption and employment practices. We continuously review all internal corporate ethics and compliance rules and developed our training programs to enhance human rights awareness groupwide.

We are committed to ensuring all our dealings with suppliers are conducted in accordance with our guiding principles of responsible and ethical trading, namely:

- Employment is freely chosen
- Freedom of association and the right to collective bargaining is respected
- Working conditions are safe and hygienic
- Child labor shall not be used
- Living wages are paid
- Working hours are not excessive
- No discrimination is practiced
- Regular employment is provided
- No harsh or inhumane treatment is allowed
- We expect our suppliers to adopt a similar position with their supply base and to implement similar internal policies to ours.

Buy American

Chartwells' purchasing capabilities are vast and flexible, enabling us to meet a host of specialized client requirements for purchasing practices. As a company, we support buying locally produced products from local business owners as a way to both strengthen local economies and minimize our carbon footprint. Wherever feasible, we also buy American made products. A large majority of our food suppliers produce their products inside the U.S.A.

Supplier Diversity

A key benefit that we bring to our districts is a strong diversity supplier program. We work with historically disadvantaged, minority-owned and women-owned businesses whose products meet our high standards and broad distribution needs. We certify our diversity suppliers, and we meticulously track our types of MWBE (Minority and Women-owned Business Enterprise) spend.

But beyond certification and tracking, we mentor our key suppliers to enhance their capabilities, ensure they understand procurement processes, and are well positioned to grow their businesses, as they help you to grow yours.

Foodbuy, LLC is our purchasing arm that procures and obtains best values, opportunity buys and responsible sourcing for the products and services we use. It is dedicated to:

1. Increasing the number of diverse suppliers.
2. Helping Minority and Women-owned Business Enterprise (MWBE) suppliers become a nominated supplier to Compass Group.
3. Ensuring that MWBE business owners are treated fairly in the qualification, proposal and contracting process.
4. Providing information and support to Foodbuy customers about the availability of qualified MWBE suppliers.

Supply Chain Due Diligence

We want high-quality, healthy foods for your students. This is why our corporate purchasing program includes policies and procedures that ensure our suppliers meet our rigorous quality assurance standards. Our policies ensure our foods are free of harmful additives and antibiotics. In fact, the Chartwells vendor assessment process requires all vendor manufacturing plants and distributors to submit third-party audits and complete a Supplier Quality Information questionnaire, ensuring our high standards are met.

Our corporate purchasing program includes policies and procedures that ensure our suppliers meet our rigorous quality assurance standards.

We purchase locally grown produce to support local farmers and provide fresh, homegrown foods for your students' meals.

Commitment to Locally Grown

Farm to School

Chartwells' Great Lakes region is taking a three-pronged approach to its Farm to School program for the next school year: meeting with distributors, working with aggregators, and continuing and expanding our local Flash Frozen program. We are combining efforts of three of our Chartwells sectors (K-12, Higher Ed and Flik Independent Schools) to share best practices and expand local purchasing.

We have asked both distributors which farms they anticipate the products to come from and in what volumes. We also asked them for expanded transparency so we always know which farms the product is coming from and can share these facts with consumers.

This information can be used to educate students about local produce. Students should know that eating local produce that has traveled less food miles is not only fresher, but they should appreciate the difference and continue to support local agriculture and better eating outside the classroom setting.

Great Lakes Partners

AB Orchards - Sparta

Alt Dairy Farms - Comstock Park

Altonen Orchards - Williamsburg

Aseltine Cider Co. - Comstock Park

Bakker's Acres, LLC - Suttons Bay

Bardenhagen Berries - Lake Leelanau

Blue Patch Farms - Kingsley

Buurma Farms - Gregory, Byron Center

Bodega San Marcos

Bouwkamp Farms - Grant

Bowerman's Orchards - Holland

Britt Family Pure Maple Syrup - Tawas City

DuRussel's Potato Farms - Manchester

Fredrickson Farms - Northport

Friske Orchard - Atwood

Gavin Orchards - Coopersville

Great Lakes Produce - Niles

Greenridge Fruit - Grand Rapids

Grossnickel - Kaleva

Harris Farm - Honor

Herbruck's Poultry Ranch - Saranac

Home Style Foods - Hamtramck

Isadore Farm - Cedar

Johnacheck Farm - Boyne City

King Orchard - Central Lake

Kitchen Farms - Elmira

Leon Burowski Farms - Imlay City

Lon Bargy - Kewadin

Lutz Farm - Kaleva

Michigan Fine Herbs - Shelbyville

Middle Branch Farm - Marion

Miedema Produce - Hudsonville

Mike Pirrone Produce - Capac

Mol Produce Co. - Grand Rapids

Monroe Family Organics - Elwell

Tony Nuccio & Sons Sales - Detroit

Nye Heritage Farms - St. Joseph

Pellerito Foods - Detroit

Piedt's Farm Market - Eau Claire

Providence Farm - Central Lake

Rasch Family Orchards - Grand Rapids

Riggio Distribution - Detroit

Ruhlig Farms - Carleton

Scherer Farms - Bloomingdale

Second Spring Farm - Cedar

Shoreline Fruit - Williamsburg

Smeltzer Orchard Co. - Frankfort

Spiech Farms - Lawton

Stahl Farms - Petersburg

Stutzman Family Farm - Blanchard

Sun Ra Farm - Traverse City

Sunnybrook Farms - Berrien Springs

TLC Tomatoes - Suttons Bay

Todd Greiner Farms - Hart

Westview Orchards - Romeo

Wunsch Farms - Traverse City

Van Dyk Farms - Imlay City

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FOR IMMEDIATE RELEASE

August 6, 2013

For more information: Kelly Lively 231-943-5010 or kelly@cherrycapitalfoods.com
Lee Michaels 231-943-5010 or lee@cherrycapitalfoods.com

Local Foods Movement Takes Leap Forward

Cherry Capital Foods Partners to Supply Michigan Schools Local Apples, Pears, Peaches

TRAVERSE CITY, Michigan – Michigan public school students will enjoy Michigan-grown fruit starting this school year, thanks to a partnership with Cherry Capital Foods and Chartwells School Dining Services.

"This may be the largest farm-to-school project to date in the country," said Kelly Lively, special projects and school liaison for Cherry Capital Foods. "We applaud Chartwells for their interest in local foods and dedication to nutritious food for Michigan students."

What this means for Michigan students: starting the first day of school in September, they can enjoy fresh, local pears and peaches, while in season, and apples all year.

Cherry Capital Foods will gather, store and coordinate the transportation of apples from Leland to Lansing, some portions of the Upper Peninsula, and many school districts in between. Growers such as Friske Orchards in Antrim County to Gavin Orchards in Grand Rapids, along with dozens of farms throughout the state will provide this year's apples to students. All varieties will be available throughout the state and the year, and in different sizes for different sized hands, Lively said.

Chartwells provides dining services to 144 districts within Michigan and serves 2.7 million students at approximately 550 public school districts and private schools nationwide, comprising over 6000 separate elementary, middle and high

--more --

schools. Chartwells brings fresh ideas and innovative concepts to school dining services. The organization delivers customized solutions that benefit partners and students alike through innovative programs, such as this one, with a focus on carefully-planned and well-balanced meals that appeal to students.

"We are very pleased to partner with Cherry Capital Foods." said Brain Casey, Chartwells regional vice president. "Through our partnership we're able to provide fresh, local foods that are at the height of their nutritional value to the students of Michigan."

Because supplies allow it this year, peaches and possibly pears will be available to kick off the school year, and apples will be available throughout the year.

"This year has become the 'Year of the Apple'. The apple crop is doing very well in Michigan," Lively said. The public will see a lot of fanfare this year celebrating the abundant apple harvest, including Michigan's Apple Crunch! , a statewide event hosted by Cherry Capital Foods, designed to encourage people of all ages all around the state to bite into an apple on October 24th. This is part of Food Day, a nationwide celebration -and a movement for healthy, affordable, and sustainable food.

Peaches, pears and apples are a step in the right direction toward the big-picture goal to serve Michigan school-aged children with food of all types grown in Michigan, Lively added. "It just makes sense – nutritionally and economically," she said.

For more information, contact Kelly Lively, special projects and school liaison at Cherry Capital Foods, (231) 943-5010, or visit cherrycapitalfoods.com.

- ## -

Cherry Capital Foods is a unique food distributor based in Traverse City, Michigan. We work with farmers, growers and producers both locally and regionally but only from the state of Michigan. By focusing on local and Michigan sources, we encourage the growing focus on regional foodsheds as well as support the Michigan economy and environment. We keep duplicate trucks off the road and create efficiencies for our food providers and our customers. One refrigerated truck, one delivery, one invoice – multiple, independent food sources. Established in 2007, our primary service area has grown to include the entire Lower Peninsula and parts of the Upper Peninsula.

About Chartwells School Dining Services - Chartwells, a division of Charlotte, NC-based Compass Group, provides dining services for over 550 public school districts and private schools, comprising over 6000 separate elementary, middle and high schools nationwide. For more information about Chartwells School Dining Services, visit www.eatlearnlive.com and follow us on Facebook and Twitter.

Monitoring of Food Cost

Chartwells
School Dining Services
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Monitoring of Food Cost 3 Points

Chartwells has a contractual responsibility to manage the business as efficiently as possible and meet or exceed our food cost targets. Chartwells' Back to School Meeting 2013 featured an intense five-hour workshop on food cost controls. The workshop not only concentrated on food cost, but other areas that impact the budget, like labor and nonfood supplies. Everybody in the operation can affect food cost effectively and at many opportunities during the flow of food in the operation. Our management team is trained to monitor critical control points to minimize waste and food cost throughout the day. Chartwells' motto is, "You can never be too busy to worry about food cost."

The extensive training covered the following areas of concentration:

Menu Costing – Completed each month by our director of dining services to ensure it fits within the cost constraints of your district. The menus are designed to maximize the use of commodities to keep costs low.

Cycle Menus – Locally planned in each district. The advantages are: inventory usage; purchasing procedures are standardized; lower food cost; effective use of seasonal foods and commodities; effective forecast of menu items; reduction of food waste; reduction of storage costs; improvement of labor efficiency of staff; and allowance for a variety of menu selections. Cycle menus allow the foodservice team to "work smarter, not harder."

Standardized Recipes – Supports consistency and quality in menu items; supports good nutrition standards; allows cost forecasting and production planning.

Inventory Management – Has long been considered a critical component of a well-managed school nutrition program. Your on-site manager will take inventory on a monthly basis. To get a true picture of food costs, this must be done accurately and on a timely basis. Excess inventory can result in increased waste from foods that spoil, are pilfered, or simply wasted due to overproduction or obsolescence. Chartwells' directors of dining are held to an eight-day inventory on hand, resulting in the "just in time inventory" mentality. This allows us to provide the freshest quality foods for our customers. It also makes it easier to track what products are on hand, less storage space is required, and less money is tied up sitting on the shelves.

Commodity Usage – Is maximized. Chartwells strives to maximize your commodity entitlement dollars. The impact of the new meal pattern moved food-cost concentration to the fruit and vegetable component. Chartwells reacted by placing more entitlement dollars into brown box products to maximize commodity dollar value to the program.

Managed Order Guide – Ensures our managers purchase from the right vendors to maximize the volume allowance returned to your foodservice program.

Webtrition – A comprehensive software tool that manages an efficient and cost-effective program. It is the only menu management and nutrition software program in the industry and is USDA-approved. It controls food cost and reports accurate menu nutrition information. It allows the director of dining services to develop menus that are nutritious and appealing to students that meet your foodservice budget. It manages production to reduce waste and overproduction.

Production records – USDA legal documents. They track past production of food items and forecast future production. Minimizing overproduction and underproduction is the key to providing a top-quality program that is financially responsible. They also communicate to staff portion sizes to be served and utensils to utilize.

Batch cooking – "Just in time" preparation of food items to provide the highest-quality product to your students while controlling overproduction of food, resulting in waste.

Trim Trax – Helps identify where there is waste in the kitchen and makes reducing waste a constant goal. Trim Trax offers great visual tools to encourage the foodservice staff to strive to improve and reduce waste.

Invoice to product verification – Completed on-site to determine that products invoiced were received and quality is acceptable.

Pre/Post-service briefing – Gets the team together to discuss what is for lunch. It allows the staff to discuss portioning, verify serving utensils on production record are in use, and fosters teamwork.

Offer vs. Serve – Requires that cashiers are responsible to claim meals properly. Training allows staff to quickly identify a reimbursable meal to maximize reimbursements for the district, charge for overportioning and charge for extra meal components.

Correct à la carte pricing – In compliance with USDA Regulations Section 206 of HHFKA 2010.

Monitoring of Labor Cost

Chartwells
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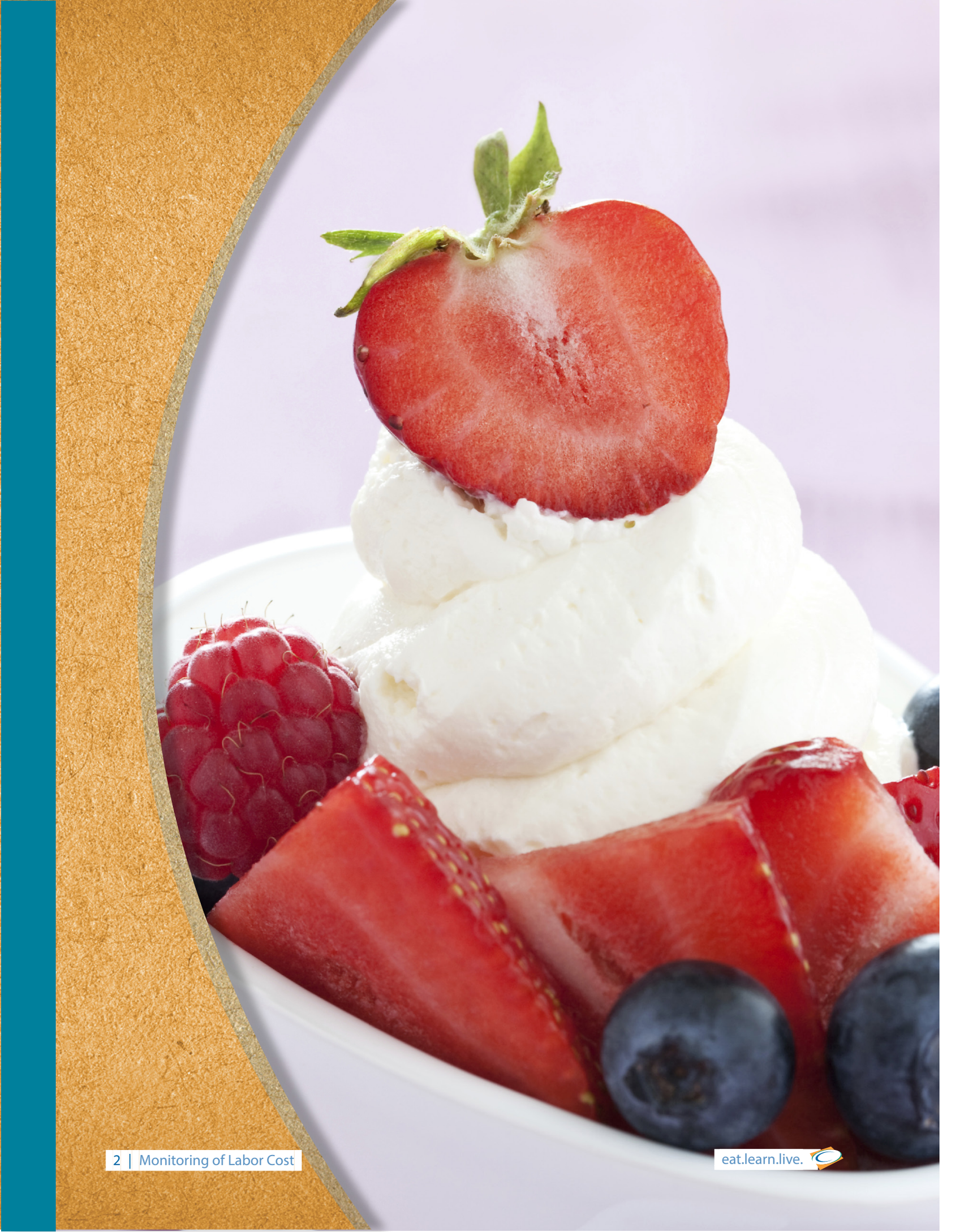

Monitoring of Labor Cost 3 Points

Chartwells has a contractual responsibility to manage the business as efficiently as possible and meet or exceed our labor cost targets. Chartwells' Back to School Meeting 2013 concentrated on labor cost as well as other areas that impact the budget, like food and nonfood supplies. Chartwells' director of dining services is provided tools to monitor critical labor cost daily thru MyFinance, Chartwells' accounting software, to achieve recognized industry standards based on productivity standards, which are measured by number of meals prepared and served. Chartwells divides the number of labor hours assigned to each building daily by the average number of equivalent meals served by each building daily to determine productivity by serving site. Different benchmarks are established per type of meal production in each building. Meal Per Labor Hour reports are monitored by Chartwells' district managers so that labor hours may be adjusted as needed.

Financial Reports and Integrity of Information

Chartwells®
School Dining Services
Eat · Learn · Live

Financial Reports 5 Points
Integrity of Information 2 Points

Monthly Operating Statement

Our goal is to keep you informed and make your job easier. One way we achieve this is by providing your school district with detailed and accurate accounting services. In fact, we provide the most detailed accounting system in the industry, keeping you informed about exactly where and how your money is being used.

We provide the most detailed accounting system in the industry, keeping you informed about exactly where and how your money is being used.

You will continue to receive a monthly operating statement about 15 days after the close of each calendar month. We also schedule personalized, monthly meetings with your district team and a Chartwells director to ensure that our numbers agree, you are satisfied, and all your questions are answered. In these reports, you will clearly see:

- Meal counts for breakfast, lunch, adult, à la carte, free, reduced and paid
- Month and year-to-date figures
- Actual costs compared to budgeted costs
- Income by category
- Deducted sales tax for adult lunches
- A comprehensive breakdown of net product costs, inclusive of commodity value
- Rebate information
- Labor figures, broken into hourly and supervision, with allocations for holiday, vacation, comp, bonus, retirement and payroll taxes
- Miscellaneous expenses for promotions, postage, communication, maintenance and repair, insurance, training, laundry and other expenses
- Chartwells' administration and management fees
- Current month, prior month (great for comparisons) and year-to-date revenue information
- Reimbursement calculations

Following is an example of a Chartwells operating report:

Report : ZPPF-001 | Compass Group USA | Profit Center/Group:
User ID: | Final Client Operating Statement |
Date | Specialty P&L | Profile :
Time : | Compass Period |
| First Month of Client Calendar Year | DM:
City :
State :

	Current Period		Prior Period		Year-To-Date	
.	Actual	Ct/Meal	Actual	Ct/Meal	Actual	Ct/Meal
700010 Type A Regular	59,541.00	39.2	46,590.00	40.2	269,244.00	38.9
700020 Type A Reduced	1,328.00	0.9	997.00	0.9	5,427.00	0.8
700030 Type A Free	2,383.00	1.6	1,702.00	1.5	9,182.00	1.3
700040 Type A Adult	1,605.00	1.1	1,098.00	0.9	2,979.00	0.4
700050 Student A la Carte	86,986.00	57.3	65,472.00	56.5	404,628.00	58.5
TOTAL LUNCH COUNT	151,843.00	100.0	115,859.00	100.0	691,460.00	100.0
TOTAL MEAL COUNT	151,843.00	100.0	115,859.00	100.0	691,460.00	100.0
313110 Special Functions	8,911.92	5.9	26,454.52	22.8	79,447.81	11.5
700300 Student Type A	150,908.30	99.4	109,708.22	94.7	707,976.63	102.4
700310 Student Alacarte	222,047.27	146.2	169,650.29	146.4	1,029,065.05	148.8
700320 Adult Type A	4,281.89	2.8	2,929.03	2.5	23,029.76	3.3
700360 Reimbursements	28,654.60	18.9	21,912.33	18.9	124,224.85	18.0
790028 Client Vend Sales	5,706.00	3.8	4,995.00	4.3	30,916.00	4.5
SALES	420,509.98	276.9	335,649.39	289.7	1,994,660.10	288.5
NET SALES	420,509.98	276.9	335,649.39	289.7	1,994,660.10	288.5
TOTAL SALES	420,509.98	276.9	335,649.39	289.7	1,994,660.10	288.5
411054 Beverages	16,264.77	10.7	10,161.41	8.8	60,370.52	8.7
411061 Frozen/Ice Cream	0.00	0.0	0.00	0.0	16.12	0.0
411071 Meat & Cheese	156,333.42	103.0	103,717.64	89.5	731,272.72	105.8
411078 NonFood Items	103.43	0.1	0.00	0.0	639.70	0.1
411090 Other Products	0.00	0.0	2,123.42	1.8	2,123.42	0.3
411203 Commodities/Proc	(2,160.48)	(1.4)	6,658.54	5.7	6,417.31	0.9
PRODUCT COST	170,541.14	112.3	122,661.01	105.9	800,839.79	115.8
411075 Paper Supplies	9,510.68	6.3	8,253.20	7.1	59,585.44	8.6
PAPER COST	9,510.68	6.3	8,253.20	7.1	59,585.44	8.6
PRODUCT & PAPER COST	180,051.82	118.6	130,914.21	113.0	860,425.23	124.4
411166 Other Purchasing Inc	(0.00)	(0.0)	(0.00)	(0.0)	406.86	0.1
NATL NON BEV REBATES	(0.00)	(0.0)	(0.00)	(0.0)	406.86	0.1
TOTAL DISCOUNTS/REBATES	(0.00)	(0.0)	(0.00)	(0.0)	406.86	0.1
NET PRODUCT COST	180,051.82	118.6	130,914.21	113.0	860,018.37	124.4
GROSS PROFIT	240,458.16	158.4	204,735.18	176.7	1,134,641.73	164.1
700400 Commodity Value	0.00	0.0	28,793.00	24.9	10,550.15	1.5
COMMODITY VALUE	0.00	0.0	28,793.00	24.9	10,550.15	1.5
610700 Wages	109,330.50	72.0	84,454.32	72.9	502,912.94	72.7
611100 O/T Wages Food	0.00	0.0	0.00	0.0	12.69	0.0
611302 Holiday Pay Direct	4,754.53	3.1	0.00	0.0	13,979.69	2.0
611400 Sick Pay Direct	1,377.06	0.9	2,112.78	1.8	7,771.48	1.1
DIRECT LABOR	115,462.09	76.0	86,567.10	74.7	524,676.80	75.9
612202 Workers Comp Direct	12,534.67	8.3	17,337.51	15.0	68,894.34	10.0
612400 Payroll Taxes	16,817.33	11.1	18,123.59	15.6	74,456.50	10.8
612404 PR Taxes & Benefits	7,800.00	5.1	(11,775.00)	(10.2)	7,800.00	1.1
612600 P/S Contribution	255.91	0.2	365.86	0.3	1,447.32	0.2
DIRECT FRINGE	37,407.91	24.6	24,051.96	20.8	152,598.16	22.1
612227 Grp Ins Self Direct	11,494.07	7.6	12,269.75	10.6	87,422.73	12.6
612228 Grp Ins Othr Direct	(4,958.78)	(3.3)	(2,154.06)	(1.9)	(21,745.93)	(3.1)
DIRECT GROUP INSURANCE	6,535.29	4.3	10,115.69	8.7	65,676.80	9.5
TOTAL DIRECT PERSONNEL	159,405.29	105.0	120,734.75	104.2	742,951.76	107.4
GROSS MARGIN	81,052.87	53.4	84,000.43	72.5	391,689.97	56.6
610701 Wages Food Supervsr	18,797.80	12.4	28,675.65	24.8	116,820.55	16.9
SUPV/CLERK WAGES	18,797.80	12.4	28,675.65	24.8	116,820.55	16.9
612205 Personnel Cost Othr	1,197.76	0.8	1,600.55	1.4	7,254.72	1.0
612207 Workers Comp Semi-V	2,646.14	1.7	4,003.36	3.5	18,287.95	2.6
612401 Payroll Taxes	3,444.55	2.3	3,020.38	2.6	13,231.03	1.9
SUPV/CLERK FRINGE	7,288.45	4.8	8,624.29	7.4	38,773.70	5.6
612270 Grp Ins Self Semi-V	2,599.62	1.7	2,903.25	2.5	16,758.21	2.4
612271 Grp Ins Othr Semi-V	13.87	0.0	(506.54)	(0.4)	(224.70)	(0.0)
SUPV/CLERK GRP INSURANCE	2,613.49	1.7	2,396.71	2.1	16,533.51	2.4
SUPV/CLERK PERSONNEL	28,699.74	18.9	39,696.65	34.3	172,127.76	24.9
TOTAL PERSONNEL	188,105.03	123.9	160,431.40	138.5	915,079.52	132.3
653702 Op Lse Unit-Oth	1,200.00	0.8	0.00	0.0	4,800.00	0.7
655200 Rent Charges Unit	80.00	0.1	80.00	0.1	550.00	0.1

RENT EXPENSE	1,280.00	0.8	80.00	0.1	5,350.00	0.8
651030 Amort Client Invest	3,076.92	2.0	3,846.15	3.3	23,076.92	3.3
DEPRECIATION	3,076.92	2.0	3,846.15	3.3	23,076.92	3.3
621000 Advertising	39.97	0.0	220.55	0.2	1,357.53	0.2
665000 Sales Promotion	902.99	0.6	718.50	0.6	3,300.09	0.5
ADVERTISING	942.96	0.6	939.05	0.8	4,657.62	0.7
626200 Other Vehicle Exp	0.00	0.0	664.76	0.6	4,041.52	0.6
681000 Travel & Lodging	617.24	0.4	0.00	0.0	648.24	0.1
TRAVEL	617.24	0.4	664.76	0.6	4,689.76	0.7
659000 Postage/Freight	60.15	0.0	39.63	0.0	543.26	0.1
678000 Telephone	48.54	0.0	48.54	0.0	185.55	0.0
COMMUNICATION	108.69	0.1	88.17	0.1	728.81	0.1
612300 Outside Services	2,072.08	1.4	1,289.17	1.1	5,679.13	0.8
OUTSIDE SERVICES	2,072.08	1.4	1,289.17	1.1	5,679.13	0.8
790010 Clients Supplies	(1,280.00)	(0.8)	(2,809.00)	(2.4)	(4,089.00)	(0.6)
OCCUPANCY	(1,280.00)	(0.8)	(2,809.00)	(2.4)	(4,089.00)	(0.6)
645200 Maint Parts & Equip	90.00	0.1	0.00	0.0	371.02	0.1
645208 Kitchen Supplies	1,218.97	0.8	1,081.72	0.9	4,895.97	0.7
645250 Computer Expense	0.00	0.0	2,809.00	2.4	2,809.00	0.4
645300 Maint Office Equip	18.00	0.0	187.06	0.2	292.06	0.0
674700 Office Supplies	1,382.26	0.9	174.96	0.2	2,600.76	0.4
674701 Printing	193.50	0.1	0.00	0.0	678.40	0.1
PARTS & SUPPLIES	2,902.73	1.9	4,252.74	3.7	11,647.21	1.7
639000 Insurance Other	6,464.64	4.3	7,708.29	6.7	34,683.21	5.0
676300 Other Tax/License	3,370.00	2.2	175.00	0.2	6,166.76	0.9
TAXES & INSURANCE	9,834.64	6.5	7,883.29	6.8	40,849.97	5.9
674100 Laundry & Cleaning	0.00	0.0	66.85	0.1	66.85	0.0
674102 Supplies Cleaning	1,782.46	1.2	951.81	0.8	10,301.22	1.5
674104 Uniforms	1,198.72	0.8	317.75	0.3	7,326.72	1.1
LAUNDRY & CLEANING	2,981.18	2.0	1,336.41	1.2	17,694.79	2.6
672900 Flowers	42.40	0.0	0.00	0.0	42.40	0.0
673011 Training	0.00	0.0	0.00	0.0	25.00	0.0
693012 Training	20.00	0.0	20.00	0.0	140.00	0.0
673026 Merchandising Matls	0.00	0.0	0.00	0.0	2,334.37	0.3
790110 Interest On Dpst	(136.86)	(0.1)	(128.25)	(0.1)	(541.74)	(0.1)
OTHER DIRECT COSTS	(74.46)	(0.0)	(108.25)	(0.1)	2,000.03	0.3
TOTAL OTHER SEIM-VAR COSTS	22,461.98	14.8	17,462.49	15.1	112,285.24	16.2
TOTAL SEMI-VAR COSTS	51,161.72	33.7	57,159.14	49.3	284,413.00	41.1
693000 Admin Charge	6,000.00	4.0	6,000.00	5.2	30,000.00	4.3
ADMIN FEE EXPENSE	6,000.00	4.0	6,000.00	5.2	30,000.00	4.3
695000 Mgmt Fee Expense	5,000.00	3.3	5,000.00	4.3	25,000.00	3.6
MANAGEMENT FEE EXPENSE	5,000.00	3.3	5,000.00	4.3	25,000.00	3.6
NET PROFIT/(LOSS)	18,891.15	12.4	15,841.29	13.7	52,276.97	7.6
CLIENT OFFSET	(413,014.92)	(272.0)	(312,132.12)	(269.4)	(1,919,843.03)	(277.7)
NET OPERATING COST	**(394,123.77)**	**(259.6)**	**(296,290.83)**	**(255.7)**	**(1,867,566.06)**	**(270.1)**
REMAINING UNBILLED COST	**(394,123.77)**	**(259.6)**	**(296,290.83)**	**(255.7)**	**(1,867,566.06)**	**(270.1)**

INVOICE

Chartwells

Bill To:
ABC School District
Attn: Client
1234 School Lane
ANYTOWN PA 17601

Remit To:
CHARTWELLS
Compass Group USA
PO Box 91337
Chicago IL 60693-1337

Terms	Customer No.	Date	Invoice Number
Due Net 30 Days	F099880000	April 30, 2011	X099880711

For period 7 ended April 30, 2011

Gross Product Cost	*45,940.80*
Total Rebates	*(7,342.49)*
Net Product Cost	*38,598.31*
Total Direct Labor Costs	*31,960.34*
Total Supervisory & Clerical Labor Costs	*10,351.15*
Total Other Costs	*4,027.55*
Administration and Fee Expense	*10,285.21*
NET OPERATING COST	95,222.56

PLEASE REMIT THE ABOVE AMOUNT

QUESTIONS REGARDING THE ABOVE PLEASE CONTACT (999) 999-3516

Owner's Management Suite Reports

AR/Cash

- Bank Reconciliation: Lists cash deposits for each day for the week selected.
- Prepaid Activity: Daily prepaid meal count and prepaid money received amounts.
- Weekly Sales: Lists all meal count and cash activity by day for the week selected.
- Edit Check: Daily meal count comparison between claimed meal counts, eligible meals and average daily attendance.
- Participation: Breakdown of weekly meal participation percentages. The report compares actual meal counts to average daily attendance.
- Reimbursement: Detailed breakdown of weekly reimbursement amounts.
- FCPM Invoice Report: Invoice given to the client detailing amount owed.
- FCPM Invoice Details: School-level breakdown of FCPM invoice.

AP

- Weekly AP Summary: Lists AP invoices sorted by vendor number. General ledger (GL) account distribution detail is included.
- Weekly GL Summary: Displays total dollar amounts of all AP invoices keyed within the week summarized by GL account.
- Daily Purchase 1859: Shows total purchases, transfers, unpaid, beginning and ending inventory for the month.

Exp. Transfers

- Transfer Summary: Displays all transfers (excluding extract allocations) made to and from a unit.

Inventory

- Count Sheet: Used to manually record inventory counts; displays all items; their costs; and the last count sorted by location.
- Ending Inventory Combo: Lists prior and current week inventory totals by GL account and displays variances. Allows users to select a GL account to see detailed item detail.
- Ending Inventory Summary: Displays prior and current week inventory totals by GL account.
- Ending Inventory Detail: Displays detailed information about each inventory item sorted by GL account and location.

Financials

NOTE: All financial reports offer the option of drilling down for details behind the GL account balances.

- Compass PBO: Displays a profit and loss statement that includes profit before overhead (PBO).
- Cost of Goods: Displays product costs (percentage of sales) by GL.
- Flash Entry Review: Displays a list of flash journal entries with weekly totals.
- Period Flash Variance: Compares the GL account totals from the flash data to the actual SAP totals for an entire period through the selected week. Used to determine if allocations/adjustments, transfers or flash journal entries are needed.
- GL Account: Displays GL account totals summarized by entry type.
- K12 Period P&L: Displays a roll-up of the period-to-date profit and loss statement. Includes budget and same period from prior year data. Can be run against Compass Group or client position.
- K12 Weekly P&L: Displays a period-to-date profit and loss statement weekly totals by GL account in a profit and loss format. Includes budget and same period from prior year data. Can be run against Compass Group or client position.
- WOR: Displays weekly totals by GL account in a profit and loss format. Includes budget and same period from prior year data. Can be run to display information for multiple weeks. Can be run against Compass Group or client position.
- K12 Client Position: Displays a roll-up of the period-to-date profit and loss statement from a client position with a breakdown of the FCPM detail. Includes year-to-date and prior year-to-date data.

Financial Condition

By partnering with Chartwells, you are guaranteed financial stability and a proven partner already aligned with your strategic goals. Together we have pioneered many fronts that have put West Branch-Rose City Area Schools on the radar of school districts across the country who are also rethinking how they currently operate.

We run a lean and efficient operation, which is critically important to your organization. Chartwells is a public sector vendor that applies the beneficial elements of the private sector in its business model. Uniquely, we operate beside you and inside your schools everyday. We know and understand your community better than anyone and are therefore best positioned to assist you in achieving your goals.

We Are Financially Stable

You can rely on Chartwells as your long-term partner. In today's economy, not every company can make this commitment. Our parent company, Compass Group PLC, is $27 billion strong and consistently outperforms our competition in overall growth, organic growth and client retention rate.

We Have the Strongest Purchasing Power

Chartwells' customers have helped shape a purchasing initiative that will save time and expense for our district partnerships including West Branch-Rose City Area Schools, while improving quality and consistency. Through our Foodbuy purchasing organization, we source over $12 billion in the U.S. alone. Foodbuy members serve the nation's leading hospitality chains, hospital and long-term care networks, colleges and schools, businesses, museums and athletic arenas in every state. Because we procure for companies beyond our own, we can offer better value, consistent long-term cost and quality control – and source from more local producers than anybody else.

Chartwells offers a transparent financial platform that clearly identifies all revenue streams, costs and margins so that West Branch-Rose City Area Schools and Chartwells may work in an open-book partnership to collaborate on important decisions. Chartwells manages its business with a "No Surprises" operating philosophy incorporating open and honest communications with our business partners. In so doing, we utilize tools including:

- Annual and Quarterly Business Plan
- Quarterly Initiatives and Action Plans
- Weekly Forecasting
- Weekly and Monthly Operating Reports
- Internal Audits
- Purchasing Controls
- Quality Assurance Reviews
- Frequent Management Site Visits

COMPASS GROUP

To: **Compass Group USA Business Partners**

Date: **December 26, 2013**

Sub: **Compass Group USA Financial Update**

Compass Group USA, Inc. is a wholly owned subsidiary of Compass Group PLC (CGP), the global leader for contract catering services. Compass Group USA, Inc. is the legal entity representing United States operations and is the parent company of Flik International Corp., Crothall Services Group, Southeast Services Corporation, Levy Restaurants, Restaurant Associates Corporation, Morrison Management Specialists, Inc., Lackmann Culinary Services, Bon Appetit Management Company, Eurest Services, Inc., and Wolfgang Puck Catering & Events, LLC. Divisions of Compass Group USA, Inc. include Chartwells, Canteen, and Eurest Dining.

Through a series of acquisitions and organic growth, Compass Group has become the market leader in North America with annual revenues in 2013 of US $12.8 billion and operating profit of US $1.05 billion. Compass Group North America's revenues represent 46% of the CGP worldwide total and are expected to exceed $13.3 billion in the 2014 fiscal year. Compass Group, North America's client list includes Staples Center, Boeing, IBM, Microsoft, Prudential Insurance, American Express, Texas A&M University, University of Arkansas, Louisiana State University, University of Virginia Medical Center, Cedars-Sinai Medical Center, World Bank and the U. S. House of Representatives and Senate.

CGP was formed in 1987 to facilitate the management led buyout of the Grand Metropolitan, PLC Catering division. During its twenty-six year history, CGP has grown more than fifty-fold from a revenue and value perspective, with a current market capitalization of US $27 billion. CPG trades on the London Stock Exchange under symbol CPG.L and is represented in the FTSE 100 Index. While Compass has experienced phenomenal growth, it remains a conservatively managed company with a strong credit rating. On February 18, 2013, Standard & Poor's raised the long-term corporate credit rating on Compass Group to A from A-. Access to the September 30, 2013 CPG annual report is available through the following link:

http://www.compass-group.com/Financial-Presentations.htm

You are encouraged to direct financial inquiries regarding Compass Group to my attention at our North America headquarters in Charlotte, North Carolina.

Sincerely,

Daniel Thomas
Vice President & Treasurer
Compass Group, North America
2400 Yorkmont Road
Charlotte, NC 28217
Tel: 704-328-7073

We are providing a three-year annual report on attached CD.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 09/19/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies)must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
Willis of North Carolina, Inc. c/o 26 Century Blvd. P. O. Box 305191 Nashville, TN 37230-5191	PHONE (A/C, NO, EXT): 877-945-7378	FAX (A/C, NO): 888-467-2378
	E-MAIL ADDRESS: certificates@willis.com	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: National Union Fire Ins. Co. of Pittsburg	19445-001
INSURER B: New Hampshire Insurance Company	23841-001
INSURER C: ACE American Insurance Company	22667-001
INSURER D: National Union Fire Ins. Co. of Pittsburg	19445-003
INSURER E:	
INSURER F:	

INSURED
Compass Group USA, Inc.
2400 Yorkmont Road
Charlotte, NC 28217

COVERAGES **CERTIFICATE NUMBER:** 20394256 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L INSRD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	**GENERAL LIABILITY**			5302623	9/30/2013	9/30/2014	EACH OCCURRENCE	$ 1,000,000
	X COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurence)	$ 1,000,000
	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	$
	X Contractual Liability						PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 10,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$ 5,000,000
	X POLICY PRO-JECT LOC							$
A	**AUTOMOBILE LIABILITY**			6403854	9/30/2013	9/30/2014	COMBINED SINGLE LIMIT (Ea accident)	$ 5,000,000
A	X ANY AUTO			6403855	9/30/2013	9/30/2014	BODILY INJURY(Per person)	$
B	ALL OWNED AUTOS / SCHEDULED AUTOS			6403856	9/30/2013	9/30/2014	BODILY INJURY(Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
	X Self Ins. Phy Damage							$
C	**UMBRELLA LIAB** X OCCUR			XLXG24563480	9/30/2013	9/30/2014	EACH OCCURRENCE	$ 10,000,000
	X **EXCESS LIAB** CLAIMS-MADE						AGGREGATE	$ 10,000,000
	DED RETENTION $							$
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		015630643	9/30/2013	9/30/2014	X WC STATU-TORY LIMITS / OTH-ER	
							E.L. EACH ACCIDENT	$ 2,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 2,000,000
							E.L. DISEASE - POLICY LIMIT	$ 2,000,000
D	Liquor Liability			5302624	9/30/2013	9/30/2014	$ 1,000,000 Each Common Cause $10,000,000 Aggregate	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach Acord 101, Additonal Remarks Schedule, if more space is required)

Named Insured includes the following Entities: Compass Group USA, Inc., Bon Appetit Management Company, Canteen Vending, Ideal Services, Chartwells School Dining, Crothall Services Group, Eurest Dining, Flik International, Levy Restaurant, Morrison Management Specialists, Inc., Vendlink, LLC, Chartwells, Restaurant Associates, Eurest Services, Bateman, Southeast Services Corp., Crothall Healthcare Inc., Crothall Facilities Management Inc., Statewide Services Inc., SHRM Catering Services, Inc., Highland Estates Coffee Traders and Wolfgang Puck Catering and Events LLC, Morrison Senior Living, Morrison Senior Dining Services, Touchpoint Support Services.

CERTIFICATE HOLDER

Evidence Only
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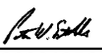
CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Coll:4215907 Tpl:1703802 Cert:20394256

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ACORD 25 (2010/05)

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AGENCY CUSTOMER ID: 22011126

LOC#:

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
Willis of North Carolina, Inc.	Compass Group USA, Inc. 2400 Yorkmont Road Charlotte, NC 28217
POLICY NUMBER See First Page	
CARRIER: See First Page / NAIC CODE	EFFECTIVE DATE: See First Page

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Garagekeepers
Carrier: National Union Ins. Co. of Pittsburgh, PA
NAIC 19445-001
Policy No. 6403854
Policy Period: 09/30/2013 to 09/30/2014
Limit: $1,500,000

SIR applies per terms and conditions of the policy.

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Compass Group USA, Inc.
Policy Term: 09/30/2013 to 09/30/2014
Workers' Compensation and Employers Liability Policies

Coverage	Policy Number	Carrier	WC Coverage	EL Limits
Work Comp/EL	015630643	New Hampshire Insurance Company NAIC 23841-001 Policy Covers States of: AL, AZ, CO, CT, DC, DE, IA, ID, IN, KS, LA, MD, MI, MO, MS, MT, NE, NM, NV, NY, OK, OR, RI, SC, SD, TN, TX, VT, WV	Statutory	$2,000,000 Bodily Injury by Accident - Each Accident $2,000,000 Each Employee Bodily Injury by Disease $2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	015630644	New Hampshire Insurance Company NAIC 23841-001 Policy Covers States of: IL, KY, NC. NH. UT	Statutory	$2,000,000 Bodily Injury by Accident - Each Accident $2,000,000 Each Employee Bodily Injury by Disease $2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	015630645	New Hampshire Insurance Company NAIC 23841-001 Policy Covers States of: AK, AR, GA. VA	Statutory	$2,000,000 Bodily Injury by Accident - Each Accident $2,000,000 Each Employee Bodily Injury by Disease $2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	015630646	New Hampshire Insurance Company NAIC 23841-001 Policy Covers States of: MA, ND, OH. WA. WI. WY	Statutory	$2,000,000 Bodily Injury by Accident - Each Accident $2,000,000 Each Employee Bodily Injury by Disease $2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	015630647	New Hampshire Insurance Company NAIC 23841-001 Policy Covers States of: NJ. PA	Statutory	$2,000,000 Bodily Injury by Accident - Each Accident $2,000,000 Each Employee Bodily Injury by Disease $2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	015630648	National Union Fire Insurance Company NAIC 19445-001 Policy Covers State of CA	Statutory	$2,000,000 Bodily Injury by Accident - Each Accident $2,000,000 Each Employee Bodily Injury by Disease $2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	015630649	Illinois National Insurance Company NAIC 23817-001 Policy Covers State of FL	Statutory	$2,000,000 Bodily Injury by Accident - Each Accident $2,000,000 Each Employee Bodily Injury by Disease $2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	015630650	New Hampshire Insurance Company NAIC 23841-001 Policy Covers State of ME	Statutory	$2,000,000 Bodily Injury by Accident - Each Accident $2,000,000 Each Employee Bodily Injury by Disease $2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	015630651	New Hampshire Insurance Company NAIC 23841-001 Policy Covers State of MN	Statutory	$2,000,000 Bodily Injury by Accident - Each Accident $2,000,000 Each Employee Bodily Injury by Disease $2,000,000 Policy Limit Bodily Injury by Disease

Experience Working in School Foodservice Five Years or More

Chartwells
School Dining Services
Eat · Learn · Live

Experience Working in School Foodservice Five Years or More 5 Points

Our Experience

As an experienced leader, Chartwells will continue to manage your business, educate your students, train your associates, promote healthy lifestyles and involve parents and the community – all while continuing to make your foodservice program more enticing and efficient.

The decision to continue working with Chartwells opens the door to a wealth of opportunities for your district. High-quality food your students enjoy, greater participation, successful marketing and educational programs, experienced managers, a committed staff and improved financial performance are just a few of the reasons why more than 575 school districts across the United States choose Chartwells.

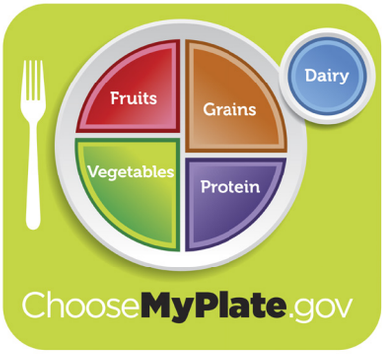
We've learned a lot through our experience serving school districts in every region of the country. We've developed new programs, been the first with industry-leading innovations, and overcome challenges. This broad range of experience gives us the knowledge and understanding to deliver the best combination of services to your school district. We will help you develop a strategy for a successful program for your district and your students.

Our broad range of experience gives us the knowledge and understanding to deliver the best combination of services to your school district.

We help our school districts and our communities prosper.

We want to help your school district succeed, and we deliver on our promises. Here's proof:

- Over the years, we have continued to grow our presence in the marketplace. As a result of our strong customer commitment, we now manage and operate close to 30 percent of school foodservice across the country.
- We have long-term school district dining service relationships – with 197 contracts lasting 10 or more years.



- We purchased $22 million in local products last year and are continuing to grow this number to bring local and sustainable foods to your district.
- We are the first foodservice company accepted as a National Strategic Partner by the USDA's Center for Nutrition Policy and Promotion.
- Each of our 25,000 hourly associates receives 20 hours of training every year to ensure they are more than prepared to serve your students to the best of their abilities.

Our Qualifications

Not only are we qualified to help your school district's foodservice program flourish, our Eat.Learn.Live. philosophy is built around being a part of your schools and your community.

Eat.Learn.Live. is what Chartwells stands for. It's our single-minded commitment to building strong bodies and sharp minds, and establishing the framework for a long, healthier life. Our approach combines great-tasting, nutritious foods, wellness education and sustainability efforts. It is our goal to make a difference in your cafeterias, your classrooms and your communities.

Eat

Chartwells serves more than 2.6 million students every day. Students want fun and popular foods. Parents want healthy, nutritious meals. Administrators want all of that at an affordable cost. That is why our nutrition standards are very high and consistently maintained, and we work with you to develop a customized dining program that fits your budget.

We provide students with delicious and nutritious meals that nurture their bodies and strengthen their minds. For example:

- Our Nutrition Standards have long exceeded USDA standards and the HealthierUS Challenge Gold Award requirements. They also support the Dietary Guidelines for Americans.
- Our nutrition specialists are on top of changes in government guidelines. We monitor trends, collaborate with government agencies to support federal programming, and support national thought leadership within industry associations.
- We accommodate students' dietary needs. Our foodservice directors are well trained in meeting the needs of students with specific allergies, and they review the ingredients of all foods purchased.
- We employ more culinary and nutrition specialists serving the educational community than any other foodservice company.
- Our menu items are lower in saturated fat, sodium and sugar, and are easy to prepare with available equipment and staff.
- Our meals emphasize whole grains, fiber, healthy fats and nutrient-dense fruits and vegetables.
- Our programs are analyzed to maintain high nutrition within budget.

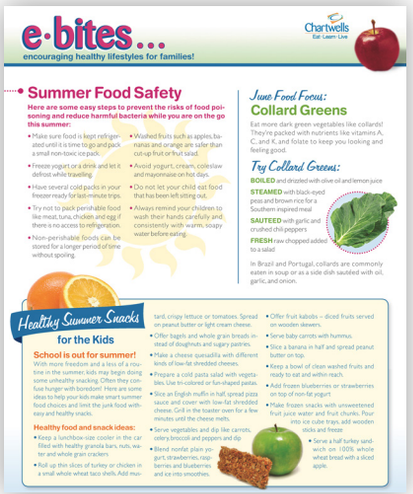
Learn

As leaders in nutrition, we strive to spread our knowledge on health and wellness to students, teachers, parents, the community and our associates. Through learning opportunities and communications, we extend hot topics, nutritional information and healthy recipes far beyond our kitchens.

We teach our students about healthy lifestyles and reinforce our wellness messages in schools through classroom education, marketing materials and signage. A few of our many efforts include:

- Ten-minute nutrition and sustainability lessons designed to meet curriculum standards and teach students about wellness.
- Promotions and campaigns, like National Nutrition Month, that combine healthy eating with themed meals, classroom activities and marketing displays.

Through learning opportunities and communications, we extend hot topics, nutritional information and healthy recipes far beyond our kitchens.



e·bites...

encouraging healthy lifestyles for families!

Chartwells Eat. Learn. Live.

Summer Food Safety

Here are some easy steps to prevent the risks of food poisoning and reduce harmful bacteria while you are on the go this summer:

- Make sure food is kept refrigerated until it is time to go and pack a small non-toxic ice pack.
- Freeze yogurt or a drink and let it defrost while traveling.
- Have several cold packs in your freezer ready for last-minute trips.
- Try not to pack perishable food like meat, tuna, chicken and egg if there is no access to refrigeration.
- Non-perishable foods can be stored for a longer period of time without spoiling.
- Washed fruits such as apples, bananas and orange are safer than cut-up fruit or fruit salad.
- Avoid yogurt, cream, coleslaw and mayonnaise on hot days.
- Do not let your child eat food that has been left sitting out.
- Always remind your children to wash their hands carefully and consistently with warm, soapy water before eating.

June Food Focus:

Collard Greens

Eat more dark green vegetables like collards! They're packed with nutrients like vitamins A, C, and K, and folate to keep you looking and feeling good.

Try Collard Greens:

BOILED and drizzled with olive oil and lemon juice

STEAMED with black-eyed peas and brown rice for a Southern inspired meal

SAUTEED with garlic and crushed chili peppers

FRESH raw chopped added to a salad

In Brazil and Portugal, collards are commonly eaten in soup or as a side dish sautéed with oil, garlic, and onion.

Healthy Summer Snacks

for the Kids

School is out for summer!

With more freedom and a less of a routine in the summer, kids may begin doing some unhealthy snacking. Often they confuse hunger with boredom! Here are some ideas to help your kids make smart summer food choices and limit the junk food with easy and healthy snacks.

Healthy food and snack ideas:

- Keep a lunchbox-size cooler in the car filled with healthy granola bars, nuts, water and whole grain crackers
- Roll up thin slices of turkey or chicken in a small whole wheat taco shells. Add mustard, crispy lettuce or tomatoes. Spread on peanut butter or light cream cheese.
- Offer bagels and whole grain breads instead of doughnuts and sugary pastries.
- Make a cheese quesadilla with different kinds of low-fat shredded cheeses.
- Prepare a cold pasta salad with vegetables. Use tri-colored or fun-shaped pastas.
- Slice an English muffin in half, spread pizza sauce and cover with low-fat shredded cheese. Grill in the toaster oven for a few minutes until the cheese melts.
- Serve vegetables and dip like carrots, celery, broccoli and peppers and dip.
- Blend nonfat plain yogurt, strawberries, raspberries and blueberries and ice into smoothies.
- Offer fruit kabobs – diced fruits served on wooden skewers.
- Serve baby carrots with hummus.
- Slice a banana in half and spread peanut butter on top.
- Keep a bowl of clean washed fruits and ready to eat and within reach.
- Add frozen blueberries or strawberries on top of non-fat yogurt.
- Make frozen snacks with unsweetened fruit juice water and fruit chunks. Pour into ice cube trays, add wooden sticks and freeze.
- Serve a half turkey sandwich on 100% whole wheat bread with a sliced apple.

Our teams stay on top of the latest trends among our customers and within the foodservice industry.

We encourage parental involvement in many ways throughout the year. Some examples of how Chartwells encourages participation include:

- Sending nutrition education materials home with students.
- Providing monthly newsletters, fliers and eNewsletters with timely and accurate information on current trends and topics of interest.
- Mailing weekly/monthly menus to households.
- Inviting parents to eat with their student in the cafeteria.
- Inviting families to attend Chartwells Health Fairs.
- Offering wellness workshops.
- Providing nutrition education lessons to complete at home.

Chartwells learns from you as much as you learn from us. Our teams stay on top of the latest trends among our customers and within the foodservice industry. We continually work to improve our offerings and serve your district to the best of our abilities, and your feedback is key. We pay attention to what you, your parents, your students and your staff have to say. We keep our communication channels open through:

- Surveys and focus groups
- Student and parent advisory councils
- Suggestion boxes
- PTA/PTO involvement

We make sure our associates are trained and have the right learning opportunities to serve your students in the best way possible. Some of our mandatory and volunteer training opportunities include:

- Food safety and quality assurance training
- On-site marketing and culinary training
- Nutrition training
- Customer service training
- Diversity and inclusion training
- Weekly five-minute safety and sanitation training sessions

Live

Chartwells encourages students to live a balanced lifestyle, be active and healthy, and extend what they learn at school into their homes and communities. Leading by example, we give back to our communities in numerous ways, including community outreach and volunteer efforts that make a difference.

Chartwells encourages students to live a balanced lifestyle, be active and healthy, and extend what they learn at school into their homes and communities.

Environmental Commitment

We are always looking for opportunities to feature fresh, local ingredients in our menus, provide visibility for local produce, and build awareness of the many health benefits of eating well and buying local. We work closely with you to find ways to participate in the Farm to School initiative without negatively affecting the bottom line of your operation.

We take our responsibility to your community and the global environment seriously. We lead the foodservice industry with groundbreaking policies that:

- Champion local farmers and fair trade.
- Reduce the use of antibiotics in chicken and turkey.
- Promote farm animal welfare through 100 percent use of cage-free shell eggs and the elimination of artificial rBGH from milk and yogurt products.
- Commit to healthier oceans with sustainable seafood purchasing policies.
- Support sustainable agriculture and healthy rural economies with local campaigns such as the "NC 10" campaign, which pledges 10 percent of existing school district food dollars to support North Carolina food producers, businesses and communities.
- Focus on social justice in our purchasing of coffee, tomatoes and other foods.

Sustainable Practices

We strive to do our part to help the environment. Our sustainability program is focused on preserving resources, communities and the environment. Some of the sustainability efforts we bring to your schools include:

- **Trim Trax** – Our organic waste management system that increases awareness of waste issues and tracks, measures and minimizes food waste in our schools.
- **Recycling and composting** – We help you start a program or help you improve your recycling and composting efforts with programs specifically designed for school district foodservice operations.
- **PCF cups and containers** – Our post-consumer fiber disposable products, made from 10 percent recycled content, has an immediate environmental payoff. By reusing materials to make the cups, we're helping to close the recycling loop, conserve more resources and ignite new markets for recycled fibers.

Trim Trax®

Our sustainability program is focused on preserving resources, communities and the environment.

Big Company Resources, Small Company Attention

The combined resources behind Chartwells enable us to offer your district an affordable range of innovative and nutritious dining and educational services that can be customized for your specific needs. Along with K-12 schools, we also work with colleges, universities and independent schools within the field of education. Our experience in all types of dining services gives us a wealth of resources that provide direct benefits to your school district, be it space design concepts, menu innovations, shared culinary resources, career development opportunities, or much more.

We bring to your school district the best of two worlds: the experience and leadership of a global foodservices network, combined with the on-site, personalized commitment of local managers. We are a division of Compass Group North America, which oversees the North American foodservice operations of U.K.-based Compass Group PLC.

If you've been hungry and away from home, chances are good that you've already experienced Compass Group's delicious food and remarkable service.

In addition to the education market, Chartwells' parent company, Compass Group, serves millions of people in locations including:

- Hospitals
- Government facilities
- Vending sites
- Restaurants
- Sporting venues
- Corporate cafés
- Museums and performing arts centers

We also play an important role in many major national and global events including:

- US Open
- Academy Awards®
- Boy Scouts of America National Scout Jamboree

Awards and Recognitions – Affirming Our Value

Chartwells consistently receives national recognition from highly respected organizations and publications for our unique programs and innovation.

Health and Wellness

HealthierUS School Challenge

Chartwells made a commitment at the White House's Let's Move! Launch to quadruple the number of our school districts that meet the HealthierUS School Challenge criteria. We've gone beyond this commitment with over 1,000 schools meeting the HUSSC criteria, and 254 schools receiving Gold with Distinction, Gold, Silver or Bronze awards for their level of nutritious meals, nutrition education and physical activity.

Whole Grains Challenge Winner (K-12 Category)

The team at Holton Public Schools in Holton, Mich., serves two or three meals daily during the school year and summer months in a rural district with more than 70 percent economically disadvantaged students. Many new whole-grain options were added to the already stacked menus, including exclusive whole-grain offerings on the after-school snack and supper menus.

Golden Carrot Awards Runner-up and Honorable Mention

The District of Columbia Public Schools was one of three runners-up to receive a cash prize of $1,000 to benefit the foodservice program. The Chartwells team offered a wide variety of nutritious vegetarian meal options and daily fresh salads. We also created a "Strawberries and Salad Greens Day" to provide fresh, high-quality local food in school cafeterias. In addition, Weston Public Schools in Weston, Conn., received an honorable mention for its fresh and unique food offerings.

Arizona Department of Education/Health and Nutrition Services' School Meals Initiative Award

The Winslow Unified School District in Winslow, Ariz., was recognized for its top-performing child nutrition program and for its positive contribution to academic success by promoting student nutrition and health.

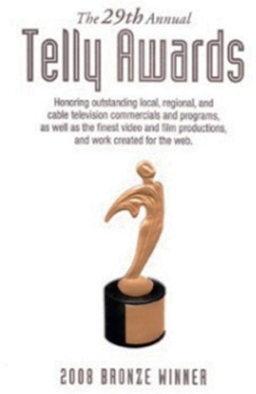
Design and Concept

MenuMasters Award

Chartwells/Thompson School Dining Services was recognized by *Nation's Restaurant News* magazine with the MenuMasters Award for its Healthful Innovations category. The award honored Chartwells/Thompson's Balanced Choices program, a comprehensive approach to health and wellness in school districts across the nation.

Telly Awards

Chartwells received two Bronze Telly Awards, honoring the very best in film and video, for its video "Fresh Cook." Chartwells won in the food/beverage and information categories. Telly Award winners represent the best work of the most respected advertising agencies, production companies, television stations, cable operators and corporate video departments in the world.



Public Relations Society of America Paragon Awards

Chartwells was honored with four Paragon Awards, recognizing outstanding work in public relations. Chartwells' work on Pizza Pizzam! won Awards of Merit in three categories: Integrated Communications Programs – Business or Industry; Internal Communications; and Media Relations Tactic – Press Release or Other Tactic. Meanwhile, Chartwells' work on "Fresh Cook" won the Award of Excellence in the Multimedia category.

Bell Awards – Business Marketing Association of Milwaukee

Chartwells received two Bell Awards for its campaign promoting the Pizza Pizzam! concept. Chartwells was the Excellence Award Winner in the Total B2B Campaigns and New Product Launch Campaign categories. The Bell Awards recognize companies and agency partners that achieve excellence in the production of materials and programs that promote products or services to a business audience. The BMA awards are recognized as the premier annual marketing awards show.

National Restaurant Association Kids Recipe Challenge Winner

The National Restaurant Association recognized Chartwells as a winner in the Kids Recipe Challenge in the contract managed food service category for its "Chix-N-Cheddar Snappy Jalapeño Wrap." The recipe was created by Jennifer Brower, a Chartwells executive regional chef. The Kids Recipe Challenge, which was created with founding partner McCormick For Chefs®, recognizes delicious and nutritious recipes from children's menus at restaurants and foodservice establishments nationwide.

Partnerships and Affiliations

Chartwells takes a leadership role in many of the most prestigious and effective organizations that focus on culinary innovation, student wellness and academic success. Some of the many organizations we support and collaborate with include:

- American Association of School Administrators
- American Culinary Federation
- The Academy of Nutrition and Dietetics
- Association of Latino Administrators and Superintendents
- Association of School Business Officials
- Black Culinary Association
- Cornell Center for Behavioral Economics in Child Nutrition
- Council of Great City Schools
- Council of Urban Boards of Education
- Culinary Institute of America Healthy Flavors Healthy Kids
- Healthy Schools Campaign
- International Food Information Council
- Junior Achievement
- Multicultural Food and Hospitality Alliance
- National Alliance of Black School Educators
- National Association of Minorities in Hospitality
- National Association of State Boards of Education
- National Foodservice Management Institute
- National Farm to School Network
- National Minority Supplier Development Council
- National Parent Teacher Association
- National Restaurant Association
- National School Board Association
- School Nutrition Association
- Society for Nutritional Education
- United States Department of Agriculture
- United Fresh Produce
- USDA MyPlate Strategic Partnership
- Women's Foodservice Forum

Our Reputation Sets Us Apart

Since the beginning of our partnership, we have always wanted the best for your district, your students and your community. Our Eat.Learn.Live. philosophy is about quality, healthy meals, nutrition education programs and a dedication to sustainability and community involvement that benefits your school district. Through every step of the foodservice process, we are committed to making your job easier and continuing to build a future together. Don't take our word for it though – ask our other clients. Our clients tell us that one of the key factors in their decision to partner with Chartwells was the comments from other school districts we have had the opportunity to serve.

Chartwells Experience – Building on a Strong Reputation

We have 17 years of experience in school foodservice management. Proving that our customers value their partnership with us, we are proud to have some of the longest-running contracts in the industry, including:

- 197 contracts for 10 years or more
- 115 new contracts in the past five years

Client Quotes

More important than the years of experience are our testimonials of success. When you talk with our other clients, you'll see we are consistent in providing dependable and steadfast service. We customize our foodservice program to align with the needs of your schools and the desires of your students. That's because when your students are satisfied, and your district is pleased, then we are successful. Our team of committed service professionals cares about each and every client and wants to ensure your school dining operations will be effective, efficient and reliable.

Whether you have been our partner for three years or twenty, we will never stop exceeding our customers' expectations.

Here's what just a few of our clients have to say about Chartwells:

"Through innovative programs, expanding variety and quality, and community outreach, the Chartwells management team in our district has dramatically increased participation over our five-year partnership, which has led to our program going from a substantial deficit to a healthy operating surplus. With this surplus we were able to upgrade equipment and remodel over half of our school kitchens, and we see that successful trend continuing. We did not have the capital to invest in our schools that were outdated with 40-year-old equipment, and Chartwells made this possible."

– Aldo E. Petronio
Executive Director of Office Finance
Brockton Public Schools
Brockton, Mass.

"After three years of working with Chartwells, I no longer consider them a vendor, but rather a very key partner in our district's future and ongoing operations."

– Jason M. Davidson
President, Board of Education
Clintondale Community School District
Clintondale, Mich.

"There were a myriad of challenges within our self-op foodservice program that needed to be addressed. Paramount among them were communication and quality of the program. After an extensive search of foodservice providers, Chartwells was selected to provide vision and leadership to our program – and did they! Having been in the school business for more than 30 years and having had three different foodservice providers, I was still amazed at what Chartwells has done for our students. Organization, communication, quality of staff, and the variety and quality of the food is outstanding. Their ability to listen, provide a vision, and implement an innovative program that serves our community and students is tremendous – they truly are the best at what they do!"

– Dr. Marc Walker
Superintendent
Comal Independent School District
New Braunfels, Texas

"Chartwells has made vast improvements to our foodservice program. During our seven-year relationship, we have not only seen our foodservice program provide better quality meals coupled with better service, but financially the program has improved so much that the district no longer has to subsidize the operations. Having a profitable foodservice program allows the district to use its much needed resources for more direct educational purposes."

– Shane L. Switzer, CPA
Director of Business Management
Biloxi Public Schools
Biloxi, Miss.

"The Chartwells staff has been fantastic in helping to get more local produce in schools. By supplying schools with local frozen vegetables, we are able to support farmers and get healthy food to thousands of young people throughout the region."

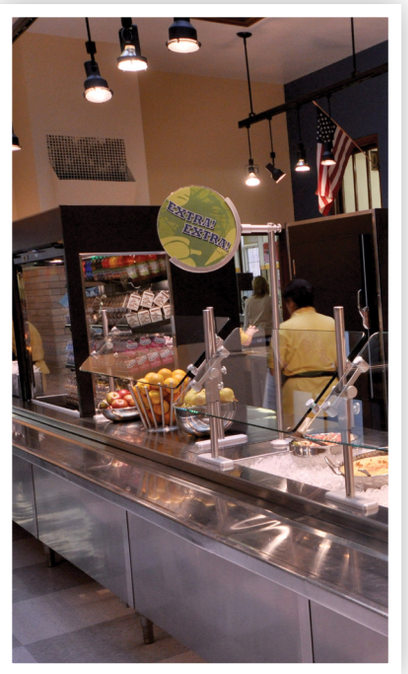
– John Waite
Executive Director
Franklin County Community Development Corporation
Western Massachusetts Food Processing Center
Greenfield, Mass.

"It is a win-win relationship. With some contractors, it is a business relationship, and we terminate the contract. With Chartwells, it is a partnership."

– Ken Nicholl
Superintendent
Yale Public Schools
Yale, Mich.

"The partnership between Mabank ISD and Chartwells has been great for our students. The quality and variety of the dining experience every day is remarkable for a school setting. As superintendent of schools, I have been most impressed with the communication and 'can-do' attitude of the Chartwells management team, especially at the district manager level. Simply put, they know their job and they do it well! I cannot imagine trying to go back to operating our own program. It would be an injustice to our students. Hiring Chartwells was a home run. My only mistake was not doing it sooner!"

– Dr. Russell Marshall
Superintendent
Mabank Independent School District
Mabank, Texas

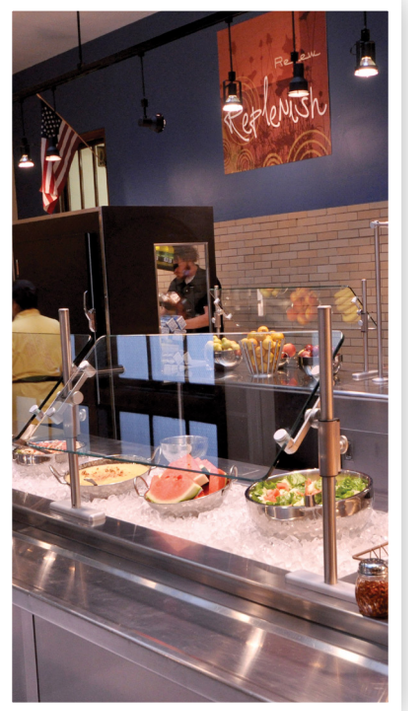


"It is a pleasure working with our Chartwells folks at Reed! There is a real team approach with incredibly friendly service to our students and staff."

– Dr. Sharon Epple
Principal
Reed Intermediate School
Newtown, Conn.

"As we switched from in-house to an outside vendor, Chartwells worked closely with the district every step of the way. It was evident from early on that this was going to be a partnership."

– Nadine Binkley
Former Superintendent
Leominster Public Schools
Leominster, Mass.



"Our middle school students enjoy a variety of food and the wide number of choices offered daily, as well as the additional opportunity to have breakfast when the morning has been rushed. The staff is helpful whenever we are dealing with special needs of any kind."

– Diane Sherlock
Retired Principal
Newtown Middle School
Newtown, Conn.

"Chartwells has been highly creative in choosing healthy options for our students. The facilities and food presentation are colorful and appealing to students, and the students and staff have been very pleased with the variety and taste of the meals. We appreciate how Chartwells staff has worked with us to accommodate the needs of students during our building projects."

– Janet Robinson, Ph.D.
Former Superintendent of Schools
Newtown Public Schools
Newtown, Conn.

"Chartwells brought our 1950s school lunch program into the new millennium and gave us the variety and healthy options students wanted."

– Doric Scarpelli
Retired Assistant Superintendent of Business
Rockland Public Schools
Rockland, Mass.

"I wanted to share another of the many great reviews that I have received from our schools regarding the outstanding service that is being provided to our faculty, students and community, through our partnership with Chartwells.

I am so proud of what we have accomplished, and bursting with excitement as to where we can go in the future.

My most sincere thanks for, all you do, the dedication of your staff, the commitment of your school site workers, and professionalism and creativity of your school chefs."

– Anthony N. Dragona, RSBA
School Administrator/Interim Board Secretary
Union City Board of Education
Union City, N.J.

"I just wanted to take a moment and thank you and the Chartwells staff for doing an amazing job with our Thanksgiving catering yesterday! Everything was exceptionally prepared, incredibly tasteful, and very much appreciated by all of us! I can always count on you and your team to deliver such a high quality and professional service the students, staff, and guests of this high school!"

– John Bennetti
Principal and Educational Director
Union City High School
Union City, N.J.

Chartwells References

We invite you to call and/or visit the references listed below. These clients have foodservice programs that are similar to those planned for your district. They can provide additional insight into the value of our dining services and the client-focused attitude of our management team.

Michigan Clients

Gibraltar Schools

Contact: Mr. Bruce Burger
Title: Superintendent
19370 Vreeland Road
Woodhaven, MI 48183
burger@fibdist.net
734-379-6350
Enrollment: 3,780

Rochester Community Schools

Contact: Mr. Dan Romzek
Title: Assistant Superintendent of Business
501 W. University Drive
Rochester, MI 48307
dromzek@rochester.k12.mi.us
248-726-3108
Enrollment: 14,600

Southfield Public Schools

Contact: Dr. Wanda Cook-Robinson
Title: Superintendent
24661 Lahser Road
Southfield, MI 48033
248-746-8500

FSMC Support and Backup

Building Strong Bodies and Sharp Minds

Chartwells
School Dining Services
Eat · Learn · Live

LIVE
EAT
LEARN

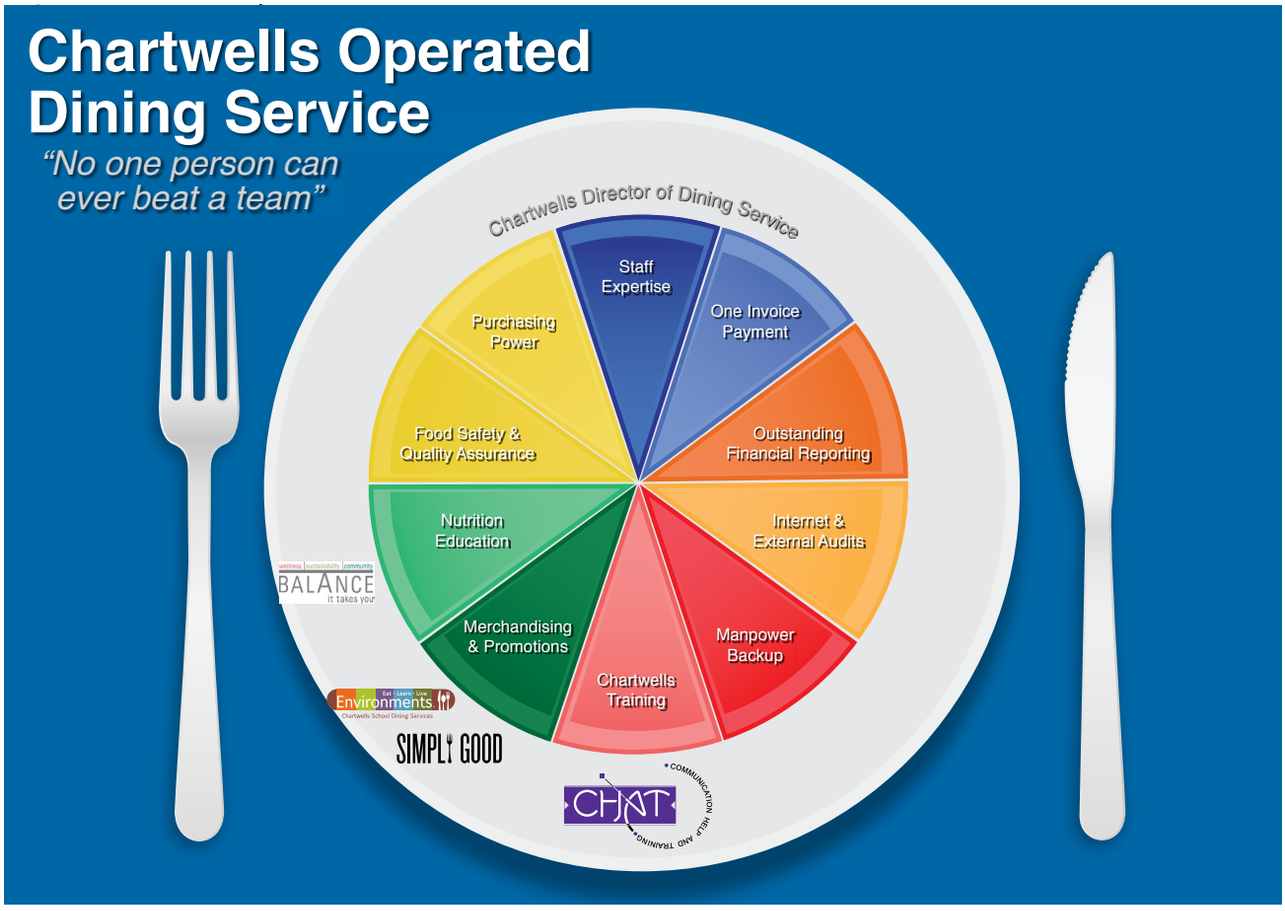
FSMC Support and Backup 3 Points

Management Team and Support Staff

We combine a well-matched director of dining services with a dependable network of resources offering guidance, support, standards and recommendations. Your director is supported by an array of experts, ensuring every element of your dining program is the best it can be. Just as your schools succeed with a network of teachers, principals, technology experts, custodians and others, we offer a circle of resources dedicated to providing your district with superior dining services. Resource areas include:

- Nutrition and menu development
- Quality food and culinary support
- Accounting and finance
- Human resources and labor relations
- Purchasing
- Training
- Wellness initiatives
- Quality assurance, safety and sanitation
- Technology
- Marketing

Our experience sets us apart – the average tenure of our leadership team is over 20 years.



Adding Value

Other benefits of working with Chartwells include:

- Well-trained leaders with an average of 20 years of hands-on industry experience.
- Regular visits by area district managers to review program quality and performance.
- Managers who complete ongoing training each month, with more intensive training completed annually.
- Open-door policies and communication.
- Additional help and expertise for your district with:
  - Controlling costs
  - Improving food quality
  - Increasing participation
  - Improving employee productivity
  - Increasing customer satisfaction
  - Focusing on your critical business issues

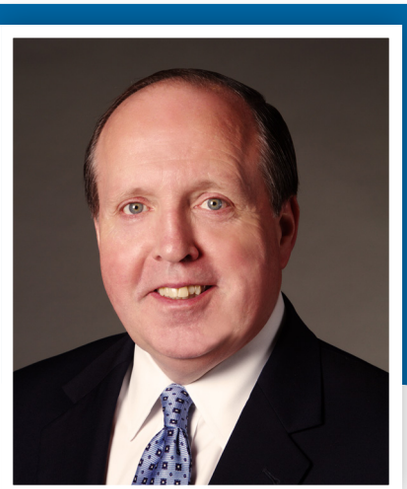
Meet Some of Our Great People

Rhonna Cass

President, Chartwells School Dining Services

Rhonna is responsible for the executive management of school operations for public and private schools throughout the U.S. She works to provide schools with the resources they need to achieve the highest levels of customer service and food quality, while meeting efficiency, regulatory and fiscal objectives. Rhonna was formerly with Levy Restaurants, the acclaimed restaurant and foodservice operator at sports and entertainment facilities, with domestic and international clients in every major market. She is recognized as a global business leader with an impressive 10-year history at Levy. Rhonna can be credited with proven innovative approaches to successful business practices within the global foodservice industry.

Rhonna is based in Elmhurst, Ill., and became sector president of Chartwells School Dining Services in 2013. She is a volunteer at the Oak Park River Forest Food Pantry and a member of the Greater Chicago Food Depository.



Keith Cullinan, MBA

Senior Vice President, Strategic Relations

Keith manages the strategic development and advancement of partner relationships within the Chartwells Schools sector. With more than 25 years of experience in foodservice management, he is an effective and seasoned leader with strength in forging strong client and community relationships. Chartwells School Dining Services has doubled in size since 1997, when Keith assumed the position of division president. In his current role, he will continue to be a trusted partner to our clients and help to maintain and grow our valued relationships.

Keith is a member of the Chartwells global steering committee and the only non-officer on the Compass Group field compensation committee. He holds a certificate of advanced graduate study in operations management from Babson College, an MBA from Anna Maria College, and a bachelor's degree in management from Boston College.

Margie Saidel, MPH, RD, LDN

Vice President of Nutrition, Sustainability and Community

In her position, Margie develops the strategic approach to child nutrition, Chartwells' corporate social responsibility platform, and local community health and wellness initiatives. Her accomplishments at Chartwells include authoring the award-winning Chartwells Balanced Choices comprehensive wellness program and founding the Chartwells Child Nutrition Advisory Council.

With more than 20 years of experience in child nutrition and foodservice, Margie has held state board positions for the School Nutrition Association and has spoken on the challenges facing child nutrition to the Academy of Nutrition and Dietetics (AND), the Whole Grains Council, the Chicago Tribune and The Boston Globe, to name a few. She is a registered dietitian and holds a master's degree in public health from Boston University and a certificate of child and adolescent weight management from the AND.

Craig T. Mills

Vice President of Finance for the Schools Division

Craig has been with Chartwells for over seven years and is responsible for new business acquisitions, quarterly forecasts and annual budgets. He is also dedicated to meeting the financial goals and objectives of his clients.

Craig has a Master of Business Administration in finance from Long Island University in New York. He has been in the finance arena for more than 15 years, starting his career as a consultant for PepsiCo Inc., and holding several finance positions of varying levels before coming to Chartwells.

Brian Casey

Regional Vice President, Great Lakes

Brian Casey began his career in foodservice working as a manager in the restaurant industry from 1980-1988. In the fall of 1988, he joined Canteen Service Company. Brian managed the K-12 foodservice program for the Grand Rapids Public Schools District and was promoted to district supervisor for business and institutional foodservice in 1990. In the fall of 1992, he returned to K-12 foodservice as the director of Plainwell Community schools.

Brian was promoted to district manager in 1994, where he works directly with foodservice directors to ensure that each district receives a high-quality, cost-effective program. In 2005, he was promoted to regional director, overseeing six district managers. In 2013, Brian was promoted to regional vice president of the Great Lakes region, which covers over four states and 174 district contracts.

Brian received his education from Delta College and Michigan State University. Brian is married and resides in Wayland, Mich.

Tanera Winters

District Manager

Tanera Winters began working in the school foodservice industry after graduating from Iowa State University with a bachelor's degree in hotel, restaurant and institution management. She has extensive experience in large school districts, beginning her career in the Chicago Public Schools as a school dining supervisor. Tanera held a position in Detroit Public Schools as production manager, where she coordinated meal production for 75,000 student meals each day. Wishing to return to the Chicago area, Tanera joined the Chartwells team in the Chicago Public Schools as a purchasing analyst.

Tanera brings her 14 years of experience in school dining to lead a team of foodservice professionals as district manager for the northern Ohio territory for Chartwells.

Tanera is passionate about seeing students enjoy their dining experience. She also enjoys helping her team find new ways to be successful with all the challenges that occur in the school dining day.

Tanera resides in Cleveland, Ohio.

Krysti Kidder

District Manager

Krysti Kidder brings more than 20 years of leadership and school foodservice experience to the districts she oversees, as a district manager with the Great Lakes region of Chartwells. She is responsible for overseeing school districts' foodservice operations for the northwestern part of Michigan. After graduating from Grand Valley State University, with a Bachelor of Science degree in hospitality management, Krysti's career began with Canteen Services, a franchisee of Compass Group. After serving five years as a school foodservice manager, Krysti's responsibilities increased as she was promoted to district manager for the newly created northwestern region of Michigan.

Krysti is a dedicated member of the Chartwells team and devoted to assisting school districts reach their goal and potential in having a successful, high quality foodservice program. Krysti enjoys working with members of her team, helping them grow and develop in their careers. She is passionate about the customers she serves, and high quality food presentation.

Krysti lives in Big Rapids, Mich., with her husband, Mike, and two children.

Ann Smith

District Manager

As a Chartwells senior management team member, Ann Smith is the district manager responsible for parts of Southeast Michigan. Ann has more than 29 years of foodservice experience. She began her career in the restaurant business during high school and joined the Chartwells team in 2002 as the director of dining services at Perry and Morrice Area Schools. In 2005, Ann was promoted to director of dining services at Holly Area Schools. Ann has been recognized as one of the top 15 percent performers in North America and in 2007 was named Salaried Associate of the Year for the Great Lakes region.

Ann is a dedicated member of the Chartwells team and works closely with district administration and local directors of dining services to ensure a high-quality foodservice program while developing and training her team to reach their potential.

Ann resides in Grand Blanc, Mich., with her husband, Scott, and has two children, Chris and Abbey, attending college.

Kathy Clouse

Client Relations Manager

Kathy Clouse is client relations manager for the Great Lakes region. Kathy graduated from Purdue University in 1972 with a Bachelor of Science in food and nutrition, and institutional management. Kathy began her career in college and university foodservice at Purdue University and Stanford University. In 1975, Kathy became the catering manager at Northwood University. In 1984, she left Northwood University to pursue a career in restaurants.

In 1987, Kathy joined Canteen Vending Services as a manager of dining services at CPC-Bay City. She soon transferred to the education and healthcare division as a school manager at Clare Public Schools, and in 1990 was promoted to school manager of Bridgeport Spaulding Schools. Her responsibilities soon increased again when she became a district manager for Canteen. Kathy started her current position with Chartwells in 2013. Her education and extensive background in all areas of the foodservice industry assures a high quality and cost-effective foodservice program.

Kathy and her husband live in Midland, Mich.

Erik Neering

District Manager

Erik Neering is a new addition to the Chartwells senior management team as the district manager to the West Michigan area. Erik brings more than 15 years of school foodservice experience and expertise to Chartwells.

Erik started his training at Muskegon Public Schools and shortly thereafter was promoted to foodservice director for Caledonia Community Schools, where he worked for 14 years. While at Caledonia, he expanded his base business to include other public and nonpublic schools.

Erik is a graduate of Aquinas College with a Bachelor of Science degree in both business administration and communication. Erik resides with his wife and two children in Caledonia, Mich.

Chris Rakowski

District Manager

Chris Rakowski joined Grand Rapids-based Canteen Services, a Compass Group franchisee, in 1996. He began his career in school dining services at Marcellus Community Schools. In 1998, Chris took on a dual manager role, overseeing Marcellus Community Schools as well as Gobles Public Schools. In 2000, he transferred to Battle Creek Public Schools, where he managed the program for five years. During the summer of 2005, Chris was promoted to district manager and is responsible for overseeing the foodservice operations for school districts in southwest Michigan.

A Michigan native, Chris attended Western Michigan University, where he received a Bachelor of Arts degree in graphic design. Prior to working for Canteen Services, Chris was owner/operator of Maggie's Campus Café located near the campus of WMU.

Chris resides in Kalamazoo, Mich., with his wife and twin boys.

Karen Haase

District Manager

Karen Haase, district manager for Chartwells' Great Lakes region, is responsible for overseeing foodservice operations for school districts in the "thumb region" of Michigan.

In 1995, Karen was promoted to school foodservice director for Sandusky Community Schools with Canteen Services – a Compass Group franchisee. After serving seven years as the district's director, Karen was promoted to her district manager role in 2002.

Karen is a dedicated member of the Chartwells team who will work closely with district administration, provide support and resources to the director of dining, and assist in providing a successful, quality dining program that meets the needs of the students, staff and community in which we serve.

Karen resides in Shelby Township, Mich., with her husband and chocolate lab, and enjoys spending time with her three daughters.

Toby Schafer

Regional Marketing Manager

Foodservice and brand management has been Toby's life's work. His first job was in the restaurant business at age 15, and since then, he says he has been hooked. He has worked in all levels of foodservice, from the dining room to the kitchen.

Toby took his customer service expertise and passion to a new level by pursuing a marketing degree at Aquinas College and most recently working in global marketing and brand management, developing training programs and enhancing product integrity for over 50 countries around the world.

As marketing manager for the Great Lakes region, Toby provides the necessary corporate support, working closely with our foodservice directors and upper management with a hands-on approach. He leads and assists in the training of employees and program implementation within each district, promoting the high standards that only Chartwells offers.

Toby resides in Grand Rapids.

Jennifer Brower

Executive Regional Chef

Jennifer Brower is executive regional chef for Chartwells' Great Lakes region. She graduated from Grand Rapids Community College in 1986 with an associate degree in applied arts and sciences. While in the culinary arts program, Jennifer won many awards in food competitions throughout the state. She was also selected by the instructors to receive the program's prestigious "Honored Student by the Faculty" award. From 1985 to 1999, Jennifer worked at Bay Pointe Restaurant on Gun Lake. While there, she accomplished an impressive feat of activities, including making all of the daily desserts and breads, creating diverse menus and unique meals, catering events, and overseeing all responsibilities associated with running a fine dining restaurant. She made several television appearances and won numerous state awards and competitions.

Jennifer joined the Chartwells staff in July of 1999. Since then, she has been busy helping the districts with catering functions, merchandising, menu and recipe development, and assisting the staff with quality, sanitation and safety issues.

Jennifer is married, has one son and two daughters, and resides in Hopkins, Mich.

Allison Mitchell

Resident District Manager

Allison Mitchell began her foodservice career in a managerial role 15 years ago. She worked for Wyndham Hotels and Resorts in several locations across the United States before joining the Chartwells Great Lakes team at the prestigious Cranbrook Educational Community.

As a key member of the Chartwells team, Allison has managed several key areas at Cranbrook in dining service, catering and student dining. As the resident district manager, she leads her team of foodservice professionals overseeing all Cranbrook operations, The Roeper Schools and Vista Maria.

Allison is a graduate of Michigan State University, where she earned a bachelor's degree in communications. During her final two years, she focused her studies in hospitality. Allison thrives on providing exceptional customer service and working closely with her associates and clients to ensure we exceed every expectation.

Amy Larson

District Manager

Amy Larson has 15 years of school foodservice experience with Chartwells. She has managed dining programs in Albion, East Grand Rapids and, most recently, Forest Hills Public Schools. At all of these schools, Amy managed her staff in union environments. She has extensive knowledge of all ABA guidelines, USDA standards and à la carte regulations.

An active participant in Chartwells/Compass Group's Be-A-Star program, Amy has maintained a five-star account for the past 14 years. She was named Salaried Associate of the Year for the Great Lakes region in 2009. In her previous role as dining service director at Forest Hills Public Schools, Amy and her team were named Regional Account of the Year for Chartwells Great Lakes region in 2012, and won second place for National Account of the Year.

ServSafe certified since 1998, Amy earned food management professional (FMP) certification from the National Restaurant Association in 2005.

Amy is a graduate of Otsego Public Schools. She holds an associate's degree in culinary arts from Grand Rapids Community College, and a certificate in bakery and pastry arts.

Stephanie Lupinski, MS, RD

Great Lakes Regional Dietitian

Stephanie Lupinski provides nutritional analysis of school menus and offers nutritional guidance to her region. Stephanie is a registered dietitian who earned her master's degree in nutrition from Eastern Michigan University.

While at EMU, she held the graduate assistantship as dietitian for the Eastern Michigan Children's Institute. She implemented many of the institute's current policies, including creating healthy lunch menus and the child allergy program. It is her goal to aid children in becoming knowledgeable about the importance of healthy eating.

Prior to her role at Chartwells, Stephanie was the director of nutrition and dietetics at a sub acute healthcare facility. Stephanie is a member of the Academy of Nutrition and Dietetics and School Nutrition Association.

Jerry Agrusa

Regional Sales Director

As a regional sales director, Jerry Agrusa is responsible for building new client partnerships in Wisconsin. He is successful in understanding the unique business issues that face each school district and works closely with the operations team in developing solutions for every opportunity.

Jerry began his career in corporate dining in 1976 with Canteen Food and Vending Services after receiving his associate degree from Henry Ford Community College in Dearborn, Mich. After several management assignments, Jerry was promoted to district manager and eventually regional director of dining operations, overseeing nearly $23 million in annual volume with the Eurest Dining Division. Jerry joined the Compass Group sales organization in 1994, and the Chartwells K-12 team in 2005. He brings more than 30 years of experience to the Central region.

Justin Hawkins

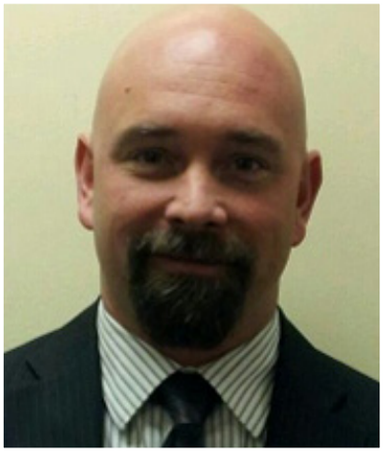
Regional Director

Justin Hawkins attended culinary school at Grand Rapids Community College. He started working for Chartwells, a division of Compass Group, in 2000.

Justin has worked in several school districts in Michigan and Indiana. He has a very diverse background in culinary arts, having worked in restaurants, colleges and schools. He has won several awards including People's Choice from the Michigan Pork Producers Association, and Best Entrée and Best Appetizer in the Taste of Grand Rapids. Since working for Chartwells, Justin has received the Salaried Employee of the Year and the Great Lakes Eagle Award twice.

In addition to working as a regional director for the Great Lakes region, Justin volunteers in his community by being a Cub Scout leader, and soccer, football and baseball coach. His organizational skills and attention to customer service detail will serve your students and school community well while retaining fiscal responsibility.

Justin lives in the Gun Lake area of Michigan and enjoys spending time with his three children.



Christopher S. Bolda, FMP

District Manager

Chris Bolda graduated from Central Michigan University's College of Business in May of 1994 with a bachelor's degree in hospitality services administration. He began his 15-year school foodservice career in June of 1997 with Canteen Services, Inc., as director of dining services at Perry Public and Morrice Area Schools. In early 2000, Chris was promoted to foodservice director at Wayland Union Schools.

In July of 2005, Chris was promoted to the position of resident district manager at Kalamazoo Public Schools, working closely with more than 130 associates, administrators, union leaders and community organizations. Chris was promoted to district manager in 2011, supporting Chartwells' client locations in greater Kalamazoo. Chris provided operational support to five foodservice directors, as well as directing daily operations at Kalamazoo Public Schools.

Chris was promoted to district general manager in 2012, supporting Chartwells client locations in southwest Michigan and northwestern Indiana.

Mary Darnton

District Manager

Born and raised in Flint, Mich., Mary Darnton is the daughter of two public schoolteachers who also owned a tavern. It was a natural fit to combine her interests in education and hospitality into a career in school foodservice. Mary earned her B.S. in hospitality management and business from Eastern Michigan University. One week after graduating from college, she was hired by Canteen Services, a Compass Group company that would later lead her to Chartwells School Dining. Mary began her career as a manager trainee in Lapeer Schools. She was promoted to DDS for Capac Schools, where she spent eight years. She was promoted to Grand Haven Schools, where she has spent the last eight-plus years. She was promoted to district manager for the Northeast region of Michigan in November.

Mary lives in Saginaw, Mich. She enjoys reading, cooking, spending time with her family and whatever travel opportunities come her way. She is also a devoted "Jeopardy!" fan, having reached the contestant pool for future television competitors in July 2013. (And, yes, she practices regularly!)

Michael Miller

District Manager

While a student at the University of Toledo, Michael Miller began his career in hospitality management in 1981 as a foodservice manager at the student union. For the next five years he progressed in responsibilities managing dining programs at Owens Technical College (Toledo, Ohio), the University of Evansville (Indiana) and Chadron State College (Nebraska). Career growth opportunities led Michael to the K-12 market, where he led foodservice programs with the Emporia USD253 (Kansas), Willoughby-Eastlake Schools (Ohio), Stow City Schools (Ohio) and the Ann Arbor Public Schools (Michigan).

In 1996, Michael was promoted to district manager and has been responsible for partnerships in the Indiana and Michigan markets. Currently Michael's responsibilities include school districts in southeast Michigan and northwest Ohio. During his 17 years as a district manager, he has forged strong relationships with leaders of education and has contributed to the growth and development of others.

Michael has been married for 32 years and has two grown children.

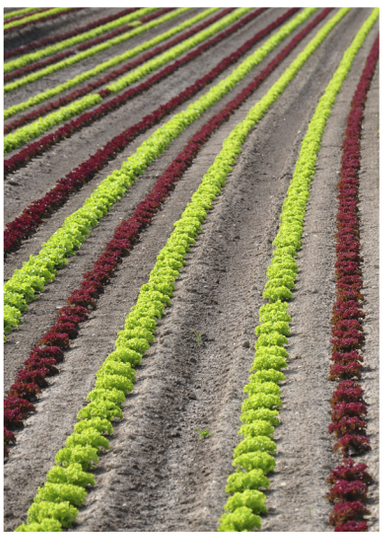
Social Responsibility and the Environment

We take our responsibility to your community and the global environment very seriously. We lead the foodservice industry with groundbreaking policies that:

- Champion local farmers and fair trade.
- Reduce the use of antibiotics in chicken.
- Promote farm animal welfare through the use of cage-free shell eggs as a customized solution for interested districts.
- Use dairies for milk and yogurt that do not treat cows with growth hormone.
- Choose vendors who have established standards regarding the humane treatment of animals.
- Commit to healthier oceans with sustainable seafood purchasing policies.
- Promote locally grown produce with $3 million in local produce purchases supporting local farms last school year for Chartwells partner school districts.

Additionally, we are:

- Partnering with school districts to promote school gardens and support serving the garden harvest in school dining centers.
- Working with our suppliers and school districts in substituting the use of Styrofoam and plastic plates and utensils with more biodegradable products. This is a customized solution based on our client's level of interest and cost parameters.
- Reducing food waste through our Trim Trax awareness program and our Love Food Not Waste program.
- Encouraging responsible and sustainable practices in our supply chain.
- Increasing associate participation in the communities we serve through our global Compass in the Community program.
- Promoting the use of less toxic cleaning supplies by working with our Foodbuy partners.
- Providing tools to assist our managers in purchasing local and seasonal fruits and vegetables and going a step further with a marketing program that promotes your community's local farms to students in the cafeteria.



Locally Grown Produce

Local produce and Farm to School programs are growing trends in communities across the United States. Our innovative local produce programs satisfy district needs while providing safe and healthy produce from local farms. As with everything we do, the focus of our local produce program is on working together to meet the specific needs of your district.

Supporting Local Farmers

We define "local" as whatever the school district prefers, whether this is regional, including surrounding states, or within state or community limits. We use produce distributors whenever possible in order to maintain food safety and product traceability, but also purchase directly from farms when necessary to meet your district's needs. We work closely with you to find ways to participate in the Farm to School initiative without negatively affecting the bottom line of your operation.

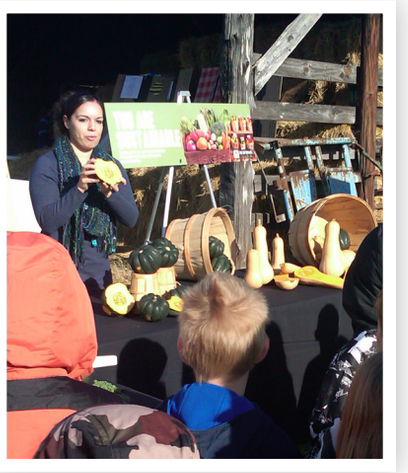
We are always looking for opportunities to feature fresh, local ingredients in our menus, provide visibility for local produce, and build awareness of the many health and environmental benefits of eating well and buying local.

Innovative Programs

Here are a few examples of our ever-expanding commitment to sustainable agriculture and local farmers:

- **Flash Frozen program** – This program preserves local foods so they can be enjoyed all year long. We were the first in the industry with this creative concept that benefits local farmers and students alike.
- **Local Harvest campaign** – We encourage local produce vendors to purchase seasonal fruits and vegetables from area farmers so we can make fresh and local meals in our kitchens. Compass Group purchased $34 million in local products last year.

- **Local Produce Education** – We've supported class trips to farms and local agriculture operations so students can experience food production. Understanding where food comes from is not only a sustainability topic – students may be more likely to try a new fruit or vegetable if they understand how it is grown. During "Farm to City" Day in the Anderson (S.C.) School District, Chartwells chefs and dietitians showed students locally grown squashes and kale during a trip to a local farm and led students in the preparation of kale chips. We also offer lessons and resources for teachers to teach these concepts to students in the classroom, if they choose.
- **Feature Local Produce on the Menu** – Following a six-year tradition, Chartwells has offered Harvest Meals in each of the East Bay (R.I.) school districts. The harvest meals feature Rhode Island-grown foods, such as potatoes, butternut squash, apples and some salad ingredients. We offer the harvest meal at all schools throughout each district, and the meal is highlighted by a fancy buffet-style setup at one school in each district. Last year, Chartwells in the East Bay district purchased and served over 42,000 pounds of locally grown produce. While serving harvest meals, we have a nutrition table set up with educational handouts for students to take home nutritional information.
- **Local Farm and Garden Harvests Completes Meals** – The Wilton (Conn.) school district takes local produce to the next level with a full week of locally sourced meals served each fall, and regular use of produce from the high school's organic garden. Meals incorporate a wide variety of vegetables from the garden, including salad greens, kale, onions and peppers. The annual Farm to Chef program, organized by the Connecticut Department of Agriculture, exposes students to a range of produce from local farms and includes in-cafeteria education about Connecticut farms and what they produce.



School Garden Harvest

Students who are involved in the cultivation of fruits and vegetables may be more likely to try those foods at mealtime. School gardens provide an excellent opportunity to educate students not only about agriculture, nutrition and core academic subjects, but also about food safety and its importance in food production.

We support our school district gardens through our Garden Guide, a resource for foodservice operators and school community members who are involved in the development and maintenance of school gardens. The guide provides a structure for Chartwells foodservice experts to work with schools on a garden plan that will encourage good agricultural practices and responsible growing, harvesting and food safety procedures for garden produce. The aim is to provide information and resources to foodservice operators and community stakeholders to create a school garden that produces a harvest that will be safe and enjoyable for all to eat as part of the school meals program. Our guide helps schools with every step of the process, including:

- **Types of gardens:** Open field, raised bed and hoop house/greenhouse.
- **Getting it done:** Planning, site selection, site preparation, building, harvesting, food storage, and preparing and serving produce.
- **Budgeting and funding**
- **Quality assurance information**

There are limitless ideas for fun theme gardens where students can learn geography, history and math, and we are happy to partner with your faculty who wish to pursue garden curriculum. Here are just a few ways we have supported gardens in our districts:

Grants – Our directors have partnered with their school districts to apply for and implement school garden grants. In Ottawa, Kan., director Marcia Servatius has turned a small startup grant into a thriving school garden at one of the district's schools. Teachers use the gardens for education, and produce from the garden is used in classroom lessons and in the cafeteria.

Cooking classes and education – Chartwells chefs and directors have assisted schools in using their garden's harvest for student education. In Texas, third- and fourth-grade students are planting, growing, harvesting and cooking their own healthy food. On Wednesdays and Fridays, the students get tips on cooking lunch using vegetables from their garden with Chef Mario from Chartwells.

Waste Awareness and Reduction

Trim Trax

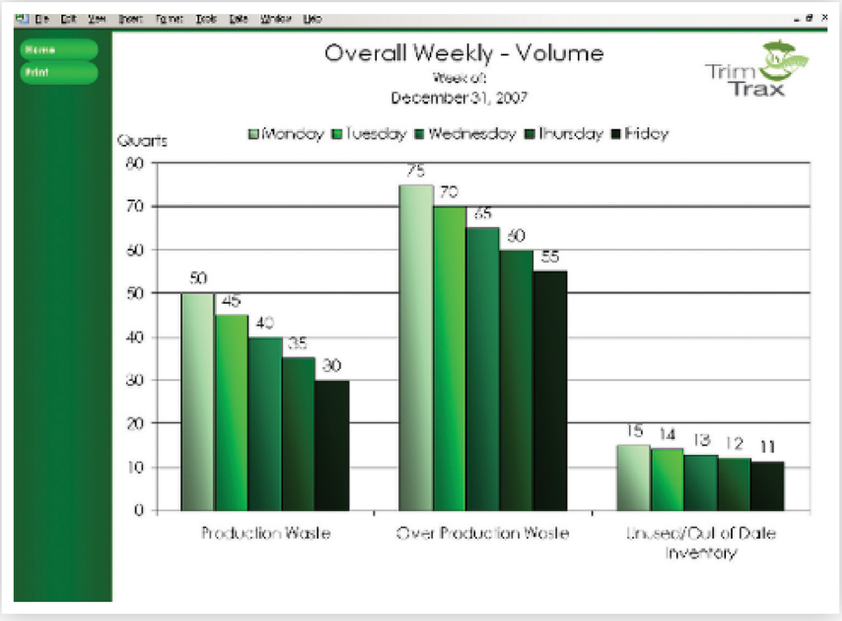
In some areas of the U.S., food waste accounts for more than 15 percent of the materials going into landfills, releasing methane gas as it degrades. Beyond that, our nation spends an estimated $1 billion every year to dispose of excess food. Food waste hurts our environment, squanders resources, drives up costs and reduces profitability.

Trim Trax is our organic waste management system that responds to these concerns by building awareness about food waste and minimizing its impact.

Trim Trax not only increases awareness of waste issues, but tracks, measures and minimizes food waste in four key areas:

1. Production waste
2. Overproduction
3. Unused/out-of-date inventory
4. Open category

We make it easy for your district to implement the program. Each school receives Trim Trax program guidelines, software, posters, logoed trash cans and other tools. Our program facilitators guide associates in recording waste levels and inputting data. Results are posted every week, so your district can see the real benefits of our program.



Besides helping the environment, your district will see improved efficiency and reduced waste and product costs.

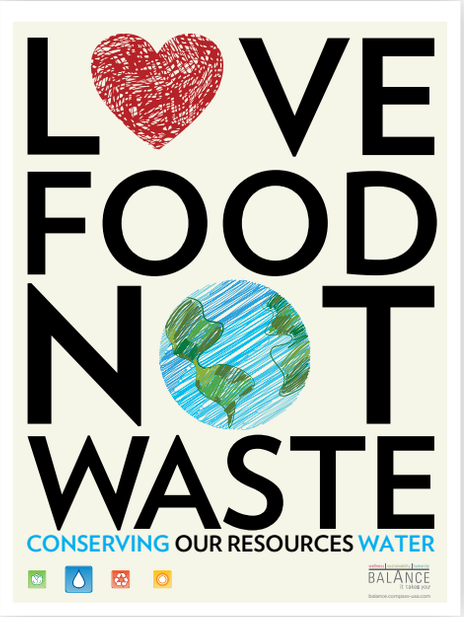
Recycling and Composting

Recycling and composting help reduce the waste that ends up in landfills. If you don't already have a recycling and composting program, we'll help you start one. And if you currently have a program, we'll help you improve it with programs specifically designed for school district foodservice operations.

Last year, Compass Group introduced new PCF (Post-Consumer Fiber) cups and containers made of 10 percent recycled content, which means the environmental payoff is immediate. The move from PLA (STEPS) to PCF cups and containers has greater "green" potential. Although PLA cups are compostable, they're not always deposited at a composting facility, negating their primary sustainable benefits. By using post-consumer fiber products (reused materials), we're helping close the recycling loop, conserve more resources, and ignite new markets for recycled fibers. PCF cups are proven and familiar in the market – they're the same cups used by Starbucks.

We removed 4.5 million pounds of food waste from landfills last year, and we expect this number to keep growing. In addition to helping the environment, your district will see improved efficiency and reduced waste and product costs.

Love Food Not Waste



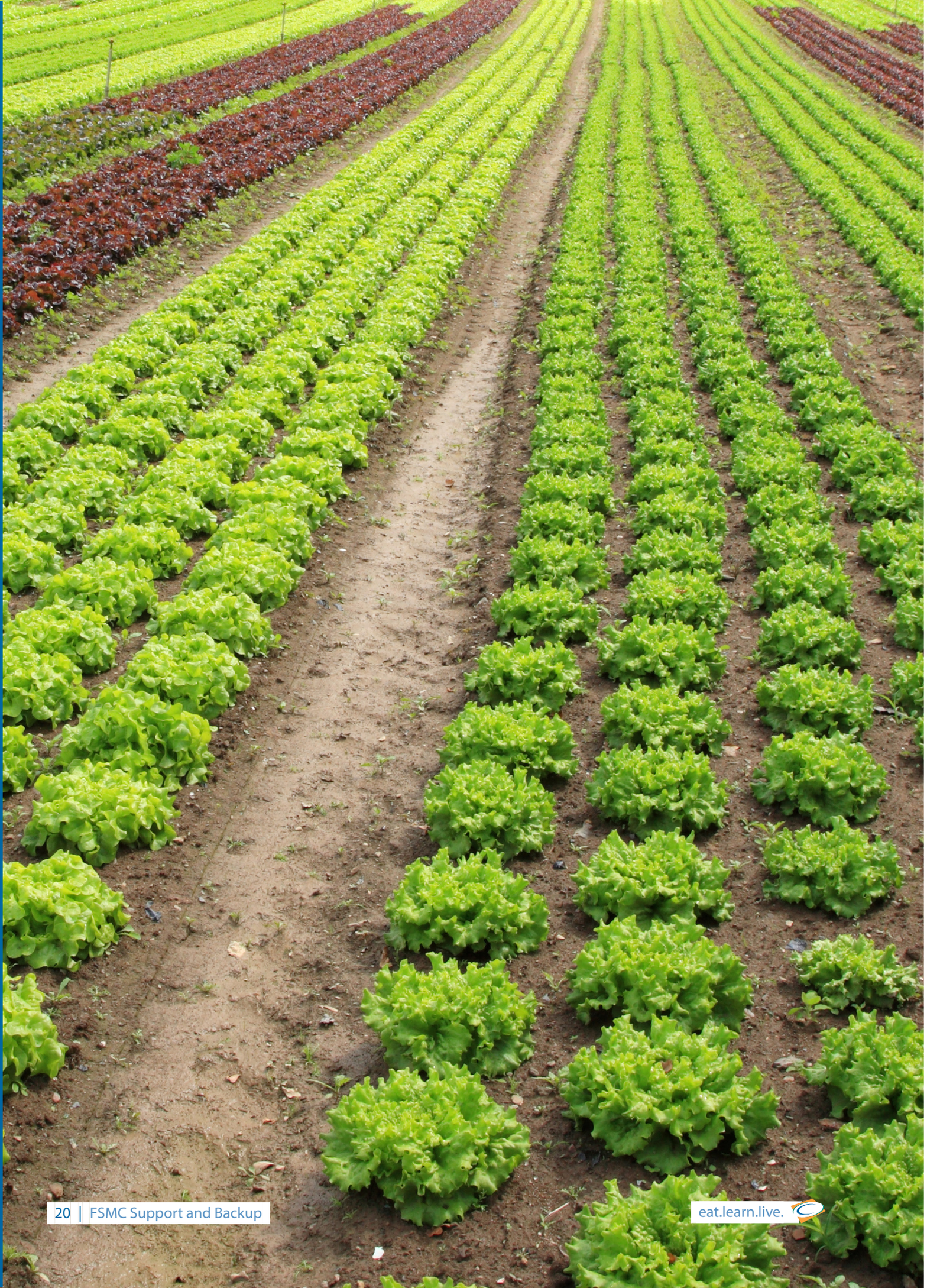
Food waste has an enormous impact on our environment and is a significant source of greenhouse gas emissions. Discarded food is a big contributor to methane gas formation in landfills.

Recent reports in the news and popular media have highlighted the wasteful nature of our society and the large amount of food that is thrown away. Additionally, school districts have noticed an increase in the amount of food that is being discarded in school cafeterias since the USDA implemented new regulations that require students to take a fruit or vegetable with every reimbursable school lunch.

Love Food Not Waste is a Chartwells program that shines a needed spotlight on this issue of food waste in school foodservice programs. It is based on the fundamental tenets of waste reduction that include reduce, reuse and recycle, and includes both educational and operational components.

Operational components may include a program in high schools that measures production food waste, and supports school district's recycling and composting programs.

Educational components may include: cafeteria signage highlighting mindful eating principles of eating slowly, savoring your food, and taking only the amount of food you plan to eat; classroom lessons and Health Fair topics about food waste; a waste-free lunch challenge; and a learning table in the cafeteria during meal times.



Safe Foods and a Safe Environment

To keep your students healthy, we take our responsibility for quality, food safety, sanitation and HACCP seriously. Food safety and product recalls have captured the public's attention in news reports about problems with meats, milk and vegetables – including safety issues within schools. With a strong concern for your school district, we strive to serve only the highest-quality and healthiest food options in our programs.

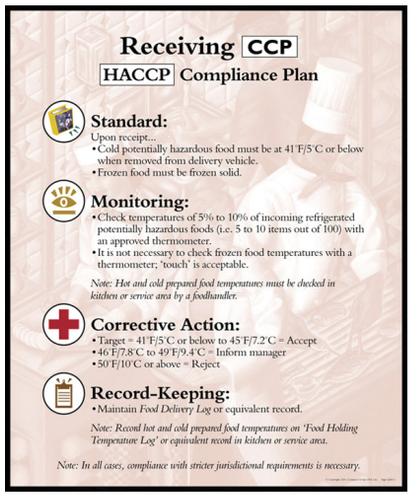
Our procedures are based on sound science and the most up-to-date food safety regulations. In many cases, our procedures even exceed local public health regulations. Beyond the high-quality meals we serve in each cafeteria, we make sure the environment where our employees work and your students eat is safe and free of hazards.

To keep your students healthy, we take our responsibility for quality, food safety, sanitation and HACCP very seriously.

Exceeding USDA HACCP Standards

To keep the meals we serve in your school district safe, we go above and beyond the USDA's seven steps to develop and maintain an HACCP (Hazard Analysis Critical Control Point)-compliant food safety system. We set ourselves apart by translating the guidelines to fit each of your school's specific menu, equipment and staffing levels through the use of our Food Safety/HACCP Planning Guide.

There are several key programs we will bring to your district to enable your foodservice program to exceed the USDA's HACCP recommendations.



Food Safety HACCP Planning Guides

Written standards and procedures, menu HACCP worksheets, food safety signage, and record-retention guides give clear instructions for how foods will be handled safely at each step, specific to each cafeteria, equipment and menus. This is how we make our high safety standards align with your specific needs. The guides also provide daily reminders on food safety and sanitation practices, and organize all reports, logs, records and schedules. The guides cover all areas of quality, health and safety standards, including:

- Personal hygiene, hand-washing and proper glove use
- Proper use of thermostats
- Proper food receiving and storage
- Fruit and vegetable washing
- Proper cooking, reheating and cold production
- Proper hot and cold holding
- Proper food transport
- Proper cooling
- Cleaning and sanitation
- Menu HACCP review

Four Distinct HACCP Processes

Instead of the USDA's recommended three processes for preparing and serving foods, we separate the USDA's third process, for cold and hot complex prepared foods, into two separate processes. This raises associate awareness of the critical control points in unique menu items.

Chartwells' Application of USDA's HACCP-based Food Safety Systems

Chartwells meets or exceeds the USDA's HACCP guidelines, which include these seven standards:

HACCP Standard	The Ways Chartwells Exceeds It
Develop and implement Standard Operating Procedures (SOPs)	Chartwells' Food Safety for Schools Guide includes: • A special section detailing each critical control point, including standard operating procedures for control of each critical point in the flow of foods. • Important information for all associates (guidelines for handling foods at critical points). • Supervisor information and responsibilities pages. • Food safety and HACCP signage to provide at-a-glance references for critical information. • A weekly five-minute training program to ensure that all associates are trained on all standard operating procedures (training is carefully tracked).
Identify and document in writing all menu items according to the Process Approach to HACCP	Chartwells identified four process flows for our menu items (the USDA HACCP model recommends only three). Our four processes include: • No-cook step • Same-day service with no leftovers • Complex food preparation with cold finished product • Complex food preparation with hot finished product
Identify and document control measures and critical limits	Additionally, Chartwells provides each unit with: • Menu HACCP worksheets (used by managers to identify the correct HACCP process for each menu item and any unique control measures required). • HACCP flowcharts (illustrate the flow of food within each of our four processes). • Clear HACCP guidelines for transporting food between production and satellite schools. • Important information for all associates and supervisors and responsibilities pages within the Food Safety for School Guide. • Measures and limits on HACCP signage posted in each school and detailed on each HACCP log.

Establish monitoring procedures

Chartwells' monitoring procedures are:

- Documented in the Important Information for All Associates and Supervisor Information and Responsibilities pages within the Food Safety for School Guide.
- Specified on HACCP signage posted in every school.

Establish corrective actions

Corrective actions for each critical control point are:

- Documented in the Important Information for All Associates and Supervisor Information and Responsibilities pages within the Food Safety for School Guide.
- Specified on HACCP signage posted in every school.
- Detailed on each HACCP log.

Keep records

Detailed HACCP records, including corrective actions taken, are kept for each school. Records include:

- Master copies of HACCP logs (kept in the Food Safety for Schools Guide within the tab for each CCP).
- Completed HACCP records (retained within each school's Food Safety/HACCP Records binder). Each school must follow a records retention schedule.

Review and revise your overall food safety program periodically

Foodservice directors must conduct Food Safety for Schools Program Inspections at each school. The inspection process includes:

- Reviewing the HACCP program at each school and providing feedback to school supervisors regarding required improvements.
- Regular observations by directors and supervisors to ensure associates are completing their duties and HACCP tasks effectively.
- Weekly review, approval and sign-off of all completed HACCP logs by school supervisors.
- Feedback to hourly associates on their log sheet entries.
- Verification that each associate's scheduled and assigned cleaning tasks are completed each week.

Corporate Quality Assurance Team

This team is composed of over a dozen full-time credentialed food safety professionals who specialize in such areas as sanitation, food safety and HACCP. These professionals work to ensure we are offering you only the safest and highest-quality food.

Quality Assurance Team Representative

This person provides field support and addresses or resolves any concerns in the rare event that a food protection issue arises.

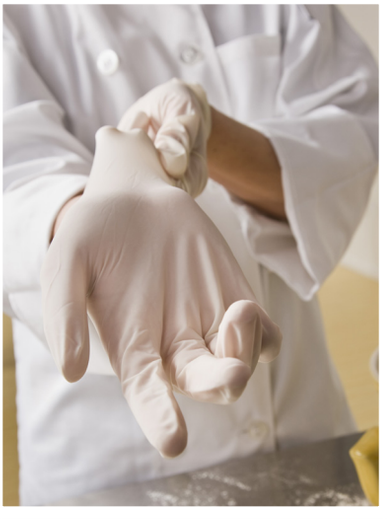
ServSafe Food Protection Manager Certification Course

All Chartwells foodservice directors and school supervisors are required to complete this course, regardless of local health department requirements. The program, administered by the educational foundation of the National Restaurant Association, is the premier food safety certification course in the nation. Managers are likewise required to maintain jurisdictionally specific certifications where required. The National Restaurant Association requires recertification every five years. Our requirements are more strict, requiring our directors and school supervisors to be recertified every three years.

The Food Safety for Schools Guide

The Food Safety for Schools Guide is our unique, complete safety implementation system, providing information that directors and managers must use daily, such as specific food safety and sanitation practices that are required to be followed in lunchrooms during each meal period. Every school we serve has an abbreviated manual on hand to make sure all policies are followed accurately. The guide contains:

- **Detailed HACCP instructions** for all of our recipes, including method of preparation, and important reminders to follow essential food safety procedures to protect the safety of our customers.
- Instructions, documents and log sheets for **Weekly Five-Minute Food Safety Training Sessions.** Each week, associates participate in a five-minute training session, to stay up-to-date on safety and sanitation policies and procedures. This is our solution for providing constant food safety training that is easily incorporated into the workweek.
- **Important information on the responsibilities and expectations** of all associates and supervisors, displayed in simple language and a clear format.
- **A clear explanation of the purpose of each policy** to make sure our associates understand exactly why each precaution is taken.
- **Easy-to-understand rules, training tips and reminders** for safety and cleaning procedures, product preparation and storage, chemical handling and storage, and employee health and hygiene instructions.



ServSafe
National Restaurant Association

Our corporate quality assurance team works endlessly to ensure we are offering you only the safest and highest quality food.

Our Dedicated Safety Team

The Chartwells Safety Department is part of the network of resources available to your district to help make your dining services the best they can be. In each school district, the foodservice director works with a team of safety committee members who perform regularly scheduled safety meetings and audits. All assessment results are clearly documented, and management is accountable for improving areas of concern. Safety team members include:

Regional Safety Coordinator

Works to raise awareness and educate managers about safe practices, policies and behaviors to provide a safe and healthy environment for associates and students.

Area Safety Coordinator

Assists the district manager in implementing all safety procedures. This individual is responsible for training associates on safe practices and reporting any accidents that occur in the workplace.

Safety Committee (Dining Services)

Every district has a safety committee made up of one manager and up to five associates. They are in place to encourage the participation of all personnel in formalized safety efforts.

This committee:

- Performs self-inspections
- Reports and investigates accidents
- Analyzes the cause of problems and accidents
- Eliminates safety hazards
- Adopts safe work rules
- Develops and rehearses emergency plans
- Trains other associates on safe practices
- Encourages suggestions for safety campaigns
- Disciplines coworkers for not following safety procedures
- Establishes job performance safety standards

The Chartwells Safety Department is part of the network of resources available to your district to help make your dining services the best they can be.

Food Safety Responsibilities of Chartwells Employees

Chartwells employees are expected to participate fully and effectively in our food safety program. We depend on their individual contributions daily as we strive for the operational excellence that Chartwells is known for. Our associates can sharpen their food-handling skills and help us serve the highest-quality and safest food possible by:

Participating in all training and coaching sessions.

Associates are expected to do more than attend and listen – they should ask questions, offer suggestions, and share their experiences.

Doing it right. Follow the rules!

We explain all of our food safety rules to our employees, including how these requirements help us keep the food safe.

Monitoring temperatures, times, concentrations and other indicators of safe food-handling throughout the operation.

Associates will be given specific instructions on what to monitor, when to do their checks, how to measure/what tools to use, and why it is an important part of their jobs.

Keeping accurate records of monitoring.

And recognizing when corrective action needs to be taken when a food-handling error is detected or suspected.

IMPORTANT: Reporting known or suspected food hazards.

Chartwells expects this of all of its associates. Their observations (and suggestions) are important to us.

ALSO IMPORTANT: Asking questions.

Finally, refer any customer complaints immediately to the manager or chef.

Food Safety and Quality …

Together We Can Make a Difference at Chartwells

Food Safety and Sanitation Practices and Programs

Our dedication to maintaining clean and safe dining centers is based on these food safety and sanitation practices:

- Employing a "clean as you work" policy.
- Examining the cafeteria from a customer's point of view.
- Mandating constant awareness of surroundings – wet floors, malfunctioning equipment, loose wires, raw foods, etc.
- Conducting food safety, sanitation and HACCP training.
- Following proper hand-washing and personal hygiene practices.
- Adhering to position-specific regulated cleaning schedules, including special cleaning projects.
- Following up and addressing issues in health department sanitation reports.

We take all necessary measures to ensure our foods are safe for your students to enjoy.

Food Security Information

We dedicate our food safety and security efforts to reducing the potential of serious illness in your schools. We do so by addressing ways to:

- Eliminate the presence of naturally occurring food contaminants and those caused by cross-contamination.
- Prevent bacteria caused by time and temperature errors.
- Limit opportunities for someone to intentionally contaminate food to cause harm.

Product Recalls

Our Corporate Quality Assurance Team closely monitors USDA, FDA and other product-safety related websites for product recall information and withdrawal announcements. Once a product recall is released, our on-site foodservice directors immediately read recall instructions, review inventory for the product, and remove all existing products. In a situation where the product has recently been served, the crisis hotline will be contacted, and the necessary actions will be taken depending on the severity of the contaminant. We take all necessary measures to ensure our foods are safe for your students to enjoy.

Associate Safety Training Checklist		Operation Number	
Associate's Name		Date Completed	Associate's Initials
1	Associate Safety Guide provided		
2	Key elements of the Associate Safety Guide discussed		
A	Safety Policy Statement		
B	Associate's responsibility (before an Injury)		
C	Key safety rules for an injury-free workplace		
D	Hazard Reporting Form		
E	Accident/incident reporting		
F	Workers' Compensation policy		
G	Associate's responsibilities (after an Injury)		
3	Discuss physical demands of the job		
4	Associate provided with mandatory training including:		
A	Preventing strains and sprains		
B	Preventing slips and falls		
C	Cut prevention		
D	Burn prevention		
E	Fire safety/emergency evacuation		
F	Proper use of equipment		
G	Reporting procedures for defective or damaged equipment		
H	Local lockout/tagout procedures		
I	Hazard communication		
J	Location of MSDS book		
K	Emergency phone numbers		
L	Location of First Aid Kit		
M	Location and operation of eyewash station		
N	Location of Bloodborne Pathogens Kit		
O	Evacuation routes		
P	Location of fire extinguishers and alarm pull stations		
Q	Location of "Ansul" system pull stations (if applicable)		
R	Vehicle operations (if applicable)		
S	Client specific/required training provided (if applicable)		
T	Other training specifically required for doing the job (i.e. forklift training)		
5	Acknowledgement of training		
A	Associate Safety Pledge Form 12.8 (English) or Form 12.9 (Spanish) completed		
B	Associate Safety Pledge placed in the associate's personnel file		

Crisis Management

When it comes to quality, safety and sanitation, you can never be too careful. Our Emergency Crisis Planning Guide provides each school with the guidelines and procedures for any potential emergency situation.

We also offer a toll-free crisis hotline for immediate response to all crisis situations, including foodborne illness. All crisis intervention is coordinated with our Corporate Crisis Team, consisting of 10 high-level corporate representatives. Once a call is received from the crisis hotline, the team immediately deploys the appropriate corporate experts to support the school district. In the case of foodborne illness, the vice president of quality assurance assigns one or more full-time, credentialed, industry-recognized food safety professionals to investigate the complaints. The quality assurance department follows the investigation guidelines outlined by the International Association of Food Protection to investigate the claims. As part of our larger public health responsibility, local health departments are often involved as well.

When it comes to quality, safety and sanitation, you can never be too careful.

Supply Chain Due Diligence

We want high-quality, healthy foods for your students. This is why our corporate purchasing program includes policies and procedures that ensure our suppliers meet our rigorous quality assurance standards. Our policies ensure our foods are free of harmful additives and antibiotics. In fact, the Chartwells vendor assessment process requires all vendor manufacturing plants and distributors to submit third-party audits and complete a Supplier Quality Information questionnaire, ensuring our high standards are being met.

Audit Preparation

We're here to assist in every way we can. Our nutrition team works with the operations team during audit preparation to make sure all recipes have HACCP instructions and a binder is put together for each school that contains the USDA requirements for HACCP and food safety. Additionally, our teams provide training on the following topics to keep school districts audit-ready:

- Production records
- Standardized recipes
- Recognizing reimbursable meals
- Step-by-step audit preparation guides
- Offer versus serve
- Food safety and HACCP standard operating procedures and recipe instructions
- Proper portion sizes

Workplace Safety – the Chartwells Safety Policy

Our stringent safety policy covers all aspects of foodservice safety, and each member of the staff is expected to follow it every day. We want your cafeterias to be the safest environment possible for our associates and your students. Our goal is for each associate to leave work injury-free every day.

The Chartwells Safety Policy includes:

- The promise to provide a safe work environment, as well as teach associates how to avoid injury.
- Associates are responsible for preventing injury to themselves and to others, not only at work, but also off the job.
- Associates must assist fellow employees in the prevention of injury.
- Associates are expected to work in a safe manner as a condition of employment.
- Supervisors are responsible for protecting the safety of associates and effectively administering company and client safety programs in their area of authority.
- The corporate safety manager is responsible for formulating, coordinating and directing the company's safety program, and assisting employees and management in achieving their safety accountabilities.
- All levels of supervisors are responsible for supporting the safety policy and must actively participate in the safety program.

Our stringent safety policy covers all aspects of foodservice safety, and each member of the staff is expected to follow it every day.

"Stop, Think, Act" Program

Our "Stop, Think, Act" program is our team approach to workplace safety. It is a conscious, mental approach to safe behavior. The program incorporates the following three steps in order to achieve a high level of workplace safety:

Stop

Look around, observe the environment, and briefly analyze the task.

Think

Assess how you will be completing the task, if it has any safety risks or consequences, and what preventative actions should be taken before these occur. This is when the employee decides what safety procedures to follow and whether he or she will need safety equipment or tools.

Act

Follow the safety procedures and incorporate any additional safety equipment or tools when completing the task.

Hazard Communication

All of our associates are informed and trained about the potential risks involved in handling chemicals, including storage, first aid measures and fire-fighting measures. Hazard communication is a proactive way to keep our associates safe by keeping them informed.

We also help our employees work safely and maintain a safe work place through our:

Associate Safety Pledge

Each of our associates is expected to read our safety policy and sign the Associate Safety Pledge. The pledge affirms that each associate understands safety policies and expectations, and is dedicated to contributing to workplace safety and preventing workplace injuries.

The Safety Pledge

- As part of my employment with Chartwells, I affirm that I understand the following safety policies and expectations, and will take an active role in contributing to the safety of my workplace and preventing workplace injuries. I understand that failure to abide by the company's safety policies and expectations listed below can result in progressive discipline, up to and including termination of my employment with Chartwells.
  I have attended Associate Safety Orientation Training.
- I have signed the Acknowledgement Form for Safety Orientation Training.
- I will wear light-duty cut-resistant gloves when handling, using or cleaning knives.
- I will wear heavy-duty cut-resistant gloves only while cleaning the slicer, not while using it.
- I will wear approved, clearly marked, slip-resistant shoes while at work (unless otherwise instructed by my supervisor).
- I will wear safety goggles, face shield or other approved eye protection when mixing or handling chemicals.
- I will follow proper lifting techniques and will ask a co-worker for assistance if an item is too heavy for me to lift by myself.
- If I know of (or am made aware of) a safety and/or health hazard or unsafe work practice, I will immediately report it to my supervisor.
- I will immediately report all injuries (even minor injuries such as cuts) to my supervisor when they happen.
- I will not engage in any work practice that puts my co-workers, my customers or myself at risk of injury.
- I will use the open communication process to inform my supervisor if I am unable to perform any of these initiatives due to lack of training or available safety equipment.
- If operating a vehicle on Chartwells business, I will wear a seat belt and obey applicable traffic laws.

The pledge affirms that each associate understands safety policies and expectations, and is dedicated to contributing to workplace safety.

The Catering Experts

One of the benefits of working with Chartwells is that we are well prepared to meet all of the catering needs of your district. As trained foodservice professionals, we are experts at extending our capabilities beyond the student dining center into catering and vending. Our catering services focus on high-quality food attractively presented with professional, attentive service that will impress all members of your school and community, as well as invited guests.

Whether it's a small staff meeting or large special event, our on-site team will work closely with you to create a function that fits your serving style, food preferences and budget. Catered meals prepared for students during special events, such as end-of-year celebrations, field trips and classroom parties, can be claimed by the district for reimbursement.

As trained foodservice professionals, we are experts at extending our capabilities beyond the student dining center into catering and vending.

Yes We Cater!

Our Yes We Cater! catering program delivers fabulous food and a great presentation that enhances the event – exactly how catering is supposed to work. Through research, we've discovered that approximately 80 percent of the catering provided for our districts is casual catering, including continental breakfasts, salads, sandwiches, cookies and brownies, and hot and cold beverages. Our program combines traditional catering options with special selections to help make every event a success.

Our Catering Services Provide You With:

- Seasonal, casual menus, highlighting innovative recipes and offerings based on seasonal ingredients.
- Value menus that offer the best price for those on a budget.
- Custom menus developed around specific needs, events and budgets.
- Discount coupons for frequent customers.
- Flexible ordering formats. Orders can be placed via telephone or email, with confirmations to ensure accuracy.

Our Yes We Cater! program combines traditional catering options with unique selections to help make every event a success.

Yes We Cater! Menus Can Include:

Breakfast

- Seasonal fresh fruit with and without yogurt
- Individual fruit and yogurt parfaits
- Fresh-baked pastries
- Sweet and savory breakfast sandwiches and assorted sandwich trays
- Breakfast boxes available with home fries or fresh fruit salad

Lunch and Dinner

- Sandwich trays and lunch boxes
- Side salads and entrée salads
- Lettuce wraps and skewers
- Shrimp cocktail
- Hot entrées
- Sliders
- Flatbread pizza

Snacks and Appetizers

- Fruit and vegetable trays
- Relish and side trays
- Tortilla and chip dips
- Soup and hot grains sampler
- Assorted mini-desserts

BREAKFAST STARTERS

Studies show that starting out the day with a balanced breakfast provides the energy you need to keep you sharp and alert throughout the morning. Here are a few to get you started.

ASSORTED BREAKFAST BREADS AND PASTRIES

A fresh assortment of breads and pastries.

MOUNTAIN OF BAGELS

Mini-bagels offered with cream cheese and jellies.

DELIGHTFUL DANISHES

An assortment of fresh fruit danishes.

FRESH FRUIT PARFAITS

Individual yogurt parfaits served with fresh fruits and granola.

PASTRY BREADS TRAY

Mini-muffins, danishes and bagels served with cream cheese.

SWEET BREADS PLATTER

A gourmet pastry tray with banana nut, poppy seed and orange breads, served with petite bagels and an assortment of cream cheeses and fresh fruit.

BACON, EGG AND CHEESE BISCUIT

A great way to start the day's meeting – with a hot breakfast sandwich.

HAM AND CHEESE BREAKFAST BURRITOS

Spice up the morning with a breakfast burrito. Offered individually wrapped or buffet-style.

HOT SAUSAGE AND EGG CROISSANTS

Another great way to start the day.

YES WE CATER!

Chartwells
Eat · Learn · Live

LIGHT SNACKS & APPS

Here are some great items to complement your lunch, or to just go easy on your appetite.

VEGETABLES AND ASSORTED DIPS PLATTER

All the freshest vegetables offered with the dips of your choice.

FRESH SALSA AND CHIPS

Nothing starts off a meal like chips and salsa.

FRESH FRUIT PLATTERS

Seasonal fresh fruits ready to eat.

BOURSIN CHEESE AND CRACKERS

Served with crackers and grapes.

BRIE AND CRACKERS

Served warm with crackers.

HUMMUS AND PITA CHIPS

A healthy snack for all to enjoy.

MARINATED TORTELLINI AND MUSHROOM KEBABS

Italian marinated tortellini and mushrooms served on a skewer.

ROAST BEEF ON CROSTINI ROUNDS

A tasty roast beef dip served with fresh crostini bread.

ANTIPASTO PLATTER

Layered meats and cheeses served with fresh vegetables marinated with olive oil and Italian seasonings.

ASIAN CHICKEN LETTUCE CUPS

Diced chicken with water chestnuts, onion and bamboo shoots served inside a lettuce cup. Served with a tangy Asian sauce for dipping.

OLIVE PESTO CROSTINI

A tangy olive pesto sauce served with fresh crostini bread.

SHRIMP BOWL WITH SAUCE

Chilled shrimp served with cocktail sauce.

SIDE SALADS

Specialty pasta salads (tortellini and mushrooms) to complete your lunch.

YES WE CATER!

Chartwells
Eat · Learn · Live

SANDWICHES & WRAPS

We offer a large variety of freshly made sandwiches and wraps, served with our fresh-baked breads or any flavor wraps. We'll display them on a platter for you, or serve as a box lunch, with a beverage, chips and fruit.

BUFFALO CHICKEN WRAP

A spicy favorite! Buffalo-spiced chicken with green peppers and celery, cooled with bleu cheese dressing and wrapped in a tortilla.

CHICKEN CAESAR WRAP

Fresh chicken in a Caesar dressing, wrapped with lettuce, tomatoes, olives and Parmesan cheese.

TURKEY CLUB WRAP

Everything you've wanted in a club sandwich, just wrapped up (bow not included).

CHICKEN SALAD

Another healthy alternative – fresh chicken salad, the way mom used to make it.

TUNA SALAD

Fresh tuna salad, served as a wrap or on your bread of choice.

ITALIAN HERO SANDWICH

A real Italian specialty! Ham, salami, prosciutto, mortadella, cappicola and provolone cheese with lettuce and onions – drizzled with balsamic vinaigrette dressing.

CHICKEN MEDITERRANEAN WRAP

Something out of the ordinary! Grilled chicken breast, crumbled feta cheese, tomatoes, onions, olives and lettuce, served in a herb pita bread. Substitute chicken for ham, if you like.

SMOKED TURKEY CLUB SANDWICH

This triple-decker sandwich has plenty of turkey, bacon, lettuce and tomato. For the larger appetite.

SPICY ROAST BEEF FOCACCIA

Roast beef and cheese with a homemade spicy horseradish mayonnaise.

PORTOBELLO MUSHROOM WRAP

Fresh portobello mushrooms, onions, peppers, cheese and spinach with vinaigrette dressing.

YES WE CATER!

Chartwells
Eat · Learn · Live

HOT MEALS

This isn't your ordinary hot lunch catering. We'll bring it to you hot and ready to eat!

CHICKEN SATAY

Skewered seasoned chicken with pineapple and dipping sauces. If chicken isn't on your mind, we also offer beef and shrimp.

PIZZA

This is always a fan favorite! Our homemade Chartwells pizza easily beats the typical delivery-style. Name your toppings – we'll put them on for you.

BRUSCHETTA PIZZA

Another creative masterpiece! A homemade sauceless pizza with cheese and tomatoes.

STROMBOLI

While we're in the moment, another Italian specialty everyone loves.

CALZONES

Any way you want them, we'll make them especially for you.

PORTOBELLO ALFREDO LASAGNA

Portobello mushrooms in a creamy Alfredo lasagna.

CHICKEN QUESADILLA

Fresh chicken loaded in a crisp tortilla shell with cheese, peppers and onions.

SALADS

How about a gourmet salad to jazz up your lunch? Below are a variety of salad meals we offer. We can also customize a salad to your liking.

BLACKENED CHICKEN SALAD

Cajun-seasoned chicken atop a bed of lettuce with diced tomatoes, eggs and cheese. Served with choice of dressings.

ITALIAN CHOPPED SALAD

Salami, turkey, shredded mozzarella and provolone cheese, garbanzo beans and ripe olives cover a fresh bed of lettuce. Served with fresh grapes and an Italian crusted roll.

STRAWBERRY CHICKEN SALAD

Mixed greens and spinach topped with chicken, fresh strawberries, pineapple and mandarin oranges. Accompanied with a mini-muffin and served with a raspberry vinaigrette dressing.

TURKEY CLUB WEDGE SALAD

A wedge of iceberg lettuce topped with turkey, onion, tomatoes, bacon and cheese. Served with a dinner roll.

DESSERTS

For a mid-afternoon break or to take home for a special occasion, we offer some tasty desserts that will surely put a smile on everyone's face.

PEANUT BUTTER KISSES PULL-A-PART COOKIES

A jumbo peanut butter cookie topped with a chocolate kiss.

BAKED APPLE PIE

CHOCOLATE BROWNIE

Drizzled with hot caramel.

ANGEL FOOD CAKE

Served with fresh fruit.

CARROT CAKE

Carrots aren't only good for your eyesight, but they are tasty as well.

FRUIT TOPPED CHEESECAKE

Fresh cheesecake with seasonal fruit toppings.

POUND CAKE BASKET WITH FRUIT

A lighter side of dessert. Fresh fruit complemented with pound cake.

YOGURT CUPCAKES

Fresh-baked cupcakes with a healthier twist.

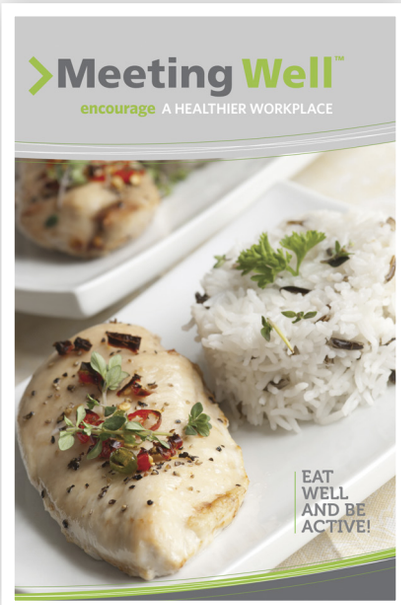
EDIBLE PUDDING/MOUSSE CHOCOLATE CUPS

DESSERT PLATTER

Let us create a spread with our favorite desserts for all to enjoy.

YES WE CATER!

Chartwells
Eat · Learn · Live



Wellness Catering Program

Meeting Well™ Delivered by Yes We Cater!

A healthy new attitude toward catered meetings. We make it easy for our catering customers to set a healthy tone for their events. Among our tools for achieving this are the Meeting Well guidelines, created by the American Cancer Society to encourage a healthier workplace.

The Meeting Well program offers guidelines for building more nutritious meals and snacks, as well as physical activity, into meeting and event agendas.

Custom Thank You for Your Business!

Continental Breakfast

($PRICE)

Low-fat Granola
Assorted Cold Cereal
Mini Scones & Mini Muffins
Whole Wheat Bagels (cut in half) served with Promise Spread, Peanut Butter, Nut Butter,
Light Cream Cheese or 100% Whole Fruit Preserves
Variety of Breakfast Beverages
Seasonal Fresh Fruit
"Make Your Own" Fresh Fruit Parfaits
Summer Fruit Medley with Fresh Mint and Lime
Fruit Smoothies

Hot Breakfast

($PRICE)

Crustless Mini Quiche with Caramelized Onions and Black Forest Ham
Oven Fried Red Bliss Potatoes with Fresh Rosemary
Buckwheat Pancakes with Blueberry Sauce
Steel Cut Oats with Apples and Cinnamon Served with Fat Free Milk
Fresh Seasonal Fruit
Variety of Beverages

Sandwiches

($PRICE)

Farro Salad with Arugula and Mint
Mini Cookies & Brownie Bites
Fresh Seasonal Fruit
Lunch Beverages
Grape, Toasted Almond and Chicken Pita Sandwich
Shrimp and Corn Salad Stuffed Pita

Morning and Afternoon Breaks

($PRICE)

Mango, Cucumber, Pineapple and Watermelon Sticks
Muhammara (creamy dip with roasted red peppers and walnuts) and Whole Wheat Pita Chips
Mini Brownies and Mini Cookies

Beverage Service

($PRICE)

Flavored Sparkling Water
Vegetable Juice
Coffee, Tea, Herbal Tea
Watermelon Agua Fresca
Fresh Strawberry, Mango, and Banana Smoothie Shot

Salad Entrées

($PRICE)

Fresh Seasonal Fruit
Mini Cookie & Brownie Bites
Agua Fresca
Whole Wheat Rolls
Chinois Napa Salad with Orange and Peanut Dressing with Poached Chicken
Vegetarian Vietnamese Lettuce Cups with Soba Noodles and Cashews
Grapefruit and Avocado Salad with Balsamic Rosemary Grilled Chicken

Hot Entrées Including Vegetarian

($PRICE)

Creamy Polenta
Jicama, Watercress, Romaine Salad with Lime and Cilantro
Grilled Asparagus
Basket of Grilled Ciabatta Slices
Fresh Seasonal Fruit
Mini Cookie & Brownies Bites
Beverages
Ribollita: Vegetarian Tuscan White Bean Stew with Grilled Ciabatta
Chicken Marsala with Roasted Garlic

Hot Entrée Pasta Bar including Vegetarian

($PRICE)

Barilla Plus Penne Pasta with Sun Dried Tomatoes and Zucchini
Turkey and Pork Bolognese with Penne Pasta
Cucumber Tomato Parsley Salad
Whole Wheat Rolls
Fresh Seasonal Fruit
Mini Cookie & Brownies Bites
Beverages

COMPANY NAME
Address
phone • email
www.website

Canteen Vending

For many school districts, vending is an important part of the total foodservice program. Students like the convenience and ability to snack when they want, while school districts want to extend the focus on nutrition and healthy eating to the vending machine.

Through Canteen, our Compass Group sister division, we can bring to your school district a healthy and sustainable snacking solution, right alongside our dining services and catering programs. With vending, catering and school foodservice all available from one company, we offer seamless and consistent service. As the largest and most innovative vending company in the U.S., Canteen has more than 80 years of experience in the industry.

Based on years of experience in thousands of schools, the Canteen Vending concept is based on the simple formula of lower calories, fat and sodium, better-for-you selections, and a variety of snack and beverage choices. We guarantee every Canteen machine is stocked with a minimum of 15 percent low-calorie items, and we're ready to customize your snack and beverage selections to suit your district's wellness objectives. Our vending options have:

- Less than 250 calories
- Less than 35 percent of calories from fat*
- Less than 10 percent of calories from saturated fat*
- Less than 350 milligrams of sodium
- Zero trans fat and no candy

(*Nuts and seeds are exempt from the total fat due to their fiber, vitamin E, and better fat content. These items must still meet the criteria for sodium and calories.)

Through Canteen, our Compass Group sister division, we can bring to your school district a healthy and sustainable snacking solution, right alongside our dining services and catering programs.

Customer Satisfaction

We are dedicated to providing an unmatched level of service to all our clients and customers.

Canteen achieves superior customer satisfaction by "doing the right things right" for you. The most important factor in our continued success is direct customer input.

Canteen places a customer service telephone number on every bank of vending machines. This enables any customer to provide feedback of any nature at any time.

Through our service center, we provide experienced service personnel well trained in equipment maintenance. A sanitation/preventive maintenance checklist is used to document and record the frequency and type of maintenance or repair activity performed on our equipment.

canteen

we guarantee

Canteen wants you to be a satisfied customer.

If you are not please with our products or services please call us at:

1-800-CANTEEN

2400 Yorkmont Road • Charlotte, North Carolina 28217

The Canteen Difference

- i-vend system ensures complete accountability and productivity.
- There is local branch support to our associates who serve you.
- We provide experienced professionals with skills in purchasing, maintenance, merchandising, accounting and customer service.
- Our cost-efficient, innovative programs are customized to suit your specific needs.

Refund Program

If anyone experiences losses due to a machine malfunction or damaged product, a refund will be made immediately by a designated person. Canteen will work closely with your facility to develop the best and quickest procedure for refunding monies.

SSC – Services for Education

Enhancing Learning Environments

For quality-focused educational institutions, SSC is the premier provider of support services. With decades of industry experience and highly trained skilled professionals, we specialize in enhancing learning environments through exceptional custodial and campus services, plant operations and maintenance, and grounds management. Our goal is to provide you with the highest standard of customer service and measurable, consistent quality, while serving as the best stewards of your employees, staff and students.

As the industry leader in K-12 educational support services since 1969, SSC has unmatched industry experience and knowledge. We partner with each district to meet its unique needs and help reallocate district dollars so that students and faculty can thrive. SSC believes that a learning environment should always be safe, clean and well managed – a place that students, faculty and parents can be proud of both inside and out.

SSC specializes in:

- Custodial and campus services
- Plant operations and maintenance
- Grounds management

Our passion is to expertly manage all aspects of your facility services, so that you can focus on your core task – educating our future. Because of our detailed analysis and approach, we are able to produce high-quality results while saving districts up to 15-20 percent on their current budgets. This money can then be reinvested into your school to enhance core initiatives.

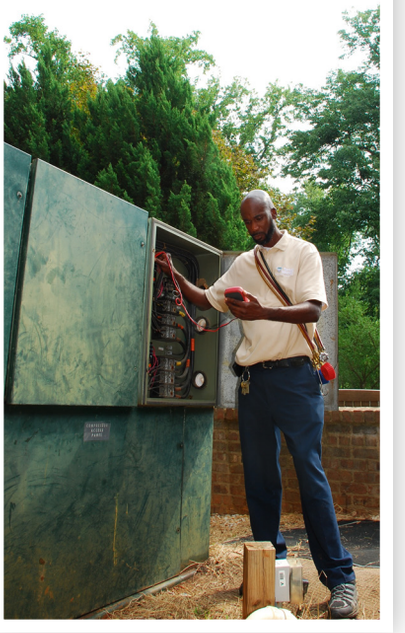
As the industry leader in K-12 educational support services since 1969, SSC has unmatched industry experience and knowledge.

Transition Fears Relieved

We hope to alleviate the fear that bringing in an outside company means the existing staff will be laid off and replaced with a new team, creating a nightmare of bad public relations and an outcry from the communities you serve. However, ensuring a smooth transition with your existing employees is central to the way we do business. Not only does SSC have every desire to keep your productive employees, we intend to provide them with more tools to succeed and grow in their careers.

We ensure that transitioned employees will receive:

- Same pay and benefits
- Identical medical coverage
- Expert training
- Enhanced job opportunities



SSC Promises

Client Satisfaction

- Flexible solutions crafted for every unique situation.
- Specialized expertise for the education industry.

Highest Quality Solutions

- Premium programs for quality-focused institutions.
- We do not sacrifice quality to cut costs.

Accountability

- Our managers are accountable for meeting client objectives.
- We take pride in the appearance and performance of our facilities.

Financial Stewardship

- Financial controls ensure fiscal responsibility and transparency.
- We guarantee outcomes and share risk.

Training and Development

- Uncompromising 14-week training program and ongoing mentoring.
- Access to ongoing training and career path resources.

Regional and Corporate Support

- Standardized programs and rigorous operational oversight.

SSC at a Glance

- **More than 60 K-12 accounts**
- **More than 40 higher-education accounts**
- **97 percent client retention rate**
- **More than 40,000 square feet cleaned daily**
- **5,500-plus acres maintained**
- **More than 7,500 associates employed or managed**

Communication

Chartwells
School Dining Services
Eat · Learn · Live

Communication 3 Points

There are several critical success factors that will enable us to achieve the goals and objectives for West Branch-Rose City Area Schools while maintaining a positive relationship with your organization:

• Maintaining honest and open communication

• Remaining focused on your goals and objectives

• Staying ahead of the curve with technology and consumer trends

• Carrying out a diligent work ethic

• Living up to our commitments

We know from experience that if we satisfy these objectives we have and will continue to be successful at your location. Our organization understands that achieving positive relationships takes work, attention, focus and desire from all involved parties. Strong relationships are achieved through trust and honesty, and it is our commitment that we will approach our partnership with respect.

As part of a global organization, we maintain an open environment throughout the organization and help to facilitate communication within the company.

Communication is the key to success, and the culture of Chartwells ensures open communication. Chartwells also facilitates regular interaction between corporate management associates and the unit operators.

Interaction is facilitated through the following:

• District manager visits

• Regional vice president visits

• Project manager support

• District team meetings

• Community council meetings

• Culinary innovation meetings

• Annual expositions

Our approach is a "No Surprises" operating philosophy incorporating open and honest communications with our clients.

Quarterly Business Reviews

While impromptu meetings with clients are important, we meet formally with our clients each quarter (Quarterly Business Reviews) to review the current operational status, financial performances and future strategies for continuously improving the business year after year. Quarterly Business Reviews are held to provide clients valuable information on the past quarter and what is to come the following quarter.

Customer Satisfaction

It Drives Everything We Do

Measuring Success

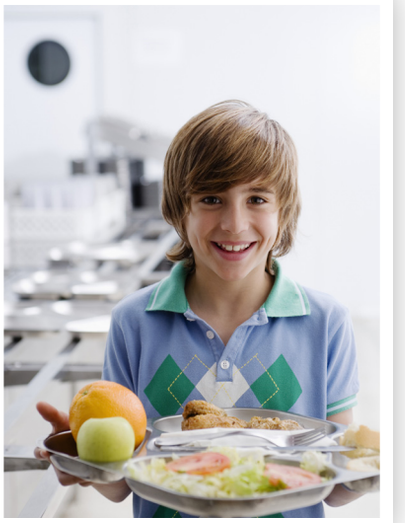
Continuous improvement is a hallmark of Chartwells. To achieve that goal, we regularly measure the performance of our marketing plans and evaluate the results. This process ensures we are making an impact with our marketing efforts and enables us to proactively identify potential areas of concern and stay ahead of any developing opportunities.

Through regular student, principal and administration surveys, focus groups, suggestion boxes, forums and advisory councils, we can determine the success of our programs and continue to develop our foodservice offerings to align with the needs of your school district. We incorporated the results of our findings into our Strategic Five-Year Plan for the district. We constantly measure against our strategic plan and regularly report back to our clients on the progress we are making and the feedback we are receiving from students.

We measure customer satisfaction through the use of surveys, comment cards, focus groups and organized forums to take an active role in the learning process. We have several tools available to get a better understanding of our customers. Blending on-site research with emerging consumer trends, culinary innovations and industry insights enables us to market more effectively to our customers and increase customer satisfaction. Following are several ways that we measure customer satisfaction.

Student Surveys

Student surveys help us determine what students think of our performance in areas such as food quality, sanitation, creativity and variety. These results, along with action plans, are presented in the Monthly Client Report.



Process

1. Questionnaire is defined using an existing or customized template.
2. Surveys are administered via iPod Touch or Palm devices. Studies may also be posted online.
3. Respondent data is available with immediate reporting, analysis and export capabilities.
4. Chartwells returns mobile data collection devices at conclusion of project.

Online Surveys

We utilized Survey Monkey's online web-based system to create customized questionnaires. Surveys are administered via computer at school or at home, and customer satisfaction reports are available at the completion of the survey period. This method may be used for student, parents and anyone within the school community.

On-site Student Assessment

We gauge student satisfaction, demonstrate and build a comprehensive solution through the use of mobile data collection tools such as iPods to help you easily gain customer feedback and better analyze the results.

Process

1. Use general template or consultation for custom questionnaire.
2. Surveys are administered via iPod Touch or Palm devices. Studies may also be posted online.
3. Respondent data is available with immediate reporting, analysis and export capabilities.
4. Return mobile data collection devices at conclusion of project.
5. Report findings and actions to client and customers.

It is our goal to continue to weave innovation, freshness and creativity into our program in order to build participation and improve customer satisfaction for your district.

We constantly measure against our strategic plan and regularly report back to our clients on the progress we are making and the feedback we are receiving from students.

Onsite Insights Focus Group Assessments

The primary objective of the Onsite Insights model is to assess customer preferences and opportunities, and to gain an understanding of priorities and habits as it relates to the local dining experience. This process also enables us to validate the demographics and profiles of our customers and potential customers.

Onsite Insights focus group sessions can be conducted at regular intervals and/or scheduled based on specific topics such as new concepts, new menu items, technology solutions and service styles. Additionally, we observe customers in existing environments to analyze traffic flow and identify opportunities to ease bottlenecks during peak service times. If available, we study the demographic makeup of our on-site employee base to ensure our product offerings align with the specific needs of our customers. The Onsite Insights process will also drive customer loyalty, as they appreciate the opportunity to provide opinions and see their suggestions in action. On average, our Onsite Insights model delivers a 10 percent increase in participation and higher levels of customer satisfaction.

Suggestion Boxes

In many schools, suggestion boxes are used as a method for obtaining student and staff opinions. Comments are gathered and select responses are highlighted anonymously on bulletin boards, in school newspapers and on our dining website. Sharing praise and topics of concern lets students know that we are listening, we care, and we are prepared to address issues. Ideas, comments and notes placed in suggestion boxes also are reviewed and discussed with members of the Youth Advisory Council.

Café Table Talks

Foodservice managers and directors speak directly with students, asking them about particular menu items and their cafeteria experience. This helps us get feedback and engage with your students.

Chartwells managers talk regularly with students, parents and administrators about menu preferences and other school dining needs.

Online Measurement Portal

Online Measurement Portal is an integrated set of applications that enables us to effectively collect, manage and share information with our business partners. Our system includes both various back end applications that are used to capture and process data and a client portal that is used to present information. Through the online portal we can collect the information you care about and present in an integrated and customizable view.

The Online Measurement Portal Is:

- Timely – Some information is updated every 15 minutes.
- Adaptable – The software is flexible enough to allow us to modify the presentation regularly to include new Key Performance Indicators as they change over the course of time
- Accurate – Information runs through several data quality validations prior to being published on the client portal.
- Dynamic – Graphs, grids, drill-down controls and multimedia players create a high-energy interface with easy-to-use features that maximize the experience of using the online portal.

Taste Test Kitchen

Our goal is to welcome everyone to the school cafeteria and encourage students to eat with us. Through regular taste test/food sampling events students have the opportunity to sample and vote on new menu items. Menu items that get the most student votes will be added to the lunch or breakfast menus. Giving students a choice in their menu options will result in increased participation.

Communications

The success of any foodservice program is based on communication, and Chartwells is at the forefront. We have numerous channels in place to ensure that we are maximizing our communications opportunities. We want our relationships to be based on honesty, respect, fairness and a commitment to open dialogue. We share nutrition tips, highlight new research, and solicit feedback through newsletters, brochures, surveys and websites. This results not only in an increase in satisfaction, but also in student reimbursable meal participation.

For Your Administrators

School district administrators want to be sure their foodservice program is meeting their needs and expectations. To be sure administrators are satisfied, we keep them in the know in a variety of ways, including:

Unit Level Business Plan (ULBP)/Quarterly Business Review (QBR) Process

Our ULBP/QBR process is a key component of our client communications. It is our goal to be proactive in order to keep you in the loop on your foodservice financials and introduce you to the latest and greatest services and technology we offer.

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Monthly Client Report

The Monthly Client Report (MCR) is presented to the designated district administrator(s) to highlight important topics on a monthly basis. Used as a living document, the MCR captures:

- Financial and marketing highlights
- Communications updates
- Monthly principal survey results
- Training progress
- Issue resolution with action plan
- District projects and progress

Chartwells Magazine

We keep administrators informed about key issues in child nutrition through our *Chartwells Magazine*. Emailed three times per year, the magazine includes articles written by industry experts, recipes and information from partner organizations.

It is our goal to be proactive in order to keep you in the loop on your foodservice financials and introduce you to the latest and greatest services and technology we offer.

For Your Principals

The principals throughout your district have front-line insight into how well we're meeting student expectations. When they talk, we listen – and then we incorporate their feedback to continually improve our meals and service. We obtain feedback from principals in several ways:

Surveys

We conduct annual and monthly surveys so we can continually strengthen our school dining program based on feedback from your principals.

Principal Forums

In our ongoing plan for open communication, we will ask your district to assist in establishing quarterly forums as a follow-up to the surveys.

For Your Students

Students are vocal. They'll let us – and you – know if we're meeting their expectations. We've developed a number of successful methods for gathering student feedback:

Youth Advisory Council

Every experienced school administrator relies on accurate feedback to keep programs fresh and on target. Through our Youth Advisory Council (YAC), Chartwells managers talk regularly with students, parents and administrators about menu preferences and other school dining needs. YAC participants help make the school dining program a meaningful part of the total academic experience. YAC meets several times each year. Members are elected, and groups are structured by the school principal. The most common YAC objectives include:

- Promoting good nutrition habits among the district's students.
- Sampling new foods and voting for favorites.
- Sharing ideas to help make the dining service program the best it can be.
- Bridging communications among dining service managers, administrators and students.

Simply Good Website

This website promotes topics such as local foods, complete meals, food focuses, wellness and fun activities for students.

For Parents and the Community

Our commitment to good nutrition and top-quality food means providing wholesome meals and nutrition education at school and partnering with parents and the community to support good health outside of school. That is why our team of registered dietitians, chefs and communication specialists has developed several communication tools that help us stay in touch with parents.

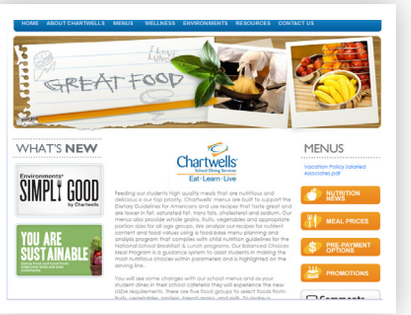
Parent Advisory Committee, PTA and PTO Involvement

Our associates are members of the communities we serve. As such, we attend and participate in PTO and PTA meetings. Along with national food committee meetings, these events offer a central location for conversations with parents, community members and administrators. Once approved by the principal, the communications specialist and other managers will attend the events to facilitate conversation.

Eat.Learn.Live. Website

This website provides information and resources to help families maintain healthy lifestyles. Parents can learn more about Chartwells, contact us with suggestions or questions, sign up for the electronic e-bites newsletter, and even explore career opportunities. Updates with latest news reports are also posted on our website to keep the community informed.

School Dining District Website



As part of our communications with parents and the community, we will develop a custom Chartwells website with a link to the district website. The site provides menus, nutritional information, pricing and a section for questions and feedback. Our communications specialist regularly updates this site with action plans, and responds to inquiries and comments.

Encouraging Involvement

To keep parents informed, we encourage parental involvement in many ways throughout the year. Chartwells will often:

- Send nutrition education materials home
- Mail weekly/monthly menus to households
- Invite parents to eat with their student in the cafeteria
- Invite families to attend health fairs
- Offer wellness workshops
- Provide nutrition education lessons to complete at home

Rich communication builds strong relationships and shapes every program we develop and execute. Feedback helps us determine if our initiatives are relevant and when it's time to update our programs. We pay attention to what you, your parents and your students and staff say. Communication helps us stay customer-driven and purpose-based. But we don't just listen; we react and respond.

Culinary Innovation

Once we fully understand your customer base and the on-site environment, we identify and customize the core food programs to the specific needs of your school district. This includes our menus and catering options, as well as educational and community programs.

Marketing and Merchandising

Establishing the Foundation for a Healthy Life

Chartwells®
School Dining Services
Eat · Learn · Live

Learn
Live
Ava

Marketing and Merchandising 2 Points

Eat.Learn.Live. – Understanding our Philosophy

Eat.Learn.Live. is the foundation of the Chartwells philosophy. It's our single-minded commitment to building strong bodies and sharp minds and establishing the framework for a long, healthier life. Our approach combines an attractive and fun dining environment with nutritious, popular menu choices, and education programs that promote healthy eating habits in a way that appeals to each age group. It is our goal to make a difference in your cafeterias, your classrooms and your community.

Marketing and Promotional Strategy

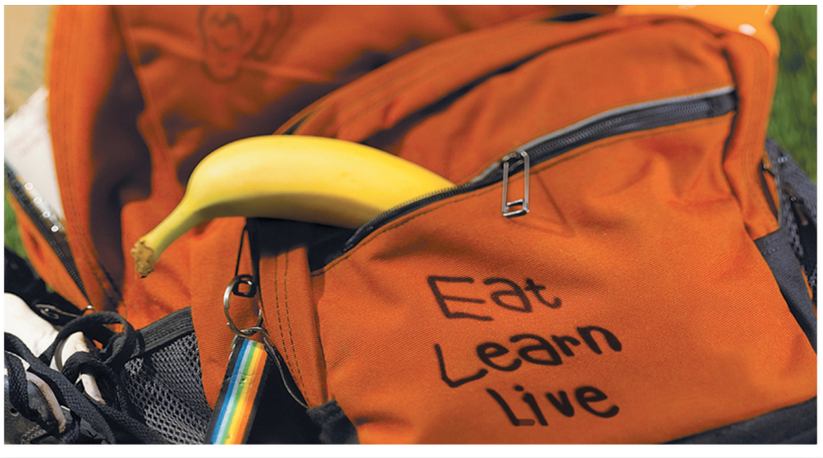
Our marketing and promotional strategy has two primary goals:

1. Attract students to the foodservice program to increase meal participation and customer satisfaction.
2. Get students excited about nutrition through great food and a friendly atmosphere.

The cafeteria is just the beginning. We extend the wellness message through programs that reach families and the community. It's about teaching healthy habits to students and helping parents and teachers to reinforce them.

The strategic plan is a key element of the overall foodservice strategy we bring to your district. Our plan is built around understanding and communicating with schools, students and families, offering great food along with exciting retail and marketing concepts, and constantly keeping our service up-to-date.

The marketing plan is a fundamental element of our overall business strategy. We build it tactically around a process that includes four key elements. Customization is the key to a successful marketing plan, and it begins with the understanding of our customers.



Key Elements to Marketing Plan

- Marketing and Communications
- Culinary Innovation
- Driving Participation
- Review, Refresh, and Revisit

It's not just about our food, but about our whole foodservice program – teaching students healthy habits and helping parents and teachers reinforce them.

Understanding the Customer

We develop the foodservice program around the unique needs and attributes of your district. To do this successfully, we need to learn more about our customers – their lifestyles, routines and priorities. We have a process for understanding who we serve each day. We also proactively research consumer trends, exploring values, behavioral drivers and generational dimensions that help us better understand how to appeal to your students. Our goal is to ensure that our products and services reflect the tastes and preferences of your students.

We begin every new district relationship with our "What's Important to You?" questionnaire and other learning tools. We open our eyes and ears to identify what your administrators really want, what communities truly benefit from, what students really need, and what parents expect from a school dining service partner. We ask questions to identify:

- What kind of food would you like to see more or less of?
- Do you typically eat in the cafeteria? If not, why?
- What snacks would you prefer to have offered in your vending machines?
- Do you enjoy fresh fruit cut up or served whole?
- On a scale of 1-5, how would you rate the current variety of food in your cafeteria?
- What feedback are you hearing about your current foodservice?

In addition to the questionnaire, we also use surveys, comment cards, focus groups and organized forums to take an active role in the learning process. The results of the questionnaire, surveys and focus groups are incorporated into our Strategic Five-Year Plan for the district.

Our goal is to ensure that our products and services reflect the tastes and preferences of your students.

Creating a Baseline and Measuring Success

For all accounts, our baseline for measurement is participation, food quality and customer satisfaction in the first six months of operations, also known as the transition phase. By taking time to get to know your staff and your unique cafeterias, we gain insight into what changes can be made to improve the food and service. Our district and site assessments enable us to fit our program to each school building and its inhabitants, and we take our time in making adjustments so that these changes are the least disruptive for everyone.

For accounts where we have an established operation, we set up periodic audits and site assessments to review and adjust our approach and progress. Research programs we utilize include:

Innovation and Trend Research

Along with first-line input, we partner with leading research organizations and industry associations to gain insight into ever-changing consumer trends. These partnerships allow us to explore, discover and apply emerging consumer trends into our new dining concept innovations. We emphasize thinking outside the traditional boundaries of business and develop a forward-looking perspective on the future of culture, classified as emerging, growing, or mainstream trends. We also conduct customized research and focus groups through our vendor partners, such as Schwan's, Kid Stuff Marketing, and Hypothesis Studies.

By taking time to get to know your staff and your unique cafeterias, we gain insight into what changes can be made to improve the food and service.

Independent Research

We contract with research companies to conduct our own research and case studies with the subjects being the school districts we serve.

Once your program is developed, we conduct on-site visits to monitor our foodservice programs in action. We have a team of local support services experts in the areas of marketing, merchandising, communications and culinary, who constantly audit and update our accounts to ensure our programs are in their best shape. We look at how students respond to elements of our program and how this affects participation. Food is displayed in the most appealing and convenient way for students and servers, and we note traffic flows to make sure lines are kept to a minimum.

On-site Customer Research

Through regular student, principal and administration surveys, focus groups, suggestion boxes, forums and advisory councils, we can determine the success of our programs and continue to develop our foodservice offerings to align with the needs of your school district. The results of our findings are incorporated into our Strategic Five-Year Plan. We constantly measure against our strategic plan and regularly report back to our clients on the progress we are making and the feedback we are receiving from students.

The Five-Year Strategic Plan

The data that we gather from our research is an important factor in our Five-Year Strategic Plan. Putting great ideas into action requires careful planning and assessment of your operation. A strategic plan is a structured approach that starts with a comprehensive assessment of your schools. It's a development plan to phase in new programs, trainings and improvements over the life of the contract. As we are the five-year incumbent, we wish to take your dining program to the next level and build upon the strong base that we have built in partnership with you.

Chartwells' comprehensive Five -Year Strategic Plan will keep us on track to stay fresh and innovative throughout the contract and takes into account the current infrastructure of your district. We are committed to short- and long-term action plans and unique ideas that together can take the foodservice program to new heights. Meeting the program objectives of increasing participation through student satisfaction, easy access to food and promoting nutritional awareness is our goal.

SIMPLY GOOD
by Chartwells

"You Are Simply Good"

Simply Good

Simply Good is our annual promotions program that focuses on nutritious school meals, student wellness and customer loyalty. Through special events and activities, we maximize cafeteria participation in the National School Lunch and Breakfast program and educate your students about the importance of eating healthy, balanced meals and locally grown foods. This program was developed by a team of foodservice directors. We utilized the committee and its school locations to test these programs with our students and to get feedback from our customers before the programs were finalized.

Simply Good has a culinary focus and emphasizes fresh, wholesome meal options, especially those with fruits, vegetables, whole grains and lean protein. We use monthly activities to engage your students and build meal participation. Monthly, Simply Good food focuses are communicated to students through food tastings, food and information displays, recipe contests and culinary demonstrations.

Eye-catching marketing materials are available in a variety of formats for elementary, middle and high school locations.

Campaign Themes

The campaign themes for the 2013-2014 school year consist of five individual promotions to build excitement in the cafeteria for students in elementary, middle and high school. Each campaign offers three different levels of promotions participation: Big Ideas, Essential Market Drivers, and Simple and Fast Ideas.

A Big Idea event runs over an expanded period of time and involves the greater community. For example, this fall schools participated in the "What's Your Hometown Specialty Student Recipe and Video Contest." This promotion gives students the opportunity to be creative and show off their favorite recipes. Three national winners will receive a visit from **Celebrity Chef Jet Tila** to their school, where they will be able to cook their recipe with Chef Jet!

Essential Market Drivers include monthly food focuses, vendor-supported promotions, limited time offers and breakfast promotions. Finally, Simple and Fast Ideas include monotony-breakers that are quick and easy to implement, and add an element of fun and surprise to the school cafeterias. School districts that have successfully implemented Simply Good have seen a participation increase averaging 5-10 percent.

Our Simply Good public website is used to further enhance school events. It promotes topics such as local foods, complete meals, food focuses, wellness and fun activities for students. It also links to the Simply Good Facebook page and Chartwells videos on YouTube.

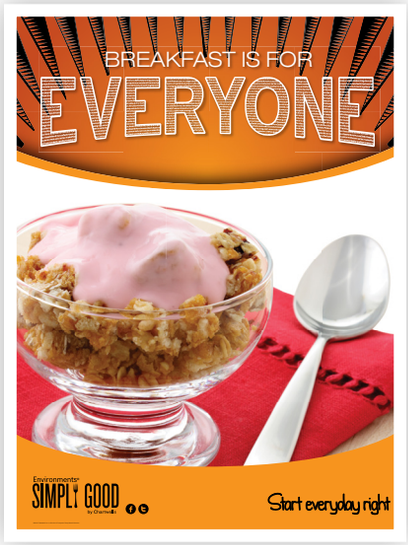
Breakfast

Chartwells recognizes that breakfast plays a role in improving academic performance. Our Simply Good breakfast program features a variety of wholesome daily options that students can't resist – fresh fruit, hot breakfast sandwiches, homestyle oatmeal and much more. Eye-catching merchandising and point-of-service signage make breakfast fun and encourage students to eat the most important meal of the day. In addition, we also offer Breakfast in the Classroom, so more students get the nutrition they need to start their day off right.

We promote National School Lunch and Breakfast program participation by stressing the importance of wholesome and complete meals.

Breakfast service opportunities include:

- Breakfast in the Classroom – Recognizing the connection between children's eating habits and their ability to learn, Chartwells works to increase our students' accessibility to morning meals through the Breakfast in the Classroom (BIC) Program.
- Breakfast carts – Mobile carts equipped with handheld POS allows students to take grab and go breakfasts.
- Breakfast kiosks – We enhance the high school grab and go breakfast program with stationary kiosks placed in high volume traffic areas more convenient to students than the cafeteria in the morning.
- Breakfast food trucks – Adding a food truck delivery model to the high school breakfast program can provide a contemporary element designed to enhance student engagement. For example, during the first week of the grab & go program, a food truck will be parked outside schools so students can either pick up their breakfast from the truck outside the school or from one of the stations inside, located near the school entrance. As the rollout of the breakfast program continues, the food truck will rove. Students will only know the location of its next stop if they follow the truck (using Twitter). This will create a sense of excitement and buzz – who knows where the truck will show up next?
- Breakfast promotions – We have created strategic partnerships with multiple major manufacturers, such as General Mills, that we partner with to develop customized promotions to increase breakfast participation districtwide.



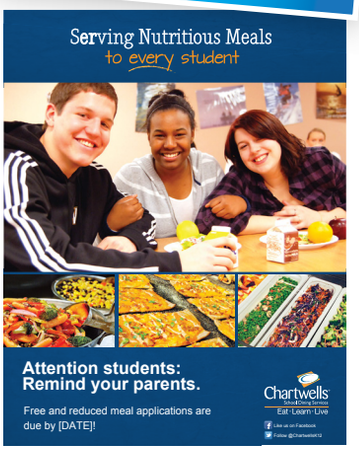
We promote National School Lunch and Breakfast program participation by stressing the importance of wholesome and complete meals. Our professionally designed print and digital signage supports new programs and promotions within your schools.

Menu By You

We don't force students to eat healthy. We want to make it their choice to select the healthiest option possible. Menu By You is a fun promotion that focuses on providing students the opportunity to be heard and have ownership in the school menu. Students have the chance to sample and vote on new menu items. Items that get the most student votes are added to the lunch or breakfast menu and labeled "Student Approved."

National School Meal Program Marketing Kit

We understand how important meal applications are to a district's foodservice program, and as a dedicated partner, we want to assist in the effort. Customizable brochures and fliers have been designed to help your district advertise the application program to their parents and community members. This program will assist with application return and education about the National School Lunch and Breakfast Program.



Chefs 2 Schools

Leveraging the concept that chefs have a unique ability to deliver healthy nutrition messages in a fun and appealing way to children by creating healthy dishes that taste good, Chartwells introduced Chefs 2 Schools. Guest chefs make a planned visit to a designated school to focus on healthy meals and to educate students about sound eating habits and food preparation.

Vendor Product Development and Promotions

We work with some of our major manufacturers to develop, not only better-for-you products like more whole grains, lower fat and less sodium, but also fun-filled promotions to encourage students to enjoy their favorite foods and not even notice it has an improved nutritional profile. Examples include:

- Limited-Time-Offer Chicken Sandwiches – This promotion featuring chicken sandwiches includes custom-designed signage, such as The Rock'n Chicken Tour posters, and recipes. Limited time offers increase participation through excitement and a time limitation – a premium product.
- A soup promotion featuring several new soups available to schools. This promotion includes custom-designed signage and combo pairing suggestions. Premium product is available to schools, and a winter promotion, when soup is more popular.
- Macaroni & Cheese Bar – We offer a fun new promotion for a student favorite: macaroni and cheese. Marketing materials and new macaroni and cheese bar recipes are a sure way to drive meal participation. The "Just Say Cheese" promotion also includes an associate contest to further build excitement.

Within the Cafeterias

Our professionally designed print and digital signage supports new programs and promotions within your schools.

Our professionally designed print and digital signage supports new programs and promotions within your schools. We ensure foodservice directors receive all the tools and directions they need to successfully communicate and market new concepts to students. Each media mix is tailored to the school and the event and can include any of the following:

Point-of-Sale Fliers

These versatile 8.5" x 11" descriptive food fliers serve as high-visibility displays at the point of service. Rollout kits usually include a printed sample with customizable files available on our MyCompass website.

Posters

Large versions of the POS fliers command attention and also provide a visually appealing nutrition message that fits with the dining environment.

Table Talkers

These three-sided communicators are placed on tables and offer facts and photos for exciting new additions to our menus.

Customer Handouts

Colorful handouts with enticing food photos help students better understand new menu items.

Editable Fliers

Tying in with other roll-out signage, these 8.5" x 11" fliers are designed to be edited on-site with detailed product descriptions.

Digital Signage

High-definition video, animated graphics and real-time content entertains, educates and informs students. Our easy-to-use web-based content manager allows you to make quick updates, delivering tailored messages for your schools. Digital signage is environmentally friendly and saves money by eliminating the design, print and distribution costs associated with paper marketing pieces.

Interactive Menu and Signage Tools

Interactive Digital Signage (IDS) helps districts engage with their students to encourage healthy eating and increased participation in the school meals program. Unlike traditional digital signage, which only pushes information out to students, IDS is designed to create a dialogue with students. It is the only digital signage solution designed and customized for use by school nutrition departments. There's no better way to engage with, educate and inform your students.

Menu Applications

Menus helps school nutrition departments easily tell a powerful story about their foods. Our school menu publishing tool that lets you enter menu information once, and then publishes that menu into multiple communication channels so that parents and students can easily access your menus wherever they are. Using this tool, you can give your customers a modern, professionally designed experience – regardless of whether they prefer to print your menu, use a mobile app on the go, view details on a website, or subscribe to an email with their school's menu.

Taste Test App

Our mobile taste test app lets school staff collect data about what students think about school foods. When students are involved in choosing the foods they eat at school, they are more likely to enjoy those foods. Many school nutrition programs already conduct taste tests to collect this data. With this app, these tests are cheaper and easier to execute – allowing school nutrition staff to perform more taste tests and more closely involve students in the decision-making process.

Beyond the Cafeteria

Outside-the-cafeteria communications are always first presented to your school district for approval before becoming a part of the plan. The following options may be used at your schools:

- Pole systems or wall-mounted posters to be placed around your schools, parking areas or building entrances.
- Flat-screen monitors outside the cafeterias, in lobby areas or other locations.
- Menu samplings at building entrances.

Entrance Area

First impressions set the tone for the entire foodservice program. What's displayed at the cafeteria entrance can make or break the program's success. That's why an attractive and inviting entrance area is critical. We make the entrance area educational and welcoming by:

- Minimizing signage. We prefer to display "high impact" signs with less verbiage and more visuals.
- Developing colorful and interesting banner systems that capture students' attention.

Exit Area

Our exit areas and condiment stations are the final opportunities we have to communicate with students and leave a positive impression of the foodservice experience. We use the exit area to distribute menus or comment cards, and also advertise upcoming events and weekly menu highlights.

Driving Participation

We provide concepts, programs, promotions and campaigns that complement your district's core foodservice offerings, while continuing to deliver unique products and services. Seasonal promotions, new product introductions and marketing campaigns are released frequently throughout the year and can be added to menus to enhance variety and freshness. Our internal brand concepts offer complete station makeovers to complement and enhance our core food offerings. Stations can be converted to deliver a full retail brand experience or simply adapted to provide fresh, new concepts utilizing existing equipment.

Student Engagement – Engaging and empowering students to want to eat healthy and teaching them to make educated choices. From the student perspective, it's all about the food. Your students want to eat foods that look and taste good. District administrators want all of that, too, along with healthy ingredients and a budget that meets their needs. We deliver results in all areas.

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- Our internal brand concepts offer complete station makeovers to complement and enhance our core food offerings. Stations can be converted to deliver a full retail brand experience or simply adapted to provide fresh, new concepts utilizing existing equipment.

To align with the district's goal to encourage healthier eating, we will position our marketing approach to highlight programs and concepts that will deliver this. Below are some examples of these cutting-edge healthy concepts:

- Simply Good Annual Promotions Program
- Vendor product development and promotions
- Menu by You
- Chefs 2 Schools
- National School Meal Program Marketing Kit
- Simply Good Breakfast

Maximizing Participation

Our associates interact with your students on a daily basis. We work to develop a great team of individuals to ensure your district receives the best services. Our goal is to maximize student participation and increase awareness of healthy and seasonal food options within our cafeterias. Our marketing efforts are focused on reaching students to deliver nutritional messaging and provide them with additional items at point-of-service areas and interruption points.

Not only do we offer great foods, we stay on top of the latest trends to ensure we meet and exceed dietary standards and regulations, while still appealing to your students.

Samplings and Tastings

Sampling and tastings are interactive and effective methods for creating awareness of new products and fresh, seasonal offerings. They also help to drive visibility of products that are experiencing weaker interest. Sampling and tasting stations will be implemented on a regular basis, especially for new product introductions.

Chef's Table

The Chef's Table program is intended to increase awareness of menu items, fresh options and new selections, while enhancing one-on-one communication with our staff and promoting our chef's skills. Exhibition cooking, sampling, associates sharing ideas, and monthly promotions are a few of the ways we can deliver our Chef's Table to your district.

Culinary Focus

Our culinary culture is focused on fresh foods that are healthy and safe for your students. We offer locally grown produce to ensure the freshest ingredients are on our menus. Beyond that, our foods are high in nutrients, and we limit sugar, sodium and unhealthy fats. We encourage fruits, vegetables, whole grains and well-rounded meals.

Not only do we offer great foods, we stay on top of the latest trends to ensure we meet and exceed dietary standards and regulations, while still appealing to your students. In recent years, this focus on nutrition has included developing recipes that incorporate new whole grains, fresh, local produce and recipes that offer a healthy solution for traditionally popular foods.

Review, Refresh and Revisit

Each year, we evaluate and analyze our successes, opportunities and innovations to build into next year's marketing plan. We also review financial metrics, customer satisfaction scores, formal and informal customer feedback, changes in the on-site environment and local economy, and any other variables that may play into the need for us to adapt our programming for your on-site foodservices.

This marketing plan allows us to build participation, meet the needs of our customers, drive satisfaction and achieve mutual success. It is our goal to continue to weave innovation, freshness and creativity into our program in order to build participation and improve customer satisfaction for your district. We continually enhance and develop our marketing programs each year in the following ways:

Regional and Marketing Manager Visits

Our managers frequently visit our school districts to offer continuous support. This gives them a chance to see the dining program in action on a variety of occasions and become more familiar with your unique schools. During their time at the district, they will conduct a marketing audit where they review our current marketing plan, determine its strengths and weaknesses, and improve our programs to better align with your needs.

Training and Development

We constantly train our employees to enhance their skills and keep them up-to-date on the latest policies and regulations. We value our associates and offer them the tools and resources they need to serve your district to the best of their abilities. We provide training opportunities to enable associates and managers to effectively perform the tasks of their current role, as well as developing skills to advance their careers to the next level.

Refresh

Refreshes are designed to improve profits through customized analysis and application of targeted improvements. The objective is to gather and showcase best practices, and maximize sales and participation, customer satisfaction and operational profitability, while reducing costs and increasing efficiencies. A number of sites are identified annually, then tracked in these improvement categories: Client Partner Reporting and Review, Customer Feedback, Servery Mapping or Facility Improvement, and Menu Engineering. Activities associated with improvements in each category include:

Client Partner Reporting and Review – Report to our clients what methods are used and how often for maximum effectiveness. Examples include: the Quarterly Business Review (QBR), school board updates, monthly client partner reports, visitation reports by district manager or various support departments.

Customer Feedback – Gather opinions, insight and feedback from customers through Youth Action Committees (YAC), Survey Monkey or electronic surveys.

Servery Mapping or Facility Improvement – Assess or audit the school or area to be improved using marketing audits and plans, line flow analysis, design and build plans, new signage and merchandising, or branded concepts. The refresh may be a simple rearrangement of furniture with new signs and merchandising, or may be a full renovation.

Menu Engineering – Chefs and dietitians review and recommend menu improvements to better align offerings with customer preferences or USDA regulations. Results may include staff development and training, and implementation of new food concepts.

After completing a site refresh, we analyze and track financial metrics. We develop case studies showcasing individual refreshes and communicate the unique stories behind each improvement plan and implementation.

Centers for Excellence

Chartwells' parent company, Compass Group, has a vision of being a world-class provider of contract foodservice, renowned for our great people, great service and great results. This is personified daily at our Centers for Excellence (CFE) locations. CFE accounts are Compass Group locations that have been certified as pinnacles of excellence among all Compass clients. These centers share best practices, develop new programs, and create innovation while providing superior service and great food. It gives accounts in all regions a chance to see firsthand the best examples of our programs.

CFE activities often include:

- Testing new programs/stations and specific food products from manufacturers.
- Developing revenue builders, such as à la carte, breakfast and catering programs.
- Corporate training, such as Retail Mindset, MAPing for Action, and ServSafe.
- Chartwells training, such as Kitchen Basics, Allergy & Medical Conditions, and "Serve It Up" Customer Service.
- Hosting meetings for area operations, local superintendent, or administration or teacher conferences.
- Showcase tours for potential customers. Neighboring school districts may visit when considering Chartwells as a service provider.

The Center For Excellence Audit

The CFE audit is an operational excellence scorecard conducted annually that measures adherence to Compass Group and Chartwells programs and procedures. The account must meet over 300 criteria in specific operational guidelines, standards and management training requirements.

Compass Group's vision of being a world-class provider of contract foodservice, renowned for our great people, great service and great results, is personified daily at our Centers for Excellence locations.

Your Community Is Our Community

Your community will be home to our employees and their families – and when our communities succeed, we succeed. Investing time, talent and resources in our school district communities is embedded in the Chartwells culture. We'll help your district assume an even greater role in your community through nutrition and wellness education, environmental stewardship and support for local initiatives.

Eat.Learn.Live. is the overarching philosophy that drives everything we do. Within this umbrella is Balance – It Takes You®, our comprehensive approach to Wellness, Sustainability and Community. It's no surprise that Community is at the very core of our efforts, including our locally grown and school garden programs, and community engagement and support.

Our goal is to engage your students, parents and the larger community in an exploration of your total food environment.

wellness | sustainability | community
BALANCE
it takes you®

Investing time, talent and resources in our school district communities is embedded in the Chartwells culture.

We believe that family and community form the foundation of students' healthy and happy lives, and that is why community plays such a strong role in our comprehensive Wellness program. We go beyond the classroom and cafeteria because healthy habits and academic success are fueled by strong family and community.

Parent Engagement

We know that a child's academic success improves with parent engagement. We also know that healthy, knowledgeable parents have the tools to create a bright future for their children.

Balance: It Takes You

Our Balance: It takes you website incorporates tools that families can use to achieve a more active lifestyle and unravel the complicated nutrition landscape that bombards us all. Parents can find nutrition articles, recipes, nutrition fundamentals and customizable information that supports healthy living.

Chefs 2 Schools

Many local chefs enjoy sharing their love of food with students, while students like interacting with an outside expert. Our Chefs 2 Schools program meets both needs by enabling guest chefs to "adopt" a school. Visiting from different school districts and local Compass Group kitchens, chefs offer different perspectives and best practices to enhance students' appreciation of nutritious meals. The chefs deliver nutritional information in a fun and appealing way by making healthy dishes that taste great.

Guest chefs interact with the host school in a variety of ways, including:

- Planning and preparing a healthy meal that meets school menu standards.
- Providing food demonstrations that highlight local produce and good nutrition.
- Hosting an exhibition cooking demonstration or personally visiting classrooms.

Great Lakes Chefs 2 Schools Events

Last year, over 340 Chefs 2 Schools events took place in the Great Lakes region.

With so many unique opportunities available when bringing a chef into a school setting that might not typically have the funds for an on-site chef, it creates excitement among the students, faculty and staff. There are learning moments, tasting moments, and definitely fun/interactive moments at these events.

Chefs can visit a kitchen, serving area, seating area and even classrooms.

Chefs are typically local and from our Compass Group family (Chartwells K-12, Chartwells Higher Education, Eurest, Morrison, TouchPoint, FLIK and Levy). We even have access to world renowned chefs like Jet Tila, Wolfgang Puck and Carey Neff.

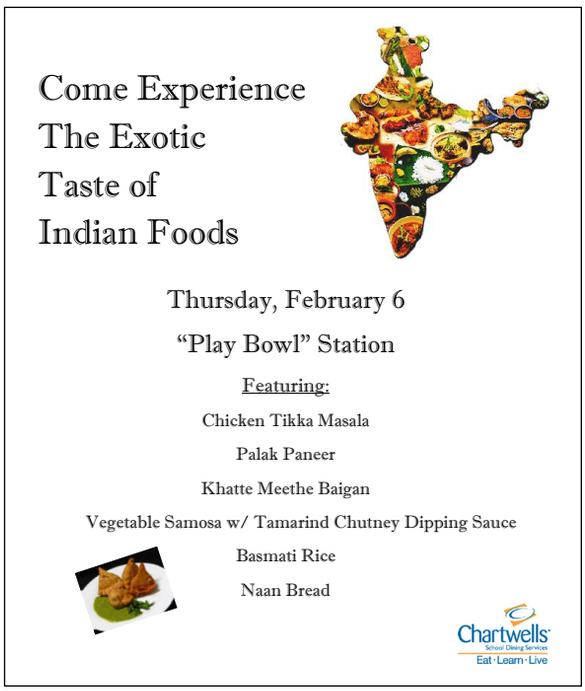
Topics are pre-determined, foods are matched for the age group, information is developed to match the age group, and careful consideration to any existing food allergies is covered.

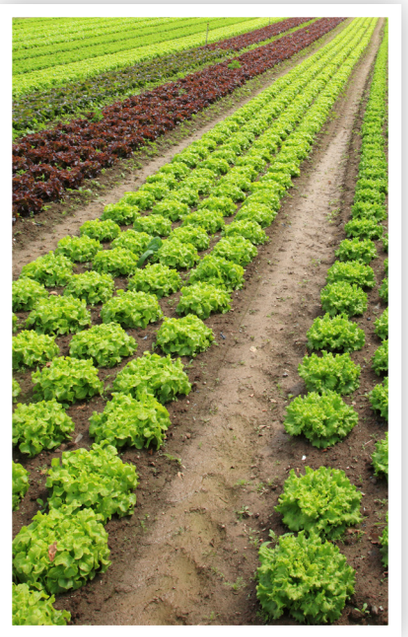
Chefs 2 Schools events also give the opportunity to work with the on-site staff to further their culinary knowledge in cooking techniques, flavors and healthy cooking methods. They are a great way to introduce a new flavor, food or concept to our students and get their opinions, feedback and additional ideas before putting it on a menu.

Very recently, one of our new accounts (Novi schools) held a Chefs 2 Schools event and taste-tested numerous Indian cuisine dishes and sauces. The high school students filled out questionnaires and, based on the data collected, a date and menu was established to introduce the new menu station concept. Before it took place, our management team paid careful attention to ensure all items served met USDA criteria for allergies, nutrition and meal components.

Typically in the area where this new concept was shown, an average meal count day was 100 to 150 meals. On this "Indian Menu Day," the meal count was over 200! The students were very excited to have it offered and expressed their satisfaction on not only being "heard" but how great the food looked and tasted. The school newspaper and yearbook staff came out to capture the excitement, and the students cannot wait for it to become a regular staple on their menu rotation. (See attachment for additional info on the fun.)

This flier shown was used to promote the new menu. It was displayed around the atrium and cafeteria and emailed to all student Google groups.





We offer a variety of services designed to help your school be a great resource for your community.

Chartwells in the Community

Our nutrition and operating teams participate in community-based health, nutrition and sustainability events. Students, parents and individuals look to your schools for guidance and information related to nutritional, social and environmental issues. We offer a variety of services designed to help your school be a great resource for your community, including:

- Sharing information and answering questions on such hot-button topics as childhood nutrition and obesity.
- Offering catering for community and parent events, a service that ensures high-quality and safe foods while letting your district keep food profits local.
- Helping young people achieve worthwhile employment through job placement, work experience, training, internships, scholarships and mentoring programs.
- Encouraging feedback and ideas from students, parents and teachers through our Youth Advisory Councils, by attending PTO/PTA meetings, and through surveys and ongoing communication.
- Initiating and supporting grass-roots projects that improve youth employment opportunities and working with local vendors to help grow minority-owned businesses.
- Participating in the National Backpack program, providing at-risk students with a new backpack for the upcoming school year.

Maintaining Your Successful Foodservice Program

We value our partnership with your school district. Over the past 11 years, we've worked with you to help your dining program grow and thrive. We know your students, your district and your community. We've made an impact with our Eat.Learn.Live. philosophy, high-quality nutritious foods, educational programs, sustainability initiatives and hands-on community involvement. We've developed a program that meets your needs and expectations, and we want to continue to help your district be the best it can be.

Improvements in the Works

You are already familiar with the many great programs we offer to your district. Moving forward, we hope to identify new goals and programs so that we can continue to improve and enhance your foodservice program. Much of the information in our proposal has been updated since you last took a look. We hope you will refresh and familiarize yourself again with our foodservice capabilities. Some of the areas you can learn more about in each section include:

- Appealing and nutritious meals that nourish the body and stimulate the mind.
- A nutrition program that adheres to USDA Wellness Policy requirements with:
  - Nutrition standards for all foods available on the school campus throughout the day
  - Comprehensive nutrition education programs
  - A physical activity component
  - School-based initiatives that promote a healthy school environment
  - A plan for measuring implementation
- Dining environments that are comfortable and familiar, but also energetic and entertaining, colorful and captivating.
- Health-based initiatives that extend into every setting – including classrooms, cafeterias, students' homes and the community.
- Classroom nutrition curriculum and healthy eating messaging designed to help students think about making smart choices in school and elsewhere.
- A commitment to your community, including providing locally grown produce to your schools.
- Clever and captivating marketing that attracts diners and keeps students, parents and the school community thinking about nutrition, delicious dining and active lifestyles.
- Sustainability and waste-reduction programs that better our environment.
- Extensive training resources for associates at every level. Training topics include food safety, sanitation, diversity, trends in nutrition and foodservice, customer service and culinary techniques.

We have the resources, the experience and the hands-on knowledge to smoothly switch your dining services program to Chartwells and bring improvements that wow students, increase participation and improve profitability.

Environments: A Customized Dining Solution

Eat · Learn · Live
Environments®
Chartwells School Dining Services

Chartwells' comprehensive school dining brand, Environments®, enhances the school meal experience and promotes lifelong healthy behaviors. Environments redefines the school dining experience and encourages students to make better choices. Since every school is unique, we customize the dining environment to the school. This includes current marketing and merchandising techniques, increased nutrition education and ongoing healthy promotions:

- A customized dining solution for each school district based on market research with opportunities for student feedback and satisfaction measurement built in.
- Bright, modern design elements and graphics that create energy and appeal for each age group: elementary, middle and high school students.
- High-quality, nutritious meal selections that students enjoy with an emphasis on the Chartwells healthy menu choices and nutrition education.
- A comprehensive schedule of training programs for foodservice associates emphasizing wellness, teamwork, customer service, culinary innovation and efficient food production.
- Measurable standards for safety and nutrition.
- Ensuring effective cost management.
- Experts focused on improving student satisfaction and speed of service.
- Ongoing brand refresh and updates based on student and administration input, new trends and technology.

The dining environment is all-encompassing, from the furniture to the wall graphics, banners, signage and, of course, menu choices. Our cafés will be:

- Flexible and customized for unique servery and dining areas.
- Informational and educational – Chefs 2 Schools demonstrations encouraging better for you eating habits.
- Functional and smart – healthy choices promoted in merchandising.
- Affordable and relevant – aligned with today's client and consumer needs.
- A holistic environment – providing tailored menus and concepts.

We begin with assessing each school's dining facilities to develop a strategic plan. This plan is typically five years or spans the life of the contract. For new accounts, we are cautious about making abrupt changes immediately and prefer to work within the cafeterias through the first semester before making big changes. We call this the transition phase. Whether new or existing business, we carefully plan and monitor changes to make the transition seamless for the student population and the employees.

Our strategic plan components often include:

- People Tactics – Customer market research (internally) to develop updated customer service training for staff.
- Business/Operations Tactics – Evaluate promotion results in year one and update menu cycles.
- Culinary/Nutrition Tactics – Review flavor profile of the district and alter menu cycles to match each school's references based on new USDA regulations and allergens.

Through our research and experience we know our customers and how to serve their unique needs.

Food Philosophy

- We are passionate about our food.
- We strive to deliver delicious, nutritious food with creativity that is student tested and approved.
- Our menus are tailored to our customers' tastes.
- We care about the environment and strive to offer local seasonal produce when available.
- We partner with our student customers, chefs and suppliers to deliver innovative recipes and menus.

Our fundamental focus is on attention to detail in terms of the quality of our food preparation and food presentation. Our dynamic food philosophy includes:

Continuous and innovative recipe development. For example, we have partnered with one of our vendors to offer new whole grains such as bulgur wheat and wheat berries, supported by recipe development and testing in our School Test Kitchen locations.

A recipe development philosophy that supports a "better for you" solution to some traditionally popular foods. For example, we have developed a Roma herb shaker blend for our pizza station that combines herbs, garlic and Parmesan cheese to reduce the sodium of using Parmesan cheese alone. Also, to reduce or eliminate the frequency of pickles, which are high in sodium, we invented a giardiniera blend of marinated fresh vegetables to use at our grill and deli stations.

Fresh, local, seasonal fruit and vegetables. Over the past two years, our local produce usage has seen double-digit percentage increases as we incorporate more fresh ingredients into our menus.

Responsible food purchasing. We offer cage-free eggs, rBGH-free milk, and zero trans-fat ingredients based on our core company sustainability platform. We also use only sustainable seafood as defined by the Monterey Bay Aquarium Seafood Watch guidelines.

Custom-fit menus. Our foodservice is flexible and customized for our clients and customers. We adjust our food stations and menus to reflect regional tastes and district priorities.

Continuous kitchen training. Chartwells' Kitchen Basics training program supports the culinary skills needed to address our growing focus on scratch cooking. Topics include knife skills, kitchen and station organization, food preparation and presentation, as well as food safety.

Culinary Innovation

Once we fully understand your customer base and the on-site environment, we identify and customize the core food programs to the specific needs of your school district. This includes our menus and catering options, as well as educational and community programs.

Culinary Focus

Our culinary culture is focused on fresh foods that are healthy and safe for your students. We offer locally grown produce to ensure the freshest ingredients are on our menus. Beyond that, our foods are high in nutrients, and we limit sugar, sodium and unhealthy fats. We encourage fruits, vegetables, whole grains and well-rounded meals. Not only do we offer great foods, we stay on top of the latest trends to ensure we meet and exceed dietary standards and regulations, while still appealing to your students. In recent years, this focus on nutrition has included developing recipes that incorporate new whole grains, fresh, local produce, and recipes that offer a healthy solution for traditionally popular foods.

Elementary School

Who They Are

Students grow and change a lot throughout their years in elementary school. Younger students need easy and fun visual aids, while fourth- and fifth-graders need more stimulation to maintain their interest. Simple is best for these age groups, which identify with cartoons and bright, colorful graphics.

The Environments Experience

The elementary school dining experience revolves around the Chartwells philosophy of Eat.Learn.Live. The goal is to provide dining space that achieves a safe and efficient traffic flow, and where teachers and staff have a clear line of sight for supervision. The presentation is visually stimulating, with structured choices and service methods. Signage is straightforward, directing students to the foods they're looking for.

The goal is to provide dining space that achieves a safe and efficient traffic flow, where teachers and staff have a clear line of sight for supervision.

The Elementary School Environment at a Glance

Kids Stop Café

It's all about the fun, visually stimulating foods with structured choices and service methods. Foods are simple, cut-up, hand-held and easy to carry.

Chartwells' Nutrition Education in Action is at its most evident. Merchandising items are geared toward helping students make "color" choices for a healthy meal – messages are uncomplicated and presented in a graphic manner.

We've created three characters that embody the balance of activities that promote well-rounded young people. Theodore Eat, Sydney C. Learn and Ava Live bring wellness messages to life and make breakfast and lunch more enjoyable.

Garden Bars for Elementary Schools – As part of our commitment to the students we serve, Chartwells is constantly looking for ways to improve our students' daily nutrition. The introduction of our Fresh from the Garden bar offers a wide variety of fresh fruits and vegetables daily and is just one of the many ways we have improved the daily nutrition of the foodservice programs that we manage. This concept allows for a greater variety of fruit and vegetable offerings each day. We want students to take what they want, but we also want them to eat what they take. If a student has eaten everything they took and is still hungry, they can have an additional serving from the Fresh from the Garden area. We believe that this concept will provide many positive results for the students we serve.

Eat · Learn · Live
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Chartwells School Dining Services

Middle School

Who They Are

Middle school students have a newfound sense of independence and freedom. Students are more conscious of what's going on in the world around them and are exploring and identifying likes and dislikes. They are attracted to energy, excitement, color and sound.

Our level of service prioritizes speed of service, offering foods that are seen as sophisticated, yet easy to eat.

The Environments Experience

The Food Action Café

We know that middle school students love lunch for the sociability first and the food second. Our level of service prioritizes speed of service, offering foods that are seen as sophisticated, yet easy to eat. Building on their interests, we've created core stations in an open and inviting setting that conveys energy and excitement.

The Middle School Environment at a Glance

- Energetic atmosphere with powerful shapes and electric colors
- Signage provides directions for students to ease traffic flow and ensure speedy service

High School

Who They Are

Today's high school students are involved! They are joiners and team players. They are doers, not followers. While they like to have fun, they are becoming adults and assuming responsibility for their actions and their bodies. A more sophisticated atmosphere, a variety of menu choices, and speedy service are the top priorities for this age group.

The Environments Experience

The Café

High school students have numerous pressures. For some, lunch is a chance to relax and catch up with friends. For others, this is a time to get a head start on homework. Building on these needs, we've created a high school dining environment that is sophisticated, yet fun, with an efficient traffic flow. Our high school Environments features popular concepts and trendy foods that students are used to seeing at their favorite fast-casual restaurants, malls and entertainment venues.

A more sophisticated atmosphere, a variety of menu choices and speedy service are the top priorities for this age group.

The High School Environment at a Glance

- Sophisticated, trendy atmosphere with floor graphics, wall colors, artwork and banners
- Open and welcoming floor layout with a variety of seating options
- Optional music piped in
- Countertop or wall-mounted signage that highlights what is included in each meal
- Hanging signage to identify each food station

Nutritious Foods – Food Immersion

Food Immersion is our consistent effort to source innovative ingredients and develop new products and menu options that are safe, nutritious and taste great – and that set your dining solution apart from any other school district. Our Eat.Learn.Live. philosophy incorporates a comprehensive vision for your students – healthy foods, wellness education for students and parents, and a commitment to sustainable initiatives and locally grown produce that benefits the community.

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Chartwells School Dining Services

Middle and High School

Outtakes – Chartwells' Approach to À La Carte

Outtakes breathes new life into the school à la carte program, offering an expanded assortment of better-for-you and fresh food options to our students. À la carte foods are typically known to be snack type or junk foods and Chartwells doesn't feel like that we should settle for that approach. This exciting new concept helps guide your schools through the redesign of their à la carte program, including menu planning and pricing, merchandising and marketing. Outtakes supports the requirements of not only the new USDA à la carte regulations, but also our student and district's changing wellness goals, criteria and standards.

Why Outtakes?

Being Proactive

- Counteract changes in à la carte regulations
- Same store sales remain neutral
- Attracts current nonusers
- Supports demands of not only the USDA, but our clients' changing wellness goals, criteria and standards
- Snacking today – once a category, now an eating occasion

Create a Unique Approach

- Improve à la carte offerings
- Increase healthful options and customer satisfaction
- More popular products and variety for maximum profitability
- Fresh, new exciting brand
- Expanded assortment of better-for-you and fresh food options

West Branch-Rose City Area Schools Elementary School Dining Room

The Elementary School Environment: Kid's Stop Café

West Branch-Rose City Area Schools
Middle School Dining Room

The Junior High School Environment: Food Action Café

Sizzle - Entertainment in a bowl! Comfort foods, international flavors, trendy yet healthy versions of food familiar to teenage patrons of popular nationwide chain restaurants. Rice and noodles, potatoes, tortillas and pasta are topped with proteins, veggies and sauces – high-flavor lunch built exactly your way and served up in a bowl.

Bake – All things baked in a crust! Our signature homemade pizza along with specialties like calzones, hot pockets, stromboli, quiche and empanadas. With healthful and tasty enhancements like wheat dough, lower-fat cheeses, more veggie toppings, herbs and spices, our menu favorite still reigns as the number one middle school lunch choice.

Taste – Seize your lunch with a hot grab and go meal combo! Burgers, chicken or vegetarian sandwiches on a whole grain bakery bun or finger-style foods with hot complementary sides are served with the main dish for a fast and complete meal. Find everything from burritos, panini sandwiches, ribs and baked chicken on the menu that changes daily.

Outtakes – Fresh. Food. Fast. Packaged salads, sandwiches, fruit and yogurt parfaits and more get you to lunch in a hurry. Grab and go meals and healthy snacks are packed with energetic selections, labeled and displayed for quick service.

Add-Ons – Complement and complete your lunch at this station with a delicious daily variety of side dishes. Green salads, pasta, fruit and vegetables balance your meal and your day.

Quench – Get your two hydrogens and one oxygen right here! Don't leave for lunch without a thirst stop at the Quench Bench – stay hydrated for the day with water, juices, power drinks and ice cold milk.

Chickendipity – Chickendipity is a refreshing change from your traditional chicken station. Chickendipity is all about discovering your flavor by offering mighty fine mouthwatering chicken with an exciting selection of signature homemade sauces including homemade Cajun, Buffalo ranch and sweet chile pineapple varieties. The entrée is partnered with an array of sides to offer a balanced complete meal featuring grains, vegetable and fruit options.

Chef Jet Modern Asian Kitchen – Celebrity Chef Jet Tila has partnered with Chartwells to offer a number of his original recipes for use in our school lunch program. Chef Jet has starred in numerous TV shows on the Food Network, such as "Chopped," and is highly regarded as a leading young, innovative culinary talent.

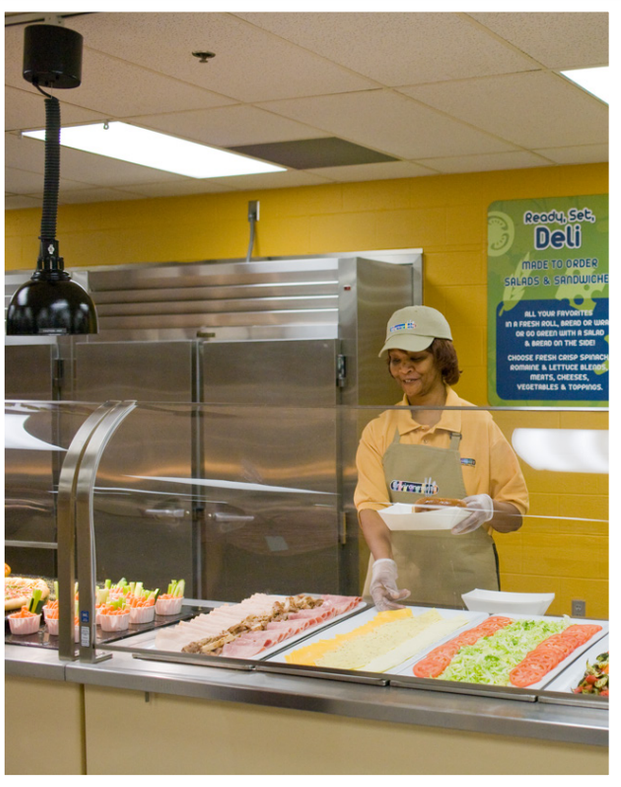
Chef's Table – Our Chef's Table features freshly made-to-order recipes, prepared exhibition-style on the service line in front of the students. Chef's Table features include a Caesar salad with marinated chicken, fresh-cut romaine lettuce, Parmesan cheese and croutons tossed together with Caesar dressing. It's a show with a tasty finale!

Pizza Pizzam! – Chartwells' Pizza Pizzam! proprietary pizza crust was created by Chartwells chefs and nutrition specialists in an effort to develop the most innovative and nutritious mealtime option that caters to students' ever-growing, sophisticated tastes. Pizza Pizzam! is made with high-quality, all-natural ingredients including olive oil, honey and whole grains. Pizzas are made and fresh baked on site at lunch at elementary, middle and high schools.

Crisp – Offering a wide variety of fresh fruits and vegetables daily is just one of the many ways we have improved the daily nutrition of the foodservice programs that we manage. Crisp allows for a greater variety of fruits and vegetable offerings each day. We want students to take what they want, but we also want them to eat what they take. If a student has eaten everything they took and is still hungry, they can have an additional serving from this garden bar.

West Branch-Rose City Area Schools High School Dining Room

The High School Environment: The West Branch-Rose City Area Schools Café



Play Bowl – If it can be served in a bowl, it belongs here! Rice and noodles come to mind first, but the menu can be as creative as you want. Imagination is used to create unique and highly flavored dishes with an international flare. Your bowl can be a combination of nutritious, colorful and flavor-rich foods. Pick a starch, add some veggies and a protein, then toss in some sauce and you've got yourself one stylish bowl! A few examples of Play Bowl features: Chicken Low Mein Bowl, Mom's Mashed Potato Bowl.

Casa Amigos – Encompassing an array of delicious Mexican dishes this station brings a colorful, varied mix of dynamic and vibrant flavors, as well as alluring aromas and appealing menu selections to your students. The recipes reflect South American, Central Tex-Mex cuisines, as well as Southwestern influences. Vegetables such as corn, squash and beans are a staple of this station. This selection of traditional Mexican-inspired dishes keeps students coming back for more!

Ready, Set, Deli – Who doesn't like food made "just for me"? Sandwiches and salads are prepared to order with a fresh variety of greens, lean deli meats, reduced-fat cheeses, whole-grain breads and wraps. Topped by an array of colorful vegetables and dressings and served with a side of fruit or composed salads, this concept effortlessly hits the healthy meal spot. Some locations may also offer sizzling sauteed meats to top salads or toasted sandwiches.

Crust & Stuff – If it is baked in or on a crust, it will be on the menu. Pizza can be a healthy choice, as well as a desirable one. Our home-baked standard is tried and true, and now we incorporate wheat dough into our successful recipe. Classic pizza is the foundation of this self-service station, but the concept now offers empanadas, quiche and hot pockets, which join strombolis, calzones and unique pizzas as rotating menu items.

Grab a Stack! – Combos rule here. Lean burgers, chicken patties and hot sandwiches are served as usual. Ribs or baked chicken, burritos and pre-made paninis have a fast-service spot as well. Sandwiches are served on whole-wheat buns, plus a featured menu item daily. Appealing side dishes like hot fruit, roasted veggies, macaroni and cheese, and more are portioned and packaged right along with the entrée for a complete meal.

Asian Nation – Asian Nation is a colorful, vibrant interactive food concept that is an excellent way to drive participation. Asian Nation features a choice of desired components including freshly prepared proteins, vegetables, rice, noodles and sauces. With the variety of choices, student have the option to create a made-to-order rice or noodle bowl, or salad.

Toast Post – Sandwich combinations toasted in a Turbo Chef oven or pressed on a panini grill are offered here, or as an enhancement to the Ready, Set, Deli station. Imaginative and familiar favorites are served with accompaniments like refreshing salads and fresh or portioned fruit. Other items like burritos and quesadillas may appear on the menu for variety and fun, too.

Extra! Extra! – Find a bounty of fresh, seasonal and composed side dishes in this prominent spot to round out the meal. Hot or cold veggies, fresh-cut fruits and side salads provide healthy options and value to your school lunch.

Gulp Zone – Don't forget your drink – wash everything down with a refreshing beverage. Milk is our number one choice, but other liquids are offered here as well. Take your pick and complete your meal.

Baja Flats – Features hot sandwiches, combo plates and hot vegetable components with reduced-fat and reduced-sodium condiments and toppings. No deep-fat fried foods offered. Menu items include Grilled Chicken on a Bun, Hot Ham and Cheese on a Bagel, and Cheddar Onion Burger.

Outtakes – Concept Overview:

- Encourages increased vegetable and fruit consumption
- Helps the service of reimbursable meals
- Platform to promote locally grown produce

Chickendipity – Chickendipity is a refreshing change from your traditional chicken station. Chickendipity is all about discovering your flavor by offering mighty fine mouthwatering chicken with an exciting selection of signature homemade sauces including homemade Cajun, Buffalo ranch and sweet chile pineapple varieties. The entrée is partnered with an array of sides to offer a balanced complete meal featuring grains, vegetable and fruit options.

Chef Jet Modern Asian Kitchen – Celebrity Chef Jet Tila has partnered with Chartwells to offer a number of his original recipes for use in our school lunch program. Chef Jet has starred in numerous TV shows on the Food Network, such as "Chopped," and is highly regarded as a leading young, innovative culinary talent.

Chef's Table – Our Chef's Table features freshly made-to-order recipes, prepared exhibition-style on the service line in front of the students. Chef's Table features include a Caesar salad with marinated chicken, fresh-cut romaine lettuce, Parmesan cheese and croutons tossed together with Caesar dressing. It's a show with a tasty finale!

Pizza Pizzam! – Chartwells' Pizza Pizzam! proprietary pizza crust was created by Chartwells chefs and nutrition specialists in an effort to develop the most innovative and nutritious mealtime option that caters to students' ever-growing, sophisticated tastes. Pizza Pizzam! is made with high-quality, all-natural ingredients including olive oil, honey and whole grains. Pizzas are made and fresh baked on site at lunch at elementary, middle and high schools.

Crisp – Offering a wide variety of fresh fruits and vegetables daily is just one of the many ways we have improved the daily nutrition of the foodservice programs that we manage. Crisp allows for a greater variety of fruits and vegetable offerings each day. We want students to take what they want, but we also want them to eat what they take. If a student has eaten everything they took and is still hungry, they can have an additional serving from this garden bar.

Facility Design

Mapping the Servery

School cafeteria service is a unique market within the foodservice industry in which a large number of customers must be served once or twice per day for a set and limited amount of time. Additional factors, such as food presentation layouts that meet USDA regulations, providing nutrition education, and counting and claiming practices for accurate reimbursement reporting, add to the challenges of delivering great food and service in a school environment.

Understanding customers' traffic patterns and interruption points throughout a servery allows us to accomplish our speed of service goals and communicate our message effectively. Mapping the servery is a valuable exercise that provides helpful insights on our marketing strategies, service styles and methods.

A mapping exercise involves steps of evaluation and implementation, often as a component of a marketing or operational audit. Points of service are evaluated for popularity, traffic flow, adequate circulation and queue areas, facility constraints and customer demographics and preferences, such as age range and survey results. Within the mapping exercise, strategic positioning of service points increases visibility and awareness of attractive reimbursable meals, promotional and/or seasonal items and important messaging. A new or reimagined deli station, homestyle comfort foods, bountiful fruit and vegetable bars and seasonal or local food displays are just a few examples of the options merchandised as a result of a mapping exercise.

In many locations alternate points of service are introduced that may offer new or unique menu items, or as a solution to improve traffic flow and service times. Modular units like kiosks and carts relieve pressure on busy cafeteria lines or bottlenecked queuing areas. Mapping the servery allows us to save student customers' valuable time for eating and socializing, and helps building administrators stay on schedule by researching and creating a relaxed, accessible atmosphere.

An example of alternate points of service is available at Ogemaw Heights High School.

Nutrition Education

Exceeding USDA Standards

Chartwells
School Dining Services
Eat · Learn · Live

Nutrition Education 4 Points

Childhood Obesity and Hunger Prevention

Approximately 12.3 million children aged 2-19 are obese, and 17 million children live in food-insecure homes, according to the Centers for Disease Control (CDC) and the USDA. Since students spend a significant portion of their day in the educational environment, schools are uniquely positioned to ensure students are adequately nourished. We offer services that help to ensure students get the right foods throughout the day. These programs include:

- National School Breakfast and Lunch programs
- Breakfast in the classroom
- After-school snacks
- After-school meals
- USDA fresh fruit and vegetable program
- Summer meals
- Weekend backpack program

We offer programs that help to ensure students get enough of the right foods throughout the school day.

When the Healthy, Hunger-Free Kids Act became law, we made immediate adjustments to our programs, and planned for future changes.

Healthy, Hunger-Free Kids Act

The landmark Healthy, Hunger-Free Kids Act (HHFKA) legislation made significant changes and provided great opportunities for improvement to the National School Lunch and Breakfast Programs.

Chartwells employs staff and consultants who follow government affairs and have important relationships in Washington to ensure we are on the cutting-edge when it comes to food safety and nutrition. To align our programs with HHFKA, once the new law was passed, we immediately:

- **Advised school districts on how to analyze lunch prices according to the USDA guidance on Equity in School Lunch Pricing.**
- **Promoted the availability of after-school meal programs that are now offered in all 50 states to make healthy meals available to students who need them after school and to bring additional revenue to school districts.**
- **Secured the additional six cents per lunch reimbursement for all of our school districts.**

We are also on target to embrace the significant changes that are required for next school year. These changes include:

- **Our unique and exciting approach to à la carte and competitive foods 100% whole-grain rich foods**
- **Reducing sodium in all foods**

The New USDA Meal Pattern Regulations

We are currently in the second year of a three year implementation plan for USDA regulations changes. The first year brought significant changes to portions of meats and grains, increased portion sizes of fruits and vegetables, and redefined the concept of a reimbursable meal to include fruit or vegetables. The second year modified breakfast and made half of our grains whole.

Chartwells implemented each change seamlessly to bring nutritionally superior meals to our students. How did we do it?

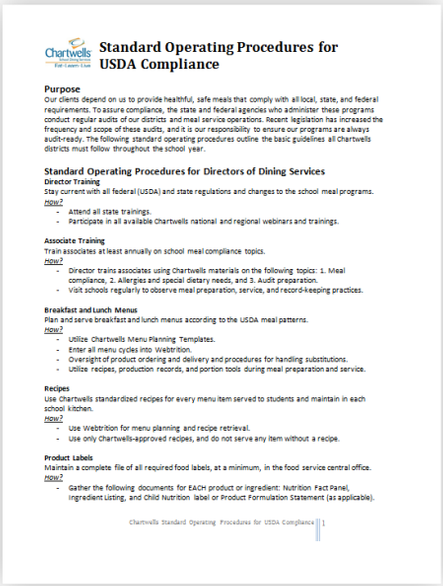
- **Our registered dietitians developed a proprietary menu system to help all directors develop a customized and compliant menu for their community.**
- **We provided extra resources at no charge for districts to receive reimbursement to implement the new meal pattern.** The HHFKA allowed school districts to earn an extra 6 cents lunch reimbursement with documentation of the new meal pattern. To support our school districts, Chartwells' registered dietitians met with each foodservice director to provide and prepare the needed documentation for reimbursement.
- **We prepared our school districts for successful validation reviews to guarantee continuation of reimbursement.** The last step in reimbursing districts was an on-site review by state agencies. Chartwells developed a tool guide for operators that walked them through the process.

Compliance

Standard Operating Procedures

Chartwells foodservice directors and district managers are trained on standard operating procedures that ensure compliance with national school lunch and breakfast regulatory requirements. A team of dietitians visit school districts throughout the school year to observe audit readiness and provide on-site coaching to foodservice operators to help them remain audit ready at all times.

During scheduled professional development time, Chartwells associates receive regular interactive training, which assists them with understanding the regulations and carrying them out completely and accurately.



Standard Operating Procedures for USDA Compliance

Purpose
Our clients depend on us to provide healthful, safe meals that comply with all local, state, and federal requirements. To assure compliance, the state and federal agencies who administer these programs conduct regular audits of our districts and meal service operations. Recent legislation has increased the frequency and scope of these audits, and it is our responsibility to ensure our programs are always audit-ready. The following standard operating procedures outline the basic guidelines all Chartwells districts must follow throughout the school year.

Standard Operating Procedures for Directors of Dining Services

Director Training
Stay current with all federal (USDA) and state regulations and changes to the school meal programs.
How?
- Attend all state trainings.
- Participate in all available Chartwells national and regional webinars and trainings.

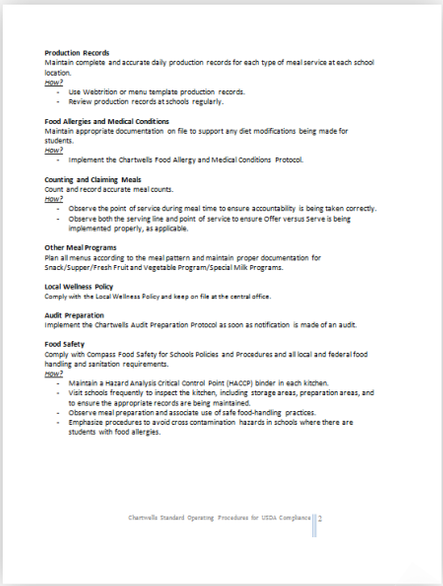
Associate Training
Train associates at least annually on school meal compliance topics.
How?
- Director trains associates using Chartwells materials on the following topics: 1. Meal compliance, 2. Allergies and special dietary needs, and 3. Audit preparation.
- Visit schools regularly to observe meal preparation, service, and record-keeping practices.

Breakfast and Lunch Menus
Plan and serve breakfast and lunch menus according to the USDA meal patterns.
How?
- Utilize Chartwells Menu Planning Templates.
- Enter all menu cycles into Webtrition.
- Oversight of product ordering and delivery and procedures for handling substitutions.
- Utilize recipes, production records, and portion tools during meal preparation and service.

Recipes
Use Chartwells standardized recipes for every menu item served to students and maintain in each school kitchen.
How?
- Use Webtrition for menu planning and recipe retrieval.
- Use only Chartwells-approved recipes, and do not serve any item without a recipe.

Product Labels
Maintain a complete file of all required food labels, at a minimum, in the food service central office.
How?
- Gather the following documents for EACH product or ingredient: Nutrition Fact Panel, Ingredient Listing, and Child Nutrition label or Product Formulation Statement (as applicable).

Chartwells Standard Operating Procedures for USDA Compliance | 1



Production Records
Maintain complete and accurate daily production records for each type of meal service at each school location.
How?
- Use Webtrition or menu template production records.
- Review production records at schools regularly.

Food Allergies and Medical Conditions
Maintain appropriate documentation on file to support any diet modifications being made for students.
How?
- Implement the Chartwells Food Allergy and Medical Conditions Protocol.

Counting and Claiming Meals
Count and record accurate meal counts.
How?
- Observe the point of service during meal time to ensure accountability is being taken correctly.
- Observe both the serving line and point of service to ensure Offer versus Serve is being implemented properly, as applicable.

Other Meal Programs
Plan all menus according to the meal pattern and maintain proper documentation for Snack/Supper/Fresh Fruit and Vegetable Program/Special Milk Programs.

Local Wellness Policy
Comply with the Local Wellness Policy and keep on file at the central office.

Audit Preparation
Implement the Chartwells Audit Preparation Protocol as soon as notification is made of an audit.

Food Safety
Comply with Compass Food Safety for Schools Policies and Procedures and all local and federal food handling and sanitation requirements.
How?
- Maintain a Hazard Analysis Critical Control Point (HACCP) binder in each kitchen.
- Visit schools frequently to inspect the kitchen, including storage areas, preparation areas, and to ensure the appropriate records are being maintained.
- Observe meal preparation and associate use of safe food-handling practices.
- Emphasize procedures to avoid cross contamination hazards in schools where there are students with food allergies.

Chartwells Standard Operating Procedures for USDA Compliance | 2

Audit Readiness

The Healthy, Hunger-Free Kids Act updated the formal review process for schools from a Coordinated Review Effort (CRE) and School Meals Initiative (SMI) every five years to an Administrative Review (AR) every three years. Chartwells began the first year of this new audit with a comprehensive toolkit for operators which takes them through each step of the two-phase process: off-site and on-site review. This toolkit will support the audit success of all districts with background, instructions, checklists and recorded training modules for each director.

Operations Support

We provide training for our operators because an informed and educated team will implement the programs to bring nutritious meals to our students. The HHFKA requires USDA audits every three years, an increase from every five. Our registered dietitians will visit your district to conduct a mock audit to assess readiness and provide training on:

- Production records, standardized recipes, reimbursable meals, step-by-step audit preparation guides, offer vs. serve, proper portion sizes, and the new meal pattern

Webtrition

Our proprietary Webtrition menu management software system delivers more than nutritionally analyzed menus. It is a comprehensive system that helps to manage an efficient and cost-effective foodservice program from start to finish.

Each ingredient is linked to our preferred product and contains up-to-date costing. This allows chefs and managers to manage production, yield and waste. Best-in-class recipes are built and tested by culinary teams, validated by nutritionists and then used to build menus that meet client and customer needs.

Customizable, streamlined signage and customer-facing websites are powered with the menus and nutrition information. Webtrition's centralized database helps ensure recipe quality, reliable nutrition data and production features that increase sales and customer satisfaction.

This advanced tool enables us to:

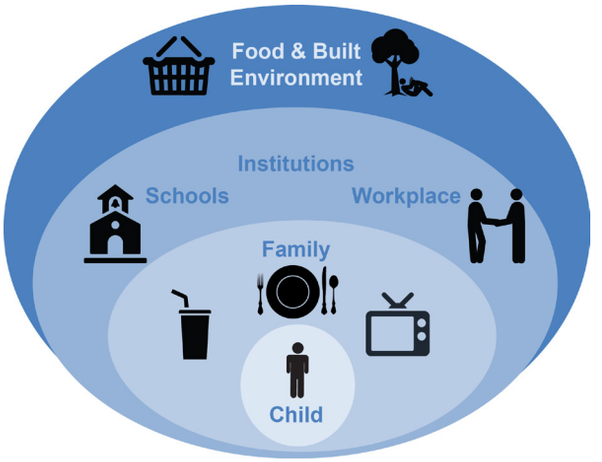
- Develop menus that are nutritious and appealing to students – and that meet your foodservice budget.
- Identify the ingredients in daily menu items, including the information that is needed by your nursing staff to maintain the health and safety of students with food allergies and medical conditions.
- Manage production to reduce waste and overproduction.
- Easily incorporate standards of the Healthy, Hunger-Free Kids Act.
- Generate cost and nutrition reports.

Our unique, proprietary Webtrition menu management software system delivers more than nutritionally analyzed menus.

What's Ahead for Wellness?

The Chartwells approach to wellness includes healthy food at its core but goes further to ensure a better result. The family is the fundamental unit of our society and any change in children's behavior must enlist the entire family and the larger community food environment to reinforce good food and physical activity choices. A student cannot be expected to choose healthy food at school when that food is unfamiliar because it is the only place in the student's environment where it is provided. The result is a decision not to participate in school meals.

The following illustration depicts a social environmental model of change that is supported by research that more effectively supports healthy behavior change. Our Chartwells wellness platform seeks to change the student's entire food and nutrition environment in the school dining center, classroom, home and community. Only when the total environment shifts will the student embrace the change on an individual level in the school dining center.



A successful partnership with your school district depends a great deal upon increasing meal participation. Two important prerequisites to achieving this goal are gaining parent confidence in the school meal program, and increasing student familiarity with healthy foods away from school to remove obstacles to their purchase of healthy foods in school. Our wellness platform will improve meal participation over time because it will:

- Engage parents and the community to partner with the district's foodservice program, increasing their commitment to the program's success
- Improve Chartwells' connection with diverse communities, whose culture is family-centric
- Improve the nutritional environment for students at home increasing their familiarity with healthy foods, increasing meal participation at school
- Position your school district as the nutrition leader in school foodservice

Chartwells' Promise and Wellness Commitment

Chartwells believes that nourishing students is not only our business; it is our commitment to the communities in which we serve. Chartwells is a diverse family of dedicated food and nutrition specialists serving the academic community. We deliver customized solutions that benefit our partners through innovative programs.

We promote the health of the communities we serve through wellness programs that seek to engage school dining centers, classrooms, homes and communities. We provide wholesome and environmentally sustainable food, food and nutrition education, and programs that impact the community to make a positive impact on a student's total food and nutrition environment.

Dining Center

Menu

Chartwells fully embraces the spirit and principles of the Healthy, Hunger-Free Kids Act. Our food and nutrition programs reflect our highest commitment to the USDA meal and competitive food rules and we pledge to provide access to nutritious food for all student and adult customers in the school districts we serve. We commit to serve:

Meals and à la carte foods that are:

- Calorie-appropriate and portioned by grade level
- Zero grams in trans-fat
- Sodium controlled
- Whole-grain rich
- Fruit and vegetable abundant

Beverages that are:

- Calorie-appropriate and portioned by grade level
- Low-fat and non-fat
- Containing no added sugar

Ingredients that can be customized to provide:

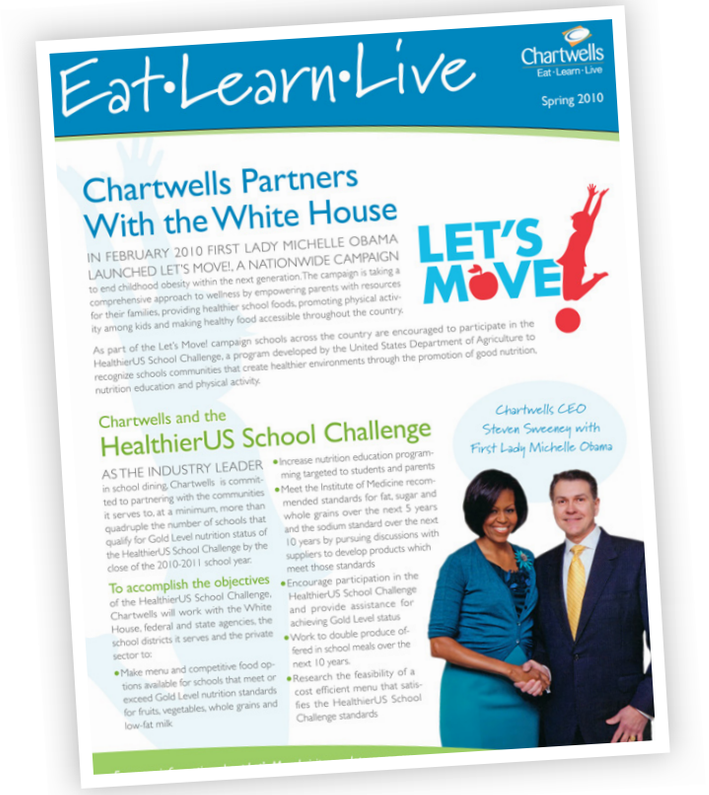
- Whole and minimally processed foods
- Fresh, seasonal and local produce
- Reduced refined sugar
- No high fructose corn syrup
- No artificial sweeteners
- Milk produced from cows that were not treated with growth hormones
- Cage-free shell eggs
- Poultry that was not fed grain treated with prophylactic antibiotics
- Monterey Bay sustainable seafood

School Wellness Policy

The Healthy, Hunger-Free Kids Act asks for a renewed emphasis on the creation, implementation and measurement of school wellness policies. Chartwells recognizes the power of the school district's wellness policy as a tool to create a healthy school food environment in the entire school building and we welcome the opportunity to participate on wellness committees and activities directed by the committee. We encourage all directors of dining services to be active members of wellness committees and we pledge to implement all wellness policy requirements. Additionally, we offer the services of our registered dietitians to assist and engage with district wellness activities.

HealthierUS School Challenge

The HealthierUS School Challenge (HUSSC) is sponsored by the USDA Food and Nutrition Service (FNS), and supports first lady Michelle Obama's Let's Move campaign by recognizing schools that help create healthier environments through their promotion of good nutrition and physical activity. Chartwells is committed to assisting our districts to meet the Challenge guidelines and apply for awards. Over 250 schools managed by Chartwells have received awards and over 1,000 meet the food and nutrition guidelines. Furthermore, we are reaching beyond the food we serve to offer nutrition education and physical activity resources and promotions, which are both required components of the HealthierUS School Challenge.



Eat·Learn·Live

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Spring 2010

Chartwells Partners With the White House

IN FEBRUARY 2010 FIRST LADY MICHELLE OBAMA LAUNCHED LET'S MOVE!, A NATIONWIDE CAMPAIGN to end childhood obesity within the next generation. The campaign is taking a comprehensive approach to wellness by empowering parents with resources for their families, providing healthier school foods, promoting physical activity among kids and making healthy food accessible throughout the country.

LET'S MOVE!

As part of the Let's Move! campaign schools across the country are encouraged to participate in the HealthierUS School Challenge, a program developed by the United States Department of Agriculture to recognize schools communities that create healthier environments through the promotion of good nutrition, nutrition education and physical activity.

Chartwells and the HealthierUS School Challenge

AS THE INDUSTRY LEADER in school dining, Chartwells is committed to partnering with the communities it serves to, at a minimum, more than quadruple the number of schools that qualify for Gold Level nutrition status of the HealthierUS School Challenge by the close of the 2010-2011 school year.

To accomplish the objectives of the HealthierUS School Challenge, Chartwells will work with the White House, federal and state agencies, the school districts it serves and the private sector to:

- Make menu and competitive food options available for schools that meet or exceed Gold Level nutrition standards for fruits, vegetables, whole grains and low-fat milk
- Increase nutrition education programming targeted to students and parents
- Meet the Institute of Medicine recommended standards for fat, sugar and whole grains over the next 5 years and the sodium standard over the next 10 years by pursuing discussions with suppliers to develop products which meet those standards
- Encourage participation in the HealthierUS School Challenge and provide assistance for achieving Gold Level status
- Work to double produce offered in school meals over the next 10 years.
- Research the feasibility of a cost efficient menu that satisfies the HealthierUS School Challenge standards

Chartwells CEO Steven Sweeney with First Lady Michelle Obama

Choice Architecture

The principles of behavioral economics teach us how school dining areas can make healthy food choices a student's first choice through choice architecture. Chartwells has partnered with the Cornell Center for Behavioral Economics in Child Nutrition (BEN Center) to learn and apply simple techniques that promote healthy choices in the school serving line, such as placing the healthiest beverages like non-flavored milk and water within easy reach, using fun names to identify fruits and vegetables, and utilizing attractive serving utensils to promote fruits and vegetables. Research has shown that providing reasonable choice to students utilizing the rules of choice architecture can more effectively result in healthier food selection. For example, Chartwells has learned through our research that providing two choices of vegetables will more likely result in a student choosing and eating a vegetable than providing only one vegetable choice. Given only one choice, the student is more likely to skip the vegetable completely, or choose it and then discard it without eating it.

Chartwells and Cornell Smarter Lunchroom Research

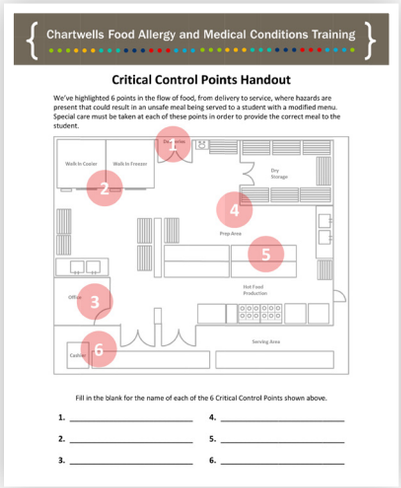
Chartwells is conducting research in collaboration with the Cornell BEN center to determine how best to offer fruits and vegetables to promote selection and consumption of these foods. We are attempting to answer such questions as, how many times does a student need to be offered fruits and vegetables on the serving line in order to select them, what amount of serving line choice results in actual student consumption of fruits and vegetables in addition to their selection, and how do nutrition information and functional nutrition statements on the serving line impact fruit and vegetable selection and consumption.

Very preliminary results to date indicate that hot vegetable selection increases when they are offered in two separate locations with waste not being a significant mitigating factor. Also, fruit consumption showed an increase in schools where fruit was offered in more than one location on the serving line.

Cooking Up Change with Healthy Schools Campaign

The national Cooking Up Change with Healthy Schools Campaign is a contest where students develop meals based on the national school meals nutrition standards. It combines the sizzle of a culinary competition with a celebration of student talent. Cooking Up Change provides opportunities for guests to sample healthy culinary creations while mingling with the chefs of tomorrow and for learning about local and national efforts to reinvent school food.

Since 2011, numerous teams of students from school districts we serve have competed in the contest. This competition gives students the opportunity to learn about food and nutrition in a fun and interesting way, while simultaneously learning about the unique needs of quantity foodservice, particularly in schools. It is an amazing opportunity for students to provide their expertise and opinion about what kinds of foods should be served to their peers in school, understanding USDA nutritional guidelines, as well as the labor and equipment challenges in schools.


Chartwells Food Allergy and Medical Conditions Training

Critical Control Points Handout

We've highlighted 6 points in the flow of food, from delivery to service, where hazards are present that could result in an unsafe meal being served to a student with a modified menu. Special care must be taken at each of these points in order to provide the correct meal to the student.

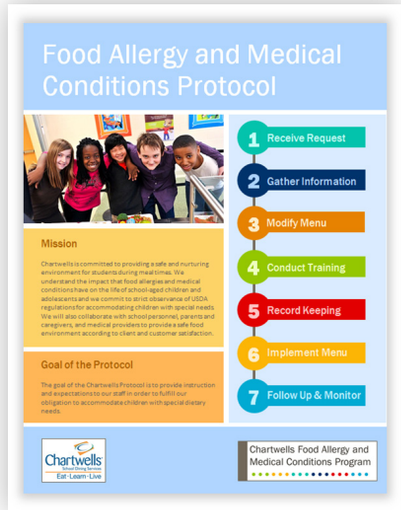
Fill in the blank for the name of each of the 6 Critical Control Points shown above.

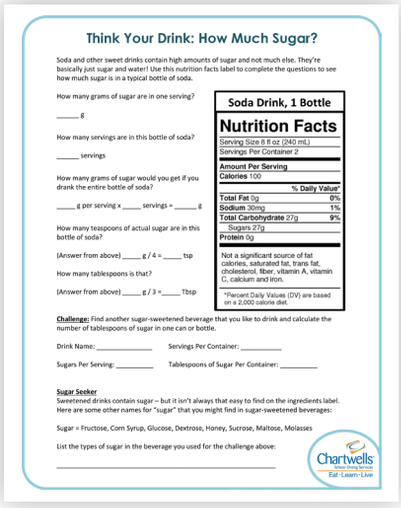
1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

Chartwells Food Allergy and Medical Conditions Program

According to the Centers for Disease Control and Prevention (CDC), an estimated four to six percent of U.S. children are affected by food allergies, and an additional number of children are impacted by other diet-related conditions such as diabetes and celiac disease. As a result, we have developed the "Food Allergy and Medical Conditions Protocol Program" to help manage meals for students with food allergies and medical conditions. The program provides our foodservice managers with the latest training and resources available to safely accommodate students with special dietary needs. The program also follows the newly released school allergy guidelines set forth by the CDC.

As part of the program, foodservice directors and staff receive training on the latest food allergies and diet restrictions, and additional guidance on how to receive and gather allergy requests, how to appropriately modify school menus based on these requests, and on proper record keeping and food labeling procedures.


Food Allergy and Medical Conditions Protocol


Think Your Drink: How Much Sugar?

Soda and other sweet drinks contain high amounts of sugar and not much else. They're basically just sugar and water! Use this nutrition facts label to complete the questions to see how much sugar is in a typical bottle of soda.

How many grams of sugar are in one serving?

_____ g

How many servings are in this bottle of soda?

_____ servings

How many grams of sugar would you get if you drank the entire bottle of soda?

_____ g per serving x _____ servings = _____ g

How many teaspoons of actual sugar are in this bottle of soda?

(Answer from above) _____ g / 4 = _____ tsp

How many tablespoons is that?

(Answer from above) _____ g / 3 = _____ Tbsp

Soda Drink, 1 Bottle

Nutrition Facts

Serving Size 8 fl oz (240 mL)
Servings Per Container 2

Amount Per Serving
Calories 100

% Daily Value*

Total Fat 0g 0%
Sodium 30mg 1%
Total Carbohydrate 27g 9%
Sugars 27g
Protein 0g

Not a significant source of fat calories, saturated fat, trans fat, cholesterol, fiber, vitamin A, vitamin C, calcium and iron.

*Percent Daily Values (DV) are based on a 2,000 calorie diet.

Challenge: Find another sugar-sweetened beverage that you like to drink and calculate the number of tablespoons of sugar in one can or bottle.

Drink Name: _____ Servings Per Container: _____

Sugars Per Serving: _____ Tablespoons of Sugar Per Container: _____

Sugar Seeker

Sweetened drinks contain sugar – but it isn't always that easy to find on the ingredients label. Here are some other names for "sugar" that you might find in sugar-sweetened beverages:

Sugar = Fructose, Corn Syrup, Glucose, Dextrose, Honey, Sucrose, Maltose, Molasses

List the types of sugar in the beverage you used for the challenge above:

_____

Chartwells
Eat·Learn·Live

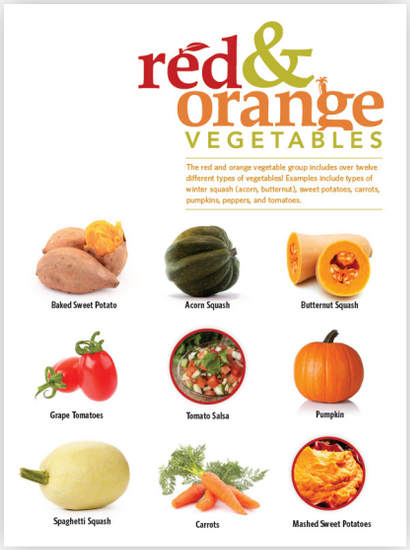
Food Allergy Management

Chartwells takes the responsible approach to food allergies because they are a growing concern for children and adults. We believe that managing food allergies is not just about helping children avoid the foods to which they are allergic. It is also about providing safe, satisfying and nutritious meals in an environment in which they feel comfortable and accepted.

Food Allergy Protocol

Our protocol for food allergies includes strict instructions that meet federal regulations, maintain confidentiality and provide appealing and nutritious meals for food-allergic students. These instructions help us avoid cross-contamination in the kitchen with a step-by-step guide and standard procedures. Our program helps us work with students, families, school nurses and others to ensure that safety and nutrition are top priorities.

Menu Item Name	Egg	Fish	Milk	Peanuts	Shellfish	Soy	Tree Nuts	Wheat	Garlic	Gluten	Mushroom	Onion	Orange	Strawberry	Tomato
Friday (Lunch)															
CK12 Applesauce, Cinnamon, Canned, Unsweetened (33761.7)			YES			YES			YES			YES			YES
CK12 Fun Lunch: Nachos (Bulk Tortilla Shell Rounds) w/ Cheddar and Salsa (37742.2)															
CK12 Pizza, Cheese, Whole Grain, 4x6, Frozen (37878)			YES			YES		YES	YES	YES		YES			YES
CK12 Salad, Side, Romaine, and Spinach (34815.2)															
CK12 Sandwich, Tuna Salad, Whole Wheat, with Lettuce (34941.5)	YES	YES				YES		YES	YES	YES		YES			
Milk, Chocolate, 1% Low Fat, 8 oz, PC (3851)			YES												
Milk, Low fat, 1%, 8 oz, PC (3874)			YES												
Milk, Skim/Nonfat, 8 oz, PC (3874)			YES												
Salad Dressing, Italian, Done Right, .44 oz, PC (28788)			YES												



Nutrition Education

Food Focus Bulletin Boards

Our food focus bulletin board program for classrooms and other school locations expands students' knowledge of food beyond the traditional. This approach is meant to expand the horizons of food knowledge to include nutrition facts, agriculture and sustainability, and most importantly food preparation. This program aims to move the conversation about food from the cafeteria to the classroom, hallways, homes and the community. Student awareness of food is often very limited to their own experience. This program combined with chef demos in the dining center or teacher discussion in the classroom broadens our students' food horizons. The food topics range from our monthly cafeteria-based food focus program to the classroom by expanding on food based education. Each monthly food theme that corresponds with the school menu comes with materials ready to post on the bulletin board, take home information for parents, and home recipes. The bulletin board can also be placed inside the cafeteria to encourage students to select the nutritious choice of the month as part of their daily meal. Currently this program is in full use in Chartwells school districts and has been accessed over 3,000 times since its release in October 2012.

After School Wellness Programming

The after school environment provides an additional opportunity to educate students about healthy eating habits and physical activity. Our After School Wellness Programming offers a variety of food and nutrition games, lessons, activities and handouts for students. An after school coordinator can choose the appropriate lesson or activity based upon the time frame available and the amount of structure needed. We integrate physical activity into as many resources as possible.

Dietetic Internship

Chartwells is committed to the education of dietetics students through our Dietetic Internship Program. This additional resource will extend the reach of both Chartwells and our district partners to offer nutrition education for students in the classroom, at school assemblies or at health fairs across the nation. Chartwells dietetic interns have taught 150 classroom nutrition lessons reaching over 9,000 students during the 2012-2013 school year. Our interns have also reached out to parents and the larger community with nutrition presentations and seminars and to school faculty with professional development.

CHARTWELLS DIETETIC INTERNSHIP

Report of Activities in Ridgefield Public Schools

Chartwells School Dining Services
Eat·Learn·Live

Prepared by Jenn Tripodi, Dietetic Intern

Dear Paul Henderickson,

This semester, the Chartwells Food Service Department in Ridgefield Public Schools hosted a dietetic intern through the Morrison-Chartwells Dietetic Internship. This program provides nutrition and dietetics students with the experiences required to become Registered Dietitians (RD). During their time here, our intern completed a variety of activities to benefit the students and community of Ridgefield Public School District. I am pleased to provide you with this report which highlights some of these activities. If you would like to learn more about any of the information presented in this report, please feel free to contact me.

Janet Schmitz
Food Service Director
Chartwells School Dining Services
Ridgefield Public Schools

Nutrition Lesson at Barlow Mountain Elementary: Reach for the Rainbow!

Orange fruits & vegetables are good for your EYES!

I had the opportunity to teach three first grade classes at Barlow Mountain Elementary School. The lesson I taught was called "Reach for the Rainbow" and the topic was the importance of consuming fruits and vegetables of all different colors. We discussed healthy and unhealthy options for each color of the rainbow. The children were able to demonstrate what they learned through two different games that we played. The children were excited to reach for the rainbow at home and in the

"The students are giving rave reviews on the Chickendippity recipe testing!"
- Tim Salem, Principal of Scottsridge Middle School

Recipe Tasting for Chickendippity!

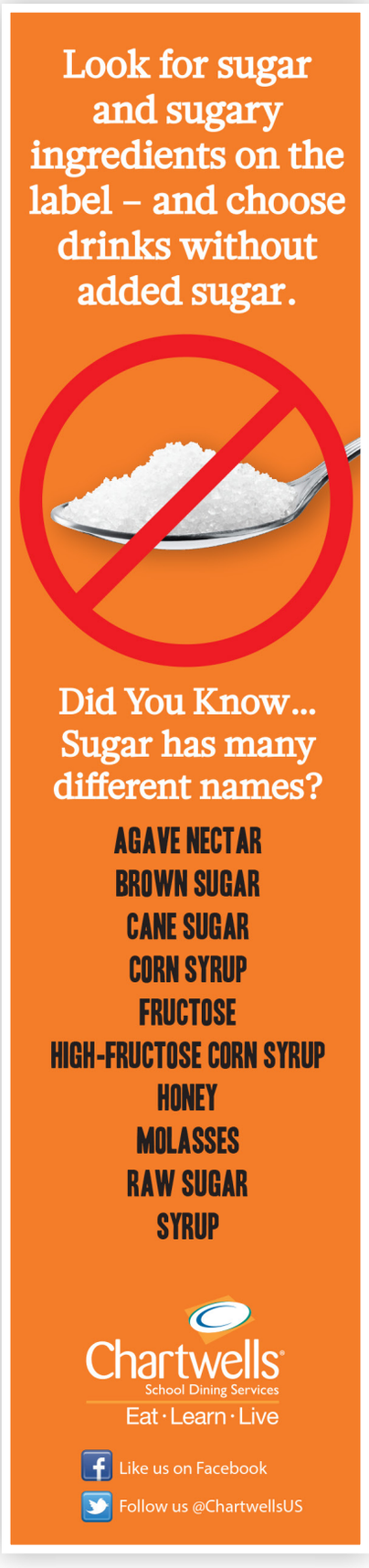
Chartwells is trying to implement new recipes with more scratch cooking. Chickendippity is a Chartwells recipe with chicken tenders and a variety of different homemade sauces. At a student government meeting chicken tenders were requested to be added to the menu and thus this recipe implementation also responded to student requests. At least 250 students participated in the recipe testing at Scottsridge Middle school. The survey results showed that the samples were very successful and 76% of children said that they would purchase this menu item if it was being sold at lunch!

Chartwells Dietetic Internship Report, October, 2013

Teacher Professional Development

Research has shown that teachers are more likely to teach nutrition in the classroom if they receive training on how to conduct nutrition education. Chartwells can assist school district faculty by providing on-site training, webinars, or recorded training for teachers that introduces them to Chartwells resources and makes them comfortable with the nutrition material. This support will empower more teachers to elect to teach nutrition in their classroom.

Where available, Chartwells registered dietitians are also equipped to provide nutrition education to faculty that is skills-based that will enable faculty to take their own personal health to the next level.



National Nutrition Month

Each year Chartwells districts across the country celebrate nutrition and wellness through our National Nutrition Month program. The program provides an opportunity to offer nutrition information to students by combining nutritious, popular menu choices with education programs that promote healthy eating. Past Nutrition Month themes have included "Savor the Flavor with Herbs and Spices" and "Think Your Drink," which encouraged students to drink more water and less sugary beverages.

Our annual National Nutrition Month campaign is designed by our nutrition teams and combines key health messages with recipes, activities, and competitions to build excitement and engage students at all grade levels. The program includes:

- Classroom activities
- Themed cafeteria meals
- Displays and taste tests
- Contests
- Educational take-home materials and recipes

"Enjoy the Taste of Eating Right" and Celebrate National Nutrition Month

Our March 2014 National Nutrition Month theme is "Enjoy the Taste of Eating Right." This theme encourages personalized healthy eating styles and recognizes that food preferences, lifestyle, cultural and ethnic traditions, and health concerns all impact individual food choices. As a USDA National Strategic Partner, this theme provides Chartwells with an opportunity to continue to offer nutrition information to students by combining nutritious, popular menu choices with education programs that promote healthy eating.

Our annual National Nutrition Month campaign is designed by our nutrition teams and combines healthy eating information with recipes that use nutrient-dense foods that taste great.

Home and Community

Community Food Retail Partnership

Chartwells is committed to improving the health of the communities in which we serve, and we seek out opportunities for unique partnerships that reach beyond the cafeteria, impacting the health and wellbeing of students and their families. To achieve this goal, we are developing a first-of-its-kind partnership with local grocers in select cities to provide a consistent message across school and grocery store environments related to important food groups, such as fruits, vegetables, and whole grains, and their contribution to healthy eating habits. This partnership will also provide a nutrition education opportunity for families while at the grocery store.

Much like schools, supermarkets are a cornerstone of the community. Because food buying decisions are made in grocery stores, it is a prime location for family nutrition education. By partnering with local retailers, we can extend nutrition messages from the cafeteria and school into other primary food-purchasing environments to reach family members of all ages.

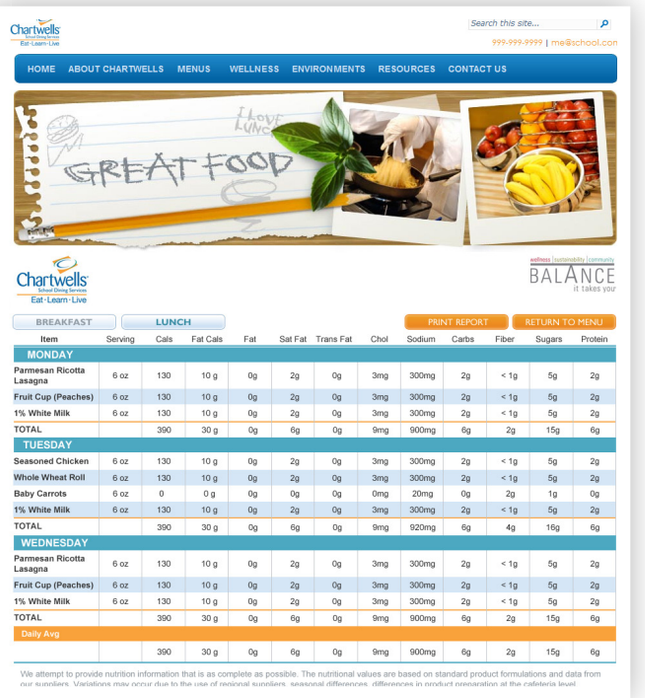
The Supermarket Program would involve a variety of activities and events for families to engage in, including a "family challenge" for the purchase and consumption of fruits and vegetables and other nutrient dense foods, in-store tours lead by a registered dietitian, a promotional calendar, and social media promotions.

We understand that food deserts still exist in many American cities, suburbs and rural communities. We hope to also address this issue by working to partner with community centers and faith-based organizations in these underserved locations. By supporting these new locations with consumer education and community engagement, we can ensure their success and permanence in these areas where fresh, healthy food access is lacking.

Family Nutrition Information and Promotion

Our students and parents want to be able to make the right choices when it comes to their health – and supplying our menu nutrition information makes this possible. Chartwells can make menu nutrition information available to parents through our school district website. We feel our solution not only offers the information people need – it delivers it in a way people will understand and want to use.

The interactive site allows students and parents to select their school, meal period and menu items to obtain a customized nutrition analysis report. For customers looking for a quick snapshot of the nutrition for a specific menu item, our mouse-over capability delivers that as well. The site is also directly linked to our Webtrition program and pulls information seamlessly so the menus are always up to date and easy to maintain.



Item	Serving	Cals	Fat Cals	Fat	Sat Fat	Trans Fat	Chol	Sodium	Carbs	Fiber	Sugars	Protein
MONDAY												
Parmesan Ricotta Lasagna	6 oz	130	10 g	0g	2g	0g	3mg	300mg	2g	< 1g	5g	2g
Fruit Cup (Peaches)	6 oz	130	10 g	0g	2g	0g	3mg	300mg	2g	< 1g	5g	2g
1% White Milk	6 oz	130	10 g	0g	2g	0g	3mg	300mg	2g	< 1g	5g	2g
TOTAL		390	30 g	0g	6g	0g	9mg	900mg	6g	2g	15g	6g
TUESDAY												
Seasoned Chicken	6 oz	130	10 g	0g	2g	0g	3mg	300mg	2g	< 1g	5g	2g
Whole Wheat Roll	6 oz	130	10 g	0g	2g	0g	3mg	300mg	2g	< 1g	5g	2g
Baby Carrots	6 oz	0	0 g	0g	0g	0g	0mg	20mg	0g	2g	1g	0g
1% White Milk	6 oz	130	10 g	0g	2g	0g	3mg	300mg	2g	< 1g	5g	2g
TOTAL		390	30 g	0g	6g	0g	9mg	920mg	6g	4g	16g	6g
WEDNESDAY												
Parmesan Ricotta Lasagna	6 oz	130	10 g	0g	2g	0g	3mg	300mg	2g	< 1g	5g	2g
Fruit Cup (Peaches)	6 oz	130	10 g	0g	2g	0g	3mg	300mg	2g	< 1g	5g	2g
1% White Milk	6 oz	130	10 g	0g	2g	0g	3mg	300mg	2g	< 1g	5g	2g
TOTAL		390	30 g	0g	6g	0g	9mg	900mg	6g	2g	15g	6g
Daily Avg												
		390	30 g	0g	6g	0g	9mg	900mg	6g	2g	15g	6g

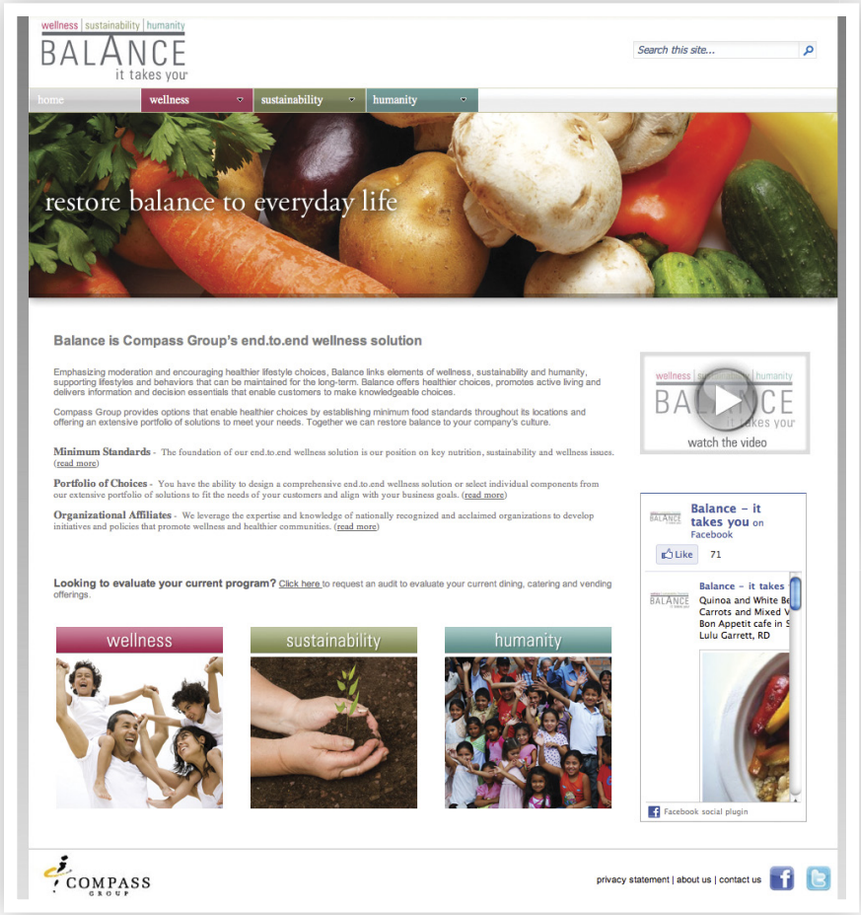
Parent Nutrition Newsletter

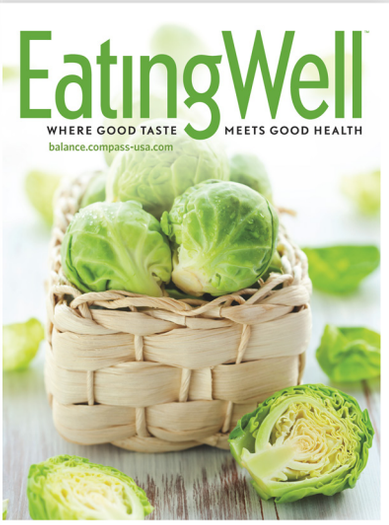
Chartwells employs a team of registered dietitians to serve as the food and nutrition experts for our districts. To share this unique resource with parents, Chartwells has created a nutrition newsletter specifically for parents. This quarterly publication includes tips for encouraging healthy family habits, managing picky eaters, and recipes to make with kids at home. Providing this nutrition resource for parents is a small step in helping families embrace healthy eating habits at home which will help students to choose healthy foods in school.

Balance.Compass-usa.com

There's a lot of confusing nutrition information out there, so we've developed a website that provides helpful information and tools for families outside of the school environment. Our Balance website is a wellness destination that provides healthy recipes and nutrition information, as well as wellness and sustainability articles of interest. This go-to resource is a partnership with EatingWell Media Group, a well-known and highly respected publisher of a national consumer magazine and other food, health and wellness communications.

Our website provides helpful information and tools for families outside of the school environment.





Educational and Informational Programs

As leaders in nutrition, we strive to spread our knowledge on health and wellness to students, teachers, parents, the community and our associates. Through learning opportunities and communication, we extend hot topics, nutritional information and healthy recipes far beyond our kitchens. We have a wide variety of educational and informational programs – just a few are described below.

10-Minute Nutrition Lessons

The Chartwells nutrition teams have developed 10-Minute Nutrition Lesson Plans. There are 180 lesson plans designed to meet curriculum standards for math, science and social studies. An online teacher resource website provides free resources on nutrition education for students and personal wellness for everyone.

Chartwells
Eat. Learn. Live

10 Minute Lesson Plan Grades K-3

Lesson # 1

Illinois Learning Standard: Physical Development & Health
State Goal 22: Understand principles of health promotion and the prevention and treatment of illness and injury. (22.A.1b & 22.C.1)

"How Green Is My Garden"

Lesson Contents:
- Classroom 10 Minute Lesson Plan
- Cafeteria Connection
- Home Activity

Lesson Background:
The Nature of Fruits and Vegetables:

- Fruits and vegetables grow in many different places, including trees, underground, above ground and on vines.
- The growth of fruits and vegetables depends on the climate where they are grown.
- Just like other plants, all fruits and vegetables have a life cycle. Some fruits and vegetables may go through their life cycle in a few months whereas others take a full year.
- Many of the fruits and vegetables we consume are not grown locally and thus travel far to get to our plates.
- The further the fruit and/or vegetable needs to travel to get from the farm to our plates, the bigger impact it has on our environment.

Lesson Objectives:
Students will gain an understanding that when we eat fruits and vegetables we are eating parts of plants.

Classroom Activity

Lesson Description
The teacher will lead a discussion about where different fruits and vegetables are grown (i.e. ground, vine, and tree) and the part of the plant that various fruits and vegetables represent.

10 Minute Lesson
Introduction
Explain to the students that the fruits and vegetables we eat are very important in our diets because they give us energy, vitamins, minerals, and fiber. You should try to have two servings of fruits and vegetables with each meal.

Did you know that fruits and vegetables are parts of plants? We eat different parts of plants- roots, stems, seeds, fruit, and leaves. Fruits and vegetables can grow on trees, underground, on vines or on bushes. Let's see if you can tell me where some fruits and vegetables grow and what part of the plant you eat.

Activity
Ask the students questions:
Question #1: Who likes apples? Do you know where apples are grown?
Answer: *Apples grow on trees.*
Question #2: What other fruits grow on trees?
Answers: *Grapefruit and peaches are examples*
Question #3: Who likes celery? What part of the plant do we eat when we eat celery?
Answer: *Celery stalks are stems of plants.*
Question #4: When you eat lettuce, what part of a plant are you eating?
Answer: *Leaves*
Question #5: Who likes carrots? Where are carrots grown?
Answer: *Underground- they are the root of a plant*
Question #6: What other vegetable from our list grows underground?
Answer: *Potatoes- these vegetables are also roots*
Question #7: Who likes red or green grapes? Where do grapes grow?
Answer: *On vines*
Question #8: What other fruits and vegetables grow on vines?
Answer: *Kiwi, squash and cucumbers are examples*

Cafeteria Connection

Using a school menu, have the students make a list of all of the fruit served in the cafeteria during one week. Go through the list with the students and ask if they know where each fruit grows (examples: tree, bush, plants, vines, etc.).

Home Activity

Instruct the students to identify the fruits and vegetables they have at their homes. Students should ask a family member how many different fruits and vegetables they eat every day.

Remember...
Connecting what is taught in the classroom with activities in the cafeteria and at home will create situations where students can apply and implement what they have learned. Involving parents and family members helps to reinforce these concepts.

Online Lessons and Activities

Classroom Activity

Lesson Description

Students will listen to a short story about Sydney C. Learn's morning routine that did not include eating breakfast before school. They will hear that Sydney experienced unpleasant symptoms commonly associated with breakfast skipping. Through teacher-guided discussion, children will identify that the unpleasant symptoms were likely a direct result of not eating breakfast. Students will discuss other consequences of breakfast skipping to gain understanding that eating breakfast will help them feel and learn their best.

10 Minute Lesson

Read this short story to the students: *One day, Sydney C. Learn woke up a little later than usual. He looked at the clock and said, "Uh-oh- I'd better hurry up or I will be late for school!" As fast as he could, he got dressed, washed his face, and brushed his teeth. He packed his backpack, put on his coat, kissed his mom good-bye, and rushed out the door. He got to school just in time for the bell! Later that morning, Sydney didn't feel very well. His stomach hurt a little and he felt like he had no energy. "What's going on?" thought Sydney, "I felt OK when I woke up, but now's a different story." Sydney's teacher noticed Sydney just wasn't himself. Usually he is the first one to raise his hand when she asks the class a question, but today it seems like it is hard for Sydney to pay attention.*

Lead a discussion:

Ask the students: *Why do you think Sydney didn't feel well when he got to school? Did he forget to do something important?*
Answer: *Sydney didn't feel well because he didn't eat breakfast.*

Ask the students: *What else might happen to Sydney because he didn't have breakfast?*
Answers: *Sydney might get a headache, he might not do his best in class, he might feel sleepy, and he might be grumpy.*

Explain: *When you wake up in the morning you've gone all night without food. That is a very long time. Your stomach will be empty. If you don't eat breakfast, there will be no food to give your body energy. You need energy from food to feel good and learn your best!*

Ask the students: *What do you think you will try to do every day?*
Answer: *Eat breakfast!!*

Introduce and explain the Cafeteria Connection and Home Activity to the students.

Enrichment Idea!

Ask the librarian at your school or local public library to suggest another breakfast-themed story you could read to the class. Or, provide children with a blank sheet of paper. Have them copy the words "I Eat Breakfast Every Day" on the top of their papers. Instruct them to draw a picture of themselves eating a healthy breakfast. Display the pictures in the classroom or in the school cafeteria.

Chartwells Child Nutrition Advisory Council

The Chartwells Child Nutrition Advisory Council brings together a distinguished group of industry leaders in the fields of nutrition, physical activity, pediatric medicine, sustainable agriculture, dietetics, non-profit foundations and academia. This council assists our wellness team in designing unique, innovative programs that promote our school districts as nutrition leaders. The knowledge and expertise of each member of the council helps us strengthen our scientific credibility, objectively evaluate our existing programs, and develop future initiatives.

Deanne Brandstetter, MBA, RD, CDN Vice President Nutrition & Wellness, Compass Group, North America

Yvonne Bronner, ScD, MS, RD Professor, Public Health Program, Morgan State University

Connie Diekman, M.Ed, RD, LD, FADA Director of University Nutrition, Washington University in St. Louis, American Dietetic Association Past President

Bob Bloomer Regional Vice President, Chartwells School Dining Services

Scott Samuel Chef Instructor, Strategic Initiatives Conference Chef, The Culinary Institute of America at Greystone

Michael W. Hamm, PhD, BA C.S. Mott Professor of Sustainable Agriculture, Director of Center for Regional Food Systems Depts. of CARRS, CSS, FSHN, Michigan State University

Margie Saidel, MPH, RD, LDN Vice President Nutrition and Sustainability, Chartwells School Dining Services

Elizabeth Pivonka, PhD, RD President and CEO, Produce for Better Health Foundation

Reginald L. Washington, MD Medical Director, Rocky Mountain Cardiology Chief Medical Officer, Rocky Mountain Hospital for Children

Partnerships in Nutrition

Chartwells takes a leadership role in many of the most prestigious and effective organizations and initiatives addressing childhood obesity and hunger problems in the U.S. These partnerships include:

- Culinary Institute of America Healthy Flavors Healthy Kids – National Steering Committee sponsor
- Cornell Center for Behavioral Economics in Child Nutrition – National Advisory Board
- National Foodservice Management Institute – National Advisory Council
- National Farm to School Network – Sponsor
- International Food Information Council – Sponsor and board member
- USDA MyPlate Strategic Partnership – First foodservice company partner
- United Fresh Produce – Member and partner on Moving Salad Bars to Schools
- Institute of Medicine Roundtable on Obesity Solutions-Member

NSBA

ASBO International – Association of School Business Officials International

AASA – Leadership for Learning

Chartwells takes a leadership role in many of the most prestigious and effective organizations and initiatives addressing childhood obesity and hunger problems in the U.S.

Great Lakes HUSSC Schools

Gold Award of Distinction, $2,000

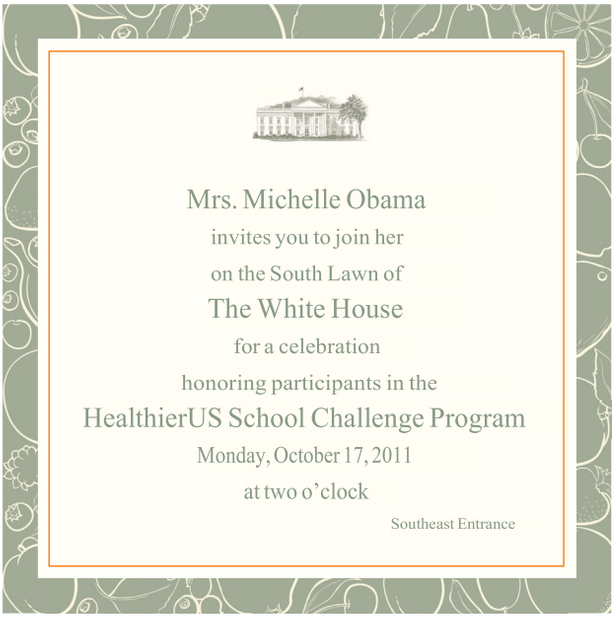
- Crawfordsville Community Schools – Hoover Elementary
- Crawfordsville Community Schools – Nicholson Elementary
- Vista Maria

Gold $1,500 Award

- Harper Creek Schools – Beadle Lake Elementary
- Harper Creek Schools – Waddles Park Elementary
- Hillsdale Community Schools – Davis Middle School
- District administrator and food service director traveled to Washington, D.C., for the White House ceremony with Michelle Obama.
- Roscommon Area Public Schools – Roscommon Middle School, 2009-2010
- District superintendent and food service director traveled to Washington, D.C., for the White House ceremony with Michelle Obama.

Silver $1,000 Award

- Arenac Eastern Schools
- Coloma Community Schools Middle School
- District superintendent and foodservice director traveled to Washington, D.C., for the White House ceremony with Michelle Obama (see photos).
- East Lansing Public Schools – Donley Elementary
- East Lansing Public Schools – Pinecrest Elementary
- East Lansing Public Schools – Red Cedar Elementary
- Eastern Green Elementary School
- Fulton Schools – Fulton Elementary
- MSD of Warren Township – Brookview Elementary
- MSD of Warren Township – Eastridge Elementary
- MSD of Warren Township – Grassy Creek Elementary
- MSD of Warren Township – Hawthorn Elementary
- MSD of Warren Township – Lakeside Elementary
- MSD of Warren Township – Liberty Park Elementary
- MSD of Warren Township – Lowell Elementary
- MSD of Warren Township – Pleasant Ridge Elementary
- MSD of Warren Township – Sunny Heights Elementary
- Reese Public Schools – Reese Elementary School
- Standish Sterling Community Schools – Standish Elementary
- Standish Sterling Community Schools – Sterling Elementary
- Whittemore-Prescott Area Schools Elementary



Bronze $500 Award

- Atherton Schools – Van Y Elementary
- Clio Area Schools – Edgerton Elementary
- Clio Area Schools – Garner Elementary
- Clio Area Schools – Lacure Elementary
- Dewitt Public Schools – Schavey Elementary
- Dewitt Public Schools – Scott Elementary
- Dewitt Public Schools – Herbison Woods Elementary
- Essexville Hampton Public Schools – Bush Elementary
- Essexville Hampton Public Schools – Hughes Elementary
- Essexville Hampton – Verellen Elementary
- Forest Hills Public Schools – Ada Vista Elementary
- Forest Hills Public Schools – Ada Elementary
- Forest Hills Public Schools – Collins Elementary
- Forest Hills Public Schools – Knapp Forest Elementary
- Forest Hills Public Schools – Meadowbrook Elementary
- Forest Hills Public Schools – Orchard View Elementary
- Forest Hills Public Schools – Pine Ridge Elementary
- Forest Hills Public Schools – Thornapple Elementary
- Grand Haven Area Public Schools – Ferry Elementary

- Grand Haven Area Public Schools – Griffin Elementary
- Grand Haven Area Public Schools – Lake Hills Elementary
- Grand Haven Area Public Schools – Mary A. White Elementary
- Grand Haven Area Public Schools – Peach Plains Elementary
- Grand Haven Area Public Schools – Robinson Elementary
- Grand Haven Area Public Schools – Rosy Mound Elementary
- Meridian Schools Elementary
- Midland Public Schools – Adams Elementary
- Midland Public Schools – Carpenter Elementary
- Midland Public Schools – Chestnut Hill Elementary
- Midland Public Schools – Eastlawn Elementary
- Midland Public Schools – Plymouth Elementary
- Midland Public Schools – Siebert Elementary
- Midland Public Schools – Woodcrest Elementary
- Millington Community Schools – Meachum Elementary
- Millington Community Schools – Kirk Elementary
- Pinconning Area Schools High and Middle School
- Vassar Public Schools – Central Elementary

The Chartwells Great Lakes region was proud to partner with our school districts to encourage nutrition education and physical activity. **Our partnership generated over $51,000 in additional funding for National School Lunch Programs in our region.**

Employee Training and Development

Great People. Great Rewards. Great Careers.

Chartwells®
School Dining Services
Eat · Learn · Live

Employee Training and Development 4 Points

When experienced, dedicated employees stay with us, everyone wins. Our training and development program helps employees to become successful, dedicated members of our team, delivering strong results for your schools and your community. Through ongoing training, mentoring, learning opportunities and growth, promotion, and relocation opportunities within the company, each associate has the tools to grow and thrive.

Every Chartwells associate completes a dedicated training schedule each year. Training opportunities bring fresh ideas, best practices, positive energy and consistent operations to your school dining program. Proper training helps each individual to be successful, adhere to stringent safe-food practices, and effectively operate your dining service program. (For information on management training, please see the Management Team and Personnel section.)

Our mandatory and volunteer training opportunities include:

- Food safety and quality assurance training
- On-site marketing and culinary training
- Nutrition and food allergy training (see examples of training programs in this section)
- Customer service training
- Meal reimbursement training

Our associate training also includes:

Serving Up

SERVING UP
Chartwells Customer Care
in Chartwells' School Cafés

Our associate training program is designated to develop and build customer service skills. It contributes to better service in schools, increased participation, and an enhanced dining experience. It is composed of four 30-minute lesson plans that teach the concepts and practical skills required to provide outstanding customer service. Lessons include:

- Getting to know your unique customers
- The service in "foodservice"
- Communicating with your customer
- The customer service culture

Some of our other mandatory and volunteer training opportunities include:

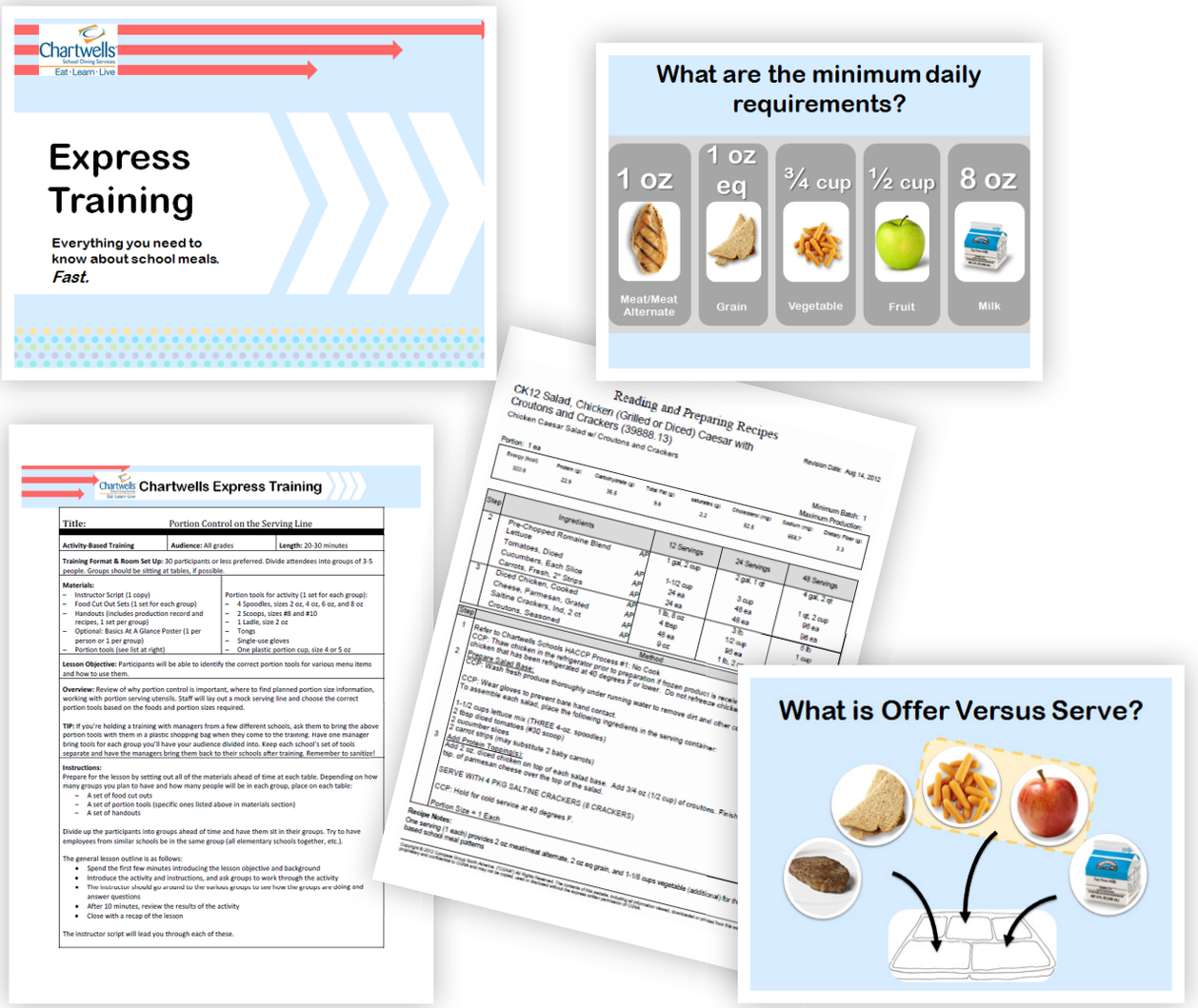
- Food safety and quality assurance training
- On-site marketing and culinary training
- Online nutrition training

Regulation/Operating Procedures Training

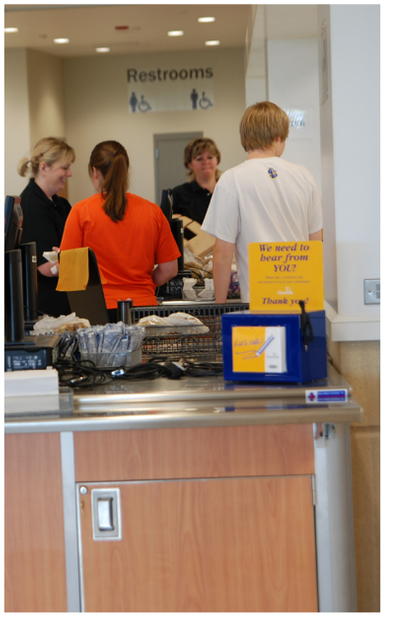
During scheduled professional development time, Chartwells associates receive regular interactive training that assists them with understanding the regulations and carrying them out completely and accurately.

Chartwells employs a variety of training types in order to address the wide variety of learning styles of our associates. These include short activity-based training sessions, formal presentations, recorded training modules, on-site coaching and pre-service meetings on the following topics that together support a seamless operation:

- Production Records
- Standardized Recipes
- Reimbursable Meals
- Offer vs. Serve
- Portion Sizes
- The New Meal Pattern



Diversity and Inclusion Training



Working in the school environment, Chartwells is keenly aware of the focus districts place on acceptance, tolerance and creating safe work environments. Several Chartwells training programs focus specifically on helping associates to understand the value of diversity and inclusion. These programs create a more respectful and productive workplace and build a culture that is shaped by each associate's unique contributions. From the beginning of their careers at Chartwells, all associates learn about the different dimensions of diversity in order to raise awareness and to help foster a positive work environment.

Allergen Training Program

Our food allergy training program, developed by registered dietitians, is mandatory for foodservice directors. This program, which addresses using food labels in food allergy management, ensures our directors know how to keep your students safe.

Additional topics of special concern are available for districts where students have other dietary needs. Topics covered in our training include:

- Food allergy fundamentals
- USDA food allergy regulations and protocols
- Diabetes and carbohydrate counting
- Peanut and tree nut allergies
- Celiac disease and gluten intolerance
- Phenylketonuria
- Milk allergies and lactose intolerance

ServSafe Food Safety Training and Certification

Food Safety Management Training

We are an industry leader in sanitation and food safety training through our participation in the ServSafe Food Protection Manager Certification Course. This is the premier food safety certification course in the nation, administered by the Educational Foundation of the National Restaurant Association.

ServSafe is a 16-hour training and certification course for all foodservice managers, designed to instruct them on food safety concepts, safe food-handling practices, and sanitation and cleanliness. Course participants are trained and tested on such food safety issues as proper personal hygiene, safe food temperatures, control of microorganisms, food safety regulations, and sanitation management.

ServSafe is:

- Accepted by most state and local jurisdictions requiring manager training and/or testing.
- Consistent with the FDA's and USDA's approach to food safety – the Hazard Analysis Critical Control Point (HACCP) System.

Every manager across the country has received ServSafe certification. Compass Group is dedicated to helping all new managers achieve certification, ensuring the continued quality and safety of our products and services. Furthermore, all managers are required to be recertified every three years, which exceeds the five-year requirements established by the National Restaurant Association's Education Foundation, as well as most local health departments.

Food Safety Hourly Associate Training

Providing effective food safety and sanitation training for newly hired associates is an important management responsibility. For this purpose we have developed the Associate Food Safety and Sanitation Handbook. This helpful tool provides new hourly associates with the basics on food handling, health and hygiene practices, and cleaning and sanitizing responsibilities on their first day of work. The handbook also includes a knowledge assessment and commitment signature page.

For continued training of hourly associates, we have developed the 24 Five-Minute Training Topics Worksheet, which guides unit managers through the food safety program/HACCP plan implementation process, allowing them to track their progress. In fact, the worksheet, used in conjunction with the Standards and Solutions manual, provides the framework for annual associate training in safe food-handling practices, including personal hygiene, cleaning and sanitizing, and HACCP.

"It's a big company, with even bigger opportunities."

– Toni Alexander,
Chartwells Director of Field Support

Perform

We provide our employees with the opportunities and support they need to make your dining program the best it can be. Along with our training, benefits and continuous communications, our employees receive annual performance evaluations and merit increases, as well as internal promotion and relocation opportunities, to help them perform well and achieve their goals.

We are committed to providing associates with training, support and rewards every step of the way. Through our performance programs, our employees develop:

- Confidence in their abilities
- Satisfaction in their work
- Optimism in their growth opportunities
- Training and encouragement to advance their careers

Chartwells is committed to helping our associates realize their potential and develop professional goals. However, it is up to each associate to manage his or her own career, and to have a clear idea of what his or her objectives are and how to achieve them. We encourage associates to build a great career, with tools such as educational assistance, mentoring and associate resource groups.

With so many job roles across a variety of sectors, we offer our people a wide range of diverse, rewarding options to grow their careers.

We encourage associates to build a great career through the following educational opportunities:

Learning Opportunities

All associates, from hourly workers to senior-level managers, have the opportunity to enhance their skills and learn more about our organization, as well as the industry.

Educational Assistance

We encourage associates to develop their skills and their careers. Our Educational Assistance Program helps meet the costs of continuing education.

College and University Partnerships

Our long-standing program with Johnson & Wales – A Partnership for Scholarship – connects students, graduates and alumni to Compass Group opportunities.

Dietetic Internship

Chartwells, in conjunction with the Academy of Nutrition and Dietetics, offers an internship to a student specializing in school nutrition management. This program provides students with a hands-on learning opportunity within the schools we serve.

Mentoring

Working together, associates share experiences and gain insights that improve performance. Mentors are individuals with advanced experience and knowledge who take a personal interest in helping the careers and advancement of other associates. Mentors provide personal support, ongoing feedback and role modeling to help in building and retaining a great team. We encourage associates to develop their skills and their careers.

Communication, Help and Training (CHAT)

CHAT is our monthly communication and training resource tool that helps supervisors effectively communicate important information to hourly customer service associates. A key feature of the program is the CHAT Tool Kit, an easy-to-use instrument that contains all the training materials (including visual aids and handouts) that the supervisor needs to conduct his/her own CHAT sessions with the on-site team. Each CHAT meeting is 15 minutes long and focuses on four areas: safety, sanitation, customer service and company communications.

***Updated**: 12/3/2013*

CHATschedule

2014 CHAT Schedule

The CHAT Program
Each unit manager is responsible for holding one CHAT session every month for all frontline associates. Each unit manager is required to document completion of CHAT sessions online or by phone.

How To Report CHAT
visit:
www.myCHATprogram.com

Food Services
username- **chat**
password- **compass**

Support Services
username- **crothall**
password- **chat**

or call:
1-888-327-8266

*Topics will remain tentative throughout **2014** to adjust to rising business needs.*

January	
CHAT TYPE	**CHAT TOPIC**
Manager– Food Services	Preventing Workplace Harassment
Manager– Support Services	Vision and Values
Lesson Plan– Food Services	Our Respectful Workplace
Lesson Plan– Support Services	Vision and Values
Lesson Plan– OCS	Get Ready to CHAT

February	
CHAT TYPE	**CHAT TOPIC**
Manager– Food Services	A Resource Guide to the HRSC
Manager– Support Services	A Resource Guide to the HRSC
Lesson Plan– Food Services	Team Building
Lesson Plan– Support Services	Going Green
Lesson Plan– OCS	Our Respectful Workplace
Lesson Plan– Healthcare	Respecting Rights/HIPAA

March	
CHAT TYPE	**CHAT TOPIC**
Manager– Food Services	Wage and Hour Certification and QRC
Manager– Support Services	Wage and Hour Certification and QRC
Lesson Plan– Food Services	National Nutrition Month
Lesson Plan– Support Services	Pandemic Planning
Lesson Plan– OCS	National Coffee Month
Lesson Plan– Healthcare	Infection Prevention and Control

April	
CHAT TYPE	**CHAT TOPIC**
Manager– Food Services	Unemployment
Manager– Support Services	Unemployment
Lesson Plan– Food Services	Diversity and Inclusion
Lesson Plan– Support Services	Diversity and Inclusion

May	
CHAT TYPE	**CHAT TOPIC**
Manager– Food Services	Negotiations
Manager– Support Services	CIMS Certification
Lesson Plan– Food Services	Workplace Ethics
Lesson Plan– Support Services	Workplace Ethics
Lesson Plan– CES	MyCompass Benefits and Features
Lesson Plan– Healthcare	Reporting Abuse and Neglect

June	
CHAT TYPE	**CHAT TOPIC**
Manager– Food Services	Global Harmonized System
Manager– Support Services	Global Harmonized System
Lesson Plan– Food Services	National Safety Month
Lesson Plan– Support Services	National Safety Month
Lesson Plan– Canteen Vending	Safe Driving

July	
CHAT TYPE	**CHAT TOPIC**
Manager– Food Services	Disaster Planning– Is Your Unit Ready?
Manager– Support Services	Disaster Planning– Is Your Unit Ready?
Lesson Plan– Food Services	Station Responsibility and Profitability
Lesson Plan– Support Services	Infection Prevention and Control
Lesson Plan– OCS	Software Platform
Lesson Plan– Healthcare	Population Specific Competency
Lesson Plan– Canteen Vending	TBD
Lesson Plan– SSC, ESS	MyCompass Benefits and Features

CHAT Schedule
Page 1 of 2

Key: CES– Clinical Equipment Solutions, ES– Eurest Services, EVS– Environmental Services, FISD– FLIK Independent School Dining, L&L– Laundry &Linen, PT- Patient Transport, TSS– TouchPoint Food and Nutrition Services (FNS) and Long Term Care (LTC), OCS– Office Coffee Services

Weekly Five-Minute Training Sessions

Each week, associates participate in a five-minute training session to stay up-to-date on safety and sanitation policies and procedures. This is our unique solution for providing ongoing food safety training that is easily incorporated into the workweek.

Example:

Week of: _____ Topic: Person in Charge

Standard(s) to Review	Audience	Date(s) Coached	Other Actions Required to Implement Standard(s)
Person in Charge *Important Information for All Associates* *Supervisor Information and Responsibilities* *Form QAF-15CS, Assignment of Person in Charge*			

Week of: _____ Topic: Cleaning Chemicals Handling

Standard(s) to Review	Audience	Date(s) Coached	Other Actions Required to Implement Standard(s)
Cleaning Chemicals Handling *Important Information for All Associates* *Supervisor Information and Responsibilities*			

Week of: _____ Topic: Cleaning Procedures

Standard(s) to Review	Audience	Date(s) Coached	Other Actions Required to Implement Standard(s)
Cleaning Procedures *Important Information for All Associates* *Supervisor Information and Responsibilities*			

Week of: _____ Topic: Associate Health

Standard(s) to Review	Audience	Date(s) Coached	Other Actions Required to Implement Standard(s)
Associate Health *Important Information for All Associates* *Supervisor Information and Responsibilities* *Form QAF-7CS, Associate Health Reporting Agreement* *Form QAF-7SCS, Associate Health Reporting Agreement (Spanish)*			

Chartwells Nutrition Program Training Examples

Nutrition Fundamentals for Balance Training

Format: Web-based

Audience: Foodservice managers
This five-module course covers a variety of topics in basic nutrition and will assist managers in understanding and implementing Chartwells' food and nutrition standards and programs within their districts.

Allergy and Special Dietary Need Accommodations

Format: Web-based

Audience: Foodservice managers, members of school administration
This series provides a basic overview of allergies and special dietary needs in the school setting from a foodservice perspective. Additional modules cover specific conditions commonly found in schools, providing in-depth training for managers and administrators. Separate modules for each condition allow for customization.

Salad Bar Training

Format: In-person and video

Audience: Foodservice managers, staff, video for students and teachers
On-site training is available for foodservice managers and staff who are considering, or getting ready to implement, a salad bar in their district. Topics include menu planning, sanitation, accountability and record keeping. An additional video and worksheets are available to teach students, staff and administrators about salad bar etiquette.

Reimbursable Meals and Offer vs. Serve

Format: In-person

Audience: Foodservice managers, staff
Participants will learn and reinforce their knowledge of what foods must be offered with complete school meals, as well as recognize a meal that qualifies for USDA reimbursement under the rules of offer versus serve.

Production Records

Format: In-person

Audience: Foodservice managers, staff
An in-depth training on production records is covered, including why they are necessary and how to complete them to meet USDA standards.

Personal Wellness

Format: In-person

Audience: Foodservice staff, parents, teachers, administrators

This class will teach participants about making healthy food and lifestyle choices. Though designed for a foodservice audience, this training can be customized to be part of community- or school-based education, such as part of a "lunch and learn" for teachers, parent/teacher organization meetings or other school wellness events for adults.

Audit Preparation

Format: In-person

Audience: Foodservice managers, staff
Learn what to expect during a federal review, and how to work within your unit as a team to prepare for audit success. Receive refresher training on program compliance and a general overview of critical USDA standards.

HealthierUS Schools Challenge Application

Format: In-person or web-based

Audience: Foodservice managers, school administrators
Review the application process, including required documentation, tips and timelines for completion, and suggestions to improve your application to achieve the highest possible award for your school or district.

New Manager Training

Format: In-person

Audience: Foodservice managers
For managers new to Compass Group, Chartwells or school foodservice, this training provides an overview of the school lunch program standards and regulations, as well as information about Chartwells food and nutrition programs.

Portion Control

Format: In-person

Audience: Foodservice managers, staff
Participants will review the importance of portion control in the school meals program, and how to utilize recipes and production records to ensure consistent yield and food cost.

Culinary MasterWorks and Kitchen Boot Camps

Culinary MasterWorks is a weeklong extensive cooking and concepts course developed together with the Culinary Institute of America and Compass Group. An attendee has five days of sunup to sundown kitchen bookwork, kitchen experiences and hands-on development with a group of certified train-the-trainer chefs for Chartwells. Typically, this event is in June or July and held in an actual culinary college. This allows school foodservice associates to attend the training without disrupting workflow and service to the students in your district. What a great way to build skills and get a "formal culinary education!" Oftentimes, foodservice staff have never had the opportunity to do so. Every year we "graduate" over 30 managers, associates or other Chartwells affiliated employees.

Professional Development for On-Site Manager

Chartwells has a reputation for identifying and developing associates with potential. Chartwells believes strongly in promoting from within the organization. We provide more than 100,000 hours of management training per year. The average tenure of our leadership team is more than 20 years. Mandatory trainings are provided on topics including nutrition, allergy awareness, ServSafe and USDA compliance. Chartwells directors are required to take an online Fundamentals of Nutrition course. This year, Chartwells has added a new course on Allergy Awareness. The program ensures our directors know how to keep your students safe. The course covers three required topics of food allergy fundamentals, regulations and protocol, and using food labels in food allergy management. Understanding nutrition, promoting healthy foods and allergy awareness are key elements of your foodservice program. We are the only company in the industry that educates our foodservice directors at this level, ensuring our nutrition standards remain strong. Chartwells also provides training on specific dietary needs including celiac disease and gluten intolerance, milk allergies and lactose intolerance, peanut and tree allergies, diabetes and carbohydrate counting, and phenylketonuria.

Chartwells has also established the Leadership Academy. This program conducts ongoing developmental training for our management team members, enhancing their skills in their current roles and giving them the opportunity to further their careers.

Project Readiness is composed of three programs designed to nurture managers in their career development. These programs set industry benchmarks for best-in-class instructional techniques, on-the-job training and self-directed training. Project Readiness develops future leaders by building leadership skills and experiences with the following programs:

- Communication Help and Training (CHAT)
- Managing Inclusion
- Manager-in-Training

Serving Up Chartwells Customer Care

Customer service is enhanced through customer service training for our associates.

Serving Up

Serving Up distinguishes how we care for our customers. Customer service is a vital part of our business. Serving Up is a tool for our associates to develop and build their customer service skills. Serving Up contributes to better customer service in your district, thereby increasing participation in the school meals program. It will heighten the experience of dining in school cafeterias managed by Chartwells.

The Serving Up training program is designed for associates and managers to learn the concepts and practical skills required to provide outstanding customer service to student and adult customers.

Training sessions are implemented by using a fun interactive game format. The training is divided into four lessons, 30 minutes each, played in a sequence. The game is led by a facilitator, regional staff or a food service director.

- Lesson One: Getting to Know Your Unique Customers
- Lesson Two: The Service in "Food Service"
- Lesson Three: Communicating With Your Customers
- Lesson Four: The Customer Service Culture

Integrity of Projected Operating Budget

Smart. Ready. Simple.

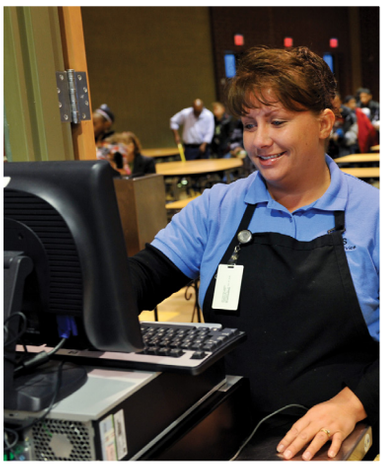
Chartwells®
School Dining Services
Eat · Learn · Live

Integrity of Information 2 Points

The Systems Behind Your Foodservice Program

If you can't measure, you can't manage. That's the philosophy behind the reliable accounting and reporting systems we bring to your district.

When it comes to your school district's spending, we provide detailed, transparent and reliable accounting programs. Chartwells understands the importance of managing budgets and accurately tracking your school district's foodservice dollars. We're here to give you the information you need, help you analyze it, and answer your questions.



Following is an example of a Chartwells operating report:

Report : ZPPF-001 | Compass Group USA | Profit Center/Group:
User ID: | Final Client Operating Statement |
Date | Specialty P&L | Profile :
Time : | Compass Period |
First Month of Client Calendar Year | DM:
City :
State :

	Current Period		Prior Period		Year-To-Date	
.	Actual	Ct/Meal	Actual	Ct/Meal	Actual	Ct/Meal
700010 Type A Regular	59,541.00	39.2	46,590.00	40.2	269,244.00	38.9
700020 Type A Reduced	1,328.00	0.9	997.00	0.9	5,427.00	0.8
700030 Type A Free	2,383.00	1.6	1,702.00	1.5	9,182.00	1.3
700040 Type A Adult	1,605.00	1.1	1,098.00	0.9	2,979.00	0.4
700050 Student A la Carte	86,986.00	57.3	65,472.00	56.5	404,628.00	58.5
TOTAL LUNCH COUNT	151,843.00	100.0	115,859.00	100.0	691,460.00	100.0
TOTAL MEAL COUNT	151,843.00	100.0	115,859.00	100.0	691,460.00	100.0
313110 Special Functions	8,911.92	5.9	26,454.52	22.8	79,447.81	11.5
700300 Student Type A	150,908.30	99.4	109,708.22	94.7	707,976.63	102.4
700310 Student Alacarte	222,047.27	146.2	169,650.29	146.4	1,029,065.05	148.8
700320 Adult Type A	4,281.89	2.8	2,929.03	2.5	23,029.76	3.3
700360 Reimbursements	28,654.60	18.9	21,912.33	18.9	124,224.85	18.0
790028 Client Vend Sales	5,706.00	3.8	4,995.00	4.3	30,916.00	4.5
SALES	420,509.98	276.9	335,649.39	289.7	1,994,660.10	288.5
NET SALES	420,509.98	276.9	335,649.39	289.7	1,994,660.10	288.5
TOTAL SALES	420,509.98	276.9	335,649.39	289.7	1,994,660.10	288.5
411054 Beverages	16,264.77	10.7	10,161.41	8.8	60,370.52	8.7
411061 Frozen/Ice Cream	0.00	0.0	0.00	0.0	16.12	0.0
411071 Meat & Cheese	156,333.42	103.0	103,717.64	89.5	731,272.72	105.8
411078 NonFood Items	103.43	0.1	0.00	0.0	639.70	0.1
411090 Other Products	0.00	0.0	2,123.42	1.8	2,123.42	0.3
411203 Commodities/Proc	(2,160.48)	(1.4)	6,658.54	5.7	6,417.31	0.9
PRODUCT COST	170,541.14	112.3	122,661.01	105.9	800,839.79	115.8
411075 Paper Supplies	9,510.68	6.3	8,253.20	7.1	59,585.44	8.6
PAPER COST	9,510.68	6.3	8,253.20	7.1	59,585.44	8.6
PRODUCT & PAPER COST	180,051.82	118.6	130,914.21	113.0	860,425.23	124.4
411166 Other Purchasing Inc	(0.00)	(0.0)	(0.00)	(0.0)	406.86	0.1
NATL NON BEV REBATES	(0.00)	(0.0)	(0.00)	(0.0)	406.86	0.1
TOTAL DISCOUNTS/REBATES	(0.00)	(0.0)	(0.00)	(0.0)	406.86	0.1
NET PRODUCT COST	180,051.82	118.6	130,914.21	113.0	860,018.37	124.4
GROSS PROFIT	240,458.16	158.4	204,735.18	176.7	1,134,641.73	164.1
700400 Commodity Value	0.00	0.0	28,793.00	24.9	10,550.15	1.5
COMMODITY VALUE	0.00	0.0	28,793.00	24.9	10,550.15	1.5
610700 Wages	109,330.50	72.0	84,454.32	72.9	502,912.94	72.7
611100 O/T Wages Food	0.00	0.0	0.00	0.0	12.69	0.0
611302 Holiday Pay Direct	4,754.53	3.1	0.00	0.0	13,979.69	2.0
611400 Sick Pay Direct	1,377.06	0.9	2,112.78	1.8	7,771.48	1.1
DIRECT LABOR	115,462.09	76.0	86,567.10	74.7	524,676.80	75.9
612202 Workers Comp Direct	12,534.67	8.3	17,337.51	15.0	68,894.34	10.0
612400 Payroll Taxes	16,817.33	11.1	18,123.59	15.6	74,456.50	10.8
612404 PR Taxes & Benefits	7,800.00	5.1	(11,775.00)	(10.2)	7,800.00	1.1
612600 P/S Contribution	255.91	0.2	365.86	0.3	1,447.32	0.2
DIRECT FRINGE	37,407.91	24.6	24,051.96	20.8	152,598.16	22.1
612227 Grp Ins Self Direct	11,494.07	7.6	12,269.75	10.6	87,422.73	12.6
612228 Grp Ins Othr Direct	(4,958.78)	(3.3)	(2,154.06)	(1.9)	(21,745.93)	(3.1)
DIRECT GROUP INSURANCE	6,535.29	4.3	10,115.69	8.7	65,676.80	9.5
TOTAL DIRECT PERSONNEL	159,405.29	105.0	120,734.75	104.2	742,951.76	107.4
GROSS MARGIN	81,052.87	53.4	84,000.43	72.5	391,689.97	56.6
610701 Wages Food Supervsr	18,797.80	12.4	28,675.65	24.8	116,820.55	16.9
SUPV/CLERK WAGES	18,797.80	12.4	28,675.65	24.8	116,820.55	16.9
612205 Personnel Cost Othr	1,197.76	0.8	1,600.55	1.4	7,254.72	1.0
612207 Workers Comp Semi-V	2,646.14	1.7	4,003.36	3.5	18,287.95	2.6
612401 Payroll Taxes	3,444.55	2.3	3,020.38	2.6	13,231.03	1.9
SUPV/CLERK FRINGE	7,288.45	4.8	8,624.29	7.4	38,773.70	5.6
612270 Grp Ins Self Semi-V	2,599.62	1.7	2,903.25	2.5	16,758.21	2.4
612271 Grp Ins Othr Semi-V	13.87	0.0	(506.54)	(0.4)	(224.70)	(0.0)
SUPV/CLERK GRP INSURANCE	2,613.49	1.7	2,396.71	2.1	16,533.51	2.4
SUPV/CLERK PERSONNEL	28,699.74	18.9	39,696.65	34.3	172,127.76	24.9
TOTAL PERSONNEL	188,105.03	123.9	160,431.40	138.5	915,079.52	132.3
653702 Op Lse Unit-Oth	1,200.00	0.8	0.00	0.0	4,800.00	0.7
655200 Rent Charges Unit	80.00	0.1	80.00	0.1	550.00	0.1

RENT EXPENSE	1,280.00	0.8	80.00	0.1	5,350.00	0.8
651030 Amort Client Invest	3,076.92	2.0	3,846.15	3.3	23,076.92	3.3
DEPRECIATION	3,076.92	2.0	3,846.15	3.3	23,076.92	3.3
621000 Advertising	39.97	0.0	220.55	0.2	1,357.53	0.2
665000 Sales Promotion	902.99	0.6	718.50	0.6	3,300.09	0.5
ADVERTISING	942.96	0.6	939.05	0.8	4,657.62	0.7
626200 Other Vehicle Exp	0.00	0.0	664.76	0.6	4,041.52	0.6
681000 Travel & Lodging	617.24	0.4	0.00	0.0	648.24	0.1
TRAVEL	617.24	0.4	664.76	0.6	4,689.76	0.7
659000 Postage/Freight	60.15	0.0	39.63	0.0	543.26	0.1
678000 Telephone	48.54	0.0	48.54	0.0	185.55	0.0
COMMUNICATION	108.69	0.1	88.17	0.1	728.81	0.1
612300 Outside Services	2,072.08	1.4	1,289.17	1.1	5,679.13	0.8
OUTSIDE SERVICES	2,072.08	1.4	1,289.17	1.1	5,679.13	0.8
790010 Clients Supplies	(1,280.00)	(0.8)	(2,809.00)	(2.4)	(4,089.00)	(0.6)
OCCUPANCY	(1,280.00)	(0.8)	(2,809.00)	(2.4)	(4,089.00)	(0.6)
645200 Maint Parts & Equip	90.00	0.1	0.00	0.0	371.02	0.1
645208 Kitchen Supplies	1,218.97	0.8	1,081.72	0.9	4,895.97	0.7
645250 Computer Expense	0.00	0.0	2,809.00	2.4	2,809.00	0.4
645300 Maint Office Equip	18.00	0.0	187.06	0.2	292.06	0.0
674700 Office Supplies	1,382.26	0.9	174.96	0.2	2,600.76	0.4
674701 Printing	193.50	0.1	0.00	0.0	678.40	0.1
PARTS & SUPPLIES	2,902.73	1.9	4,252.74	3.7	11,647.21	1.7
639000 Insurance Other	6,464.64	4.3	7,708.29	6.7	34,683.21	5.0
676300 Other Tax/License	3,370.00	2.2	175.00	0.2	6,166.76	0.9
TAXES & INSURANCE	9,834.64	6.5	7,883.29	6.8	40,849.97	5.9
674100 Laundry & Cleaning	0.00	0.0	66.85	0.1	66.85	0.0
674102 Supplies Cleaning	1,782.46	1.2	951.81	0.8	10,301.22	1.5
674104 Uniforms	1,198.72	0.8	317.75	0.3	7,326.72	1.1
LAUNDRY & CLEANING	2,981.18	2.0	1,336.41	1.2	17,694.79	2.6
672900 Flowers	42.40	0.0	0.00	0.0	42.40	0.0
673011 Training	0.00	0.0	0.00	0.0	25.00	0.0
693012 Training	20.00	0.0	20.00	0.0	140.00	0.0
673026 Merchandising Matls	0.00	0.0	0.00	0.0	2,334.37	0.3
790110 Interest On Dpst	(136.86)	(0.1)	(128.25)	(0.1)	(541.74)	(0.1)
OTHER DIRECT COSTS	(74.46)	(0.0)	(108.25)	(0.1)	2,000.03	0.3
TOTAL OTHER SEIM-VAR COSTS	22,461.98	14.8	17,462.49	15.1	112,285.24	16.2
TOTAL SEMI-VAR COSTS	51,161.72	33.7	57,159.14	49.3	284,413.00	41.1
693000 Admin Charge	6,000.00	4.0	6,000.00	5.2	30,000.00	4.3
ADMIN FEE EXPENSE	6,000.00	4.0	6,000.00	5.2	30,000.00	4.3
695000 Mgmt Fee Expense	5,000.00	3.3	5,000.00	4.3	25,000.00	3.6
MANAGEMENT FEE EXPENSE	5,000.00	3.3	5,000.00	4.3	25,000.00	3.6
NET PROFIT/(LOSS)	18,891.15	12.4	15,841.29	13.7	52,276.97	7.6
CLIENT OFFSET	(413,014.92)	(272.0)	(312,132.12)	(269.4)	(1,919,843.03)	(277.7)
NET OPERATING COST	**(394,123.77)**	**(259.6)**	**(296,290.83)**	**(255.7)**	**(1,867,566.06)**	**(270.1)**
REMAINING UNBILLED COST	**(394,123.77)**	**(259.6)**	**(296,290.83)**	**(255.7)**	**(1,867,566.06)**	**(270.1)**

INVOICE

Chartwells

Bill To:
ABC School District
Attn: Client
1234 School Lane
ANYTOWN PA 17601

Remit To:
CHARTWELLS
Compass Group USA
PO Box 91337
Chicago IL 60693-1337

Terms	Customer No.	Date	Invoice Number
Due Net 30 Days	F099880000	April 30, 2011	X099880711

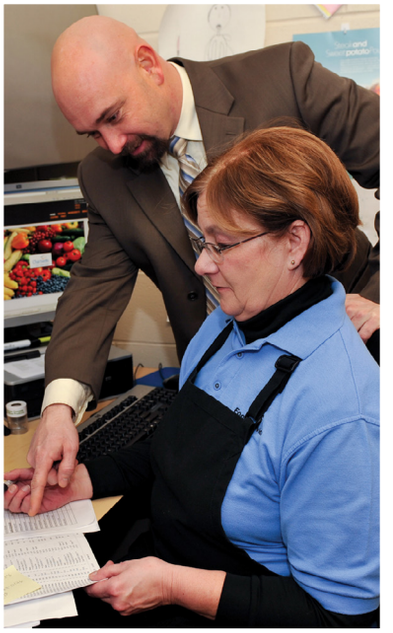
For period 7 ended April 30, 2011

Gross Product Cost	*45,940.80*
Total Rebates	*(7,342.49)*
Net Product Cost	*38,598.31*
Total Direct Labor Costs	*31,960.34*
Total Supervisory & Clerical Labor Costs	*10,351.15*
Total Other Costs	*4,027.55*
Administration and Fee Expense	*10,285.21*
NET OPERATING COST	95,222.56

PLEASE REMIT THE ABOVE AMOUNT

QUESTIONS REGARDING THE ABOVE PLEASE CONTACT (999) 999-3516

Owner's Management Suite



Available anywhere, anytime, this interactive toolkit provides access to the solutions our managers need to run their business, simplifying back-office tasks and fact-based decision-making – leading to increased customer satisfaction.

Analytical oversight and financial management tools deliver easy access to actionable, timely and relevant information, which allows us to accurately measure program effectiveness and make informed decisions to adjust to the customer. Enterprise-level solutions simplify the tasks of menu and recipe management, purchasing processes and people management, enabling managers to spend more time focusing on our customers.

- Simplifies back-of-house management operations for unit managers
  - Provides access to required systems, processes and core company websites
  - Streamlined and simplified data capture
  - Available "anywhere"
- Interactive
  - Easy access to actionable information
  - In-unit and above-unit management dashboards
  - Interactive, drillable reporting
- Transparent
  - Above-unit oversight and controls
  - Adherence to sector business policies and procedures
- Efficient
  - In-unit data capture, accuracy and management
  - Corporate data validation, support and oversight

People Management

MyCPM is Chartwells' award-winning employee master data solution and is used to manage employee information across all Chartwells locations. With MyCPM, managers can quickly and easily process new hire, separation and related transactions for salaried and hourly associates, with immediate confirmation and real-time updates to our SAP HR/Payroll system.

- Ensures employee payroll data accuracy
- Reduces paperwork
- Easily manages employee data and status information
  - Hire/Rehire/Separation
  - Position and pay changes
  - Employee personal data changes
  - Direct deposit changes
  - Tax status changes

MyStaff simplifies the tasks of scheduling, time and attendance reporting. MyStaff provides employee scheduling, PTO and vacation accruals, and biometric time capture for hourly labor at the unit level.

- Manages labor costs
- Automates sick and vacation tracking
- Enforces sector, federal and state laws and policies
- Pays time to the minute, increasing accuracy
- Integrated with MyCPM and SAP

Communication

MyCompass provides easy access to current company information delivered through a user-friendly platform, which offers intuitive navigation, rich searching capabilities and single-source, "on demand" access to internal company information.

- Alerts feature provides immediate notification of important food-related messages
- Search feature for fast access
- Keeps employees informed with up-to-the-minute information

Ordering & Menu Management

MyOrders enables managers to quickly, easily and accurately place and manage orders from major suppliers. This web-based centralized solution works in combination with our order guide management system, simplifying the purchasing process and enabling managers to make the right purchasing decisions.

- Simple and intuitive user interface
- Detailed product information enables informed purchasing decisions
- Centrally managed shopping lists and product changes
- Inventory module for weekly inventory

Financial Management & Reporting

MyFinance provides general accounting functionality including AP and AR invoicing, transfers, inventory counts, sales recording and financial reporting. MyFinance interfaces with and transmits data to Chartwells' SAP enterprise accounting system.

- User-friendly look and feel
- Easy and intuitive data entry
- Enhanced reporting
  - Interactive, drillable reporting
  - Management dashboards
  - Easy access to P&L data

MyResults delivers interactive and dashboard reporting – tying together financial, procurement and statistical data while enhancing the internal reporting used across all levels of the organization.

- Fast and easy access to large amounts of data from a variety of sources
  - Financial, supply chain, HR and operational data
- Intuitive financial and supply chain dashboards
  - Performance trends
  - Revenue, PBO, food cost, labor cost, other costs trending
- Easy access to timely business data
  - Ability to quickly drill from top level to transaction details
  - Ability to perform correlative reporting (e.g., impact of waste percentage on food-cost percentage)

Owner's Management Suite Reports

AR/Cash

- Bank Reconciliation: Lists cash deposits for each day for the week selected.
- Prepaid Activity: Daily prepaid meal count and prepaid money received amounts.
- Weekly Sales: Lists all meal count and cash activity by day for the week selected.
- Edit Check: Daily meal count comparison between claimed meal counts, eligible meals and average daily attendance.
- Participation: Breakdown of weekly meal participation percentages. The report compares actual meal counts to average daily attendance.
- Reimbursement: Detailed breakdown of weekly reimbursement amounts.
- FCPM Invoice Report: Invoice given to the client detailing amount owed.
- FCPM Invoice Details: School-level breakdown of FCPM invoice.

AP

- Weekly AP Summary: Lists AP invoices sorted by vendor number. General ledger (GL) account distribution detail is included.
- Weekly GL Summary: Displays total dollar amounts of all AP invoices keyed within the week summarized by GL account.
- Daily Purchase 1859: Shows total purchases, transfers, unpaid, beginning and ending inventory for the month.

Exp. Transfers

- Transfer Summary: Displays all transfers (excluding extract allocations) made to and from a unit.

Inventory

- Count Sheet: Used to manually record inventory counts; displays all items; their costs; and the last count sorted by location.
- Ending Inventory Combo: Lists prior and current week inventory totals by GL account and displays variances. Allows users to select a GL account to see detailed item detail.
- Ending Inventory Summary: Displays prior and current week inventory totals by GL account.
- Ending Inventory Detail: Displays detailed information about each inventory item sorted by GL account and location.

Financials

NOTE: All financial reports offer the option of drilling down for details behind the GL account balances.

- Compass PBO: Displays a profit and loss statement that includes profit before overhead (PBO).
- Cost of Goods: Displays product costs (percentage of sales) by GL.
- Flash Entry Review: Displays a list of flash journal entries with weekly totals.
- Period Flash Variance: Compares the GL account totals from the flash data to the actual SAP totals for an entire period through the selected week. Used to determine if allocations/adjustments, transfers or flash journal entries are needed.
- GL Account: Displays GL account totals summarized by entry type.
- K12 Period P&L: Displays a roll-up of the period-to-date profit and loss statement. Includes budget and same period from prior year data. Can be run against Compass Group or client position.
- K12 Weekly P&L: Displays a period-to-date profit and loss statement weekly totals by GL account in a profit and loss format. Includes budget and same period from prior year data. Can be run against Compass Group or client position.
- WOR: Displays weekly totals by GL account in a profit and loss format. Includes budget and same period from prior year data. Can be run to display information for multiple weeks. Can be run against Compass Group or client position.
- K12 Client Position: Displays a roll-up of the period-to-date profit and loss statement from a client position with a breakdown of the FCPM detail. Includes year-to-date and prior year-to-date data.

Accounting Forms

Daily Purchase Record

This form is used to record all invoices that will be paid to vendors. The information is transmitted electronically to the Field Support Center. This form generates all payments from the unit to its vendors.

Summary of Daily Purchase Records and Closing

This is the Summary Daily Purchase Record (DPR). Each DPR page number is listed on this form in total and spread throughout each account on which the invoices will appear on the transaction ledger. In addition to recording DPRs on this form, it also tracks merchandise and expense transfers and payouts, unpaid bills and ending inventories.

Statistical Data Sheet/Source 65

All sales information is recorded directly on the Statistical Data Sheet. This form is also used to record number of meals served, amount of sales, any client costs and operating days.

Production Records

It is critically important to track past production of food items and forecast the future production. Chartwells' production records exceed the requirements of the state and USDA. Minimizing overproduction and underproduction is the key to providing a top-quality program that is also financially responsible.

Monthly Inventory

Your on-site manager will take inventory on a monthly basis. To get a true picture of food costs, this must be done accurately and on a timely basis.

Menu Costing

Our managers must cost out each month's menu to ensure it fits within the cost constraints of its respective district. These menus are designed to maximize the use of commodities to keep costs low. The menus must then be approved by the regional dietitian, who ensures they meet or exceed USDA guidelines, as well as proper variety, color and texture standards.

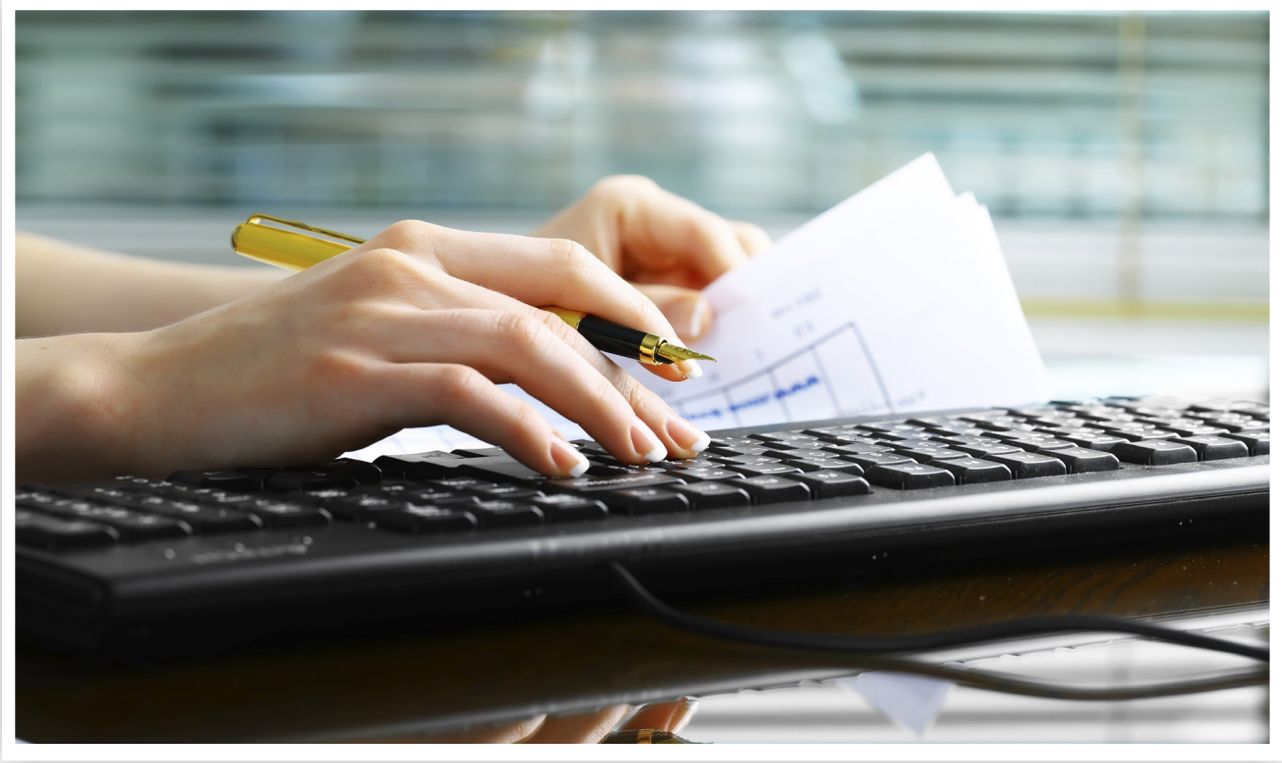
Accounting Audits

An internal audit may be initiated at the request of corporate or field management or when suspicion arises to the validity of the accounting practices of a Chartwells operation. Internal Control Reviews (ICRs) are audit reviews conducted by a district manager according to a schedule for operations assigned to his/her district. When an ICR audit is scheduled for a Chartwells operation, a regional accountant may assist with the audit.

Internal Control Review

The ICR is a series of 50 questions requiring a yes or no answer and is used by Chartwells to flag areas of potential risk that would require a more in-depth audit. It is the responsibility of the district manager to ensure the ICR is performed at least once per year for all of the operations in his or her district.

The ICR will be performed according to the template created by Internal Audit to review all aspects of the operation that might apply. Any topic in the ICR template that receives a "no" or "not acceptable" answer is assumed to require follow-up or improvement in the process being reviewed. Based on the responses populated from the review, an ICR score is assigned, and a recommendation sheet is issued detailing the areas of concern. All completed ICRs are submitted to Internal Audit for review. Failed ICRs require additional follow up from the district manager, and in some cases a full Internal Audit is scheduled.



Internal audits

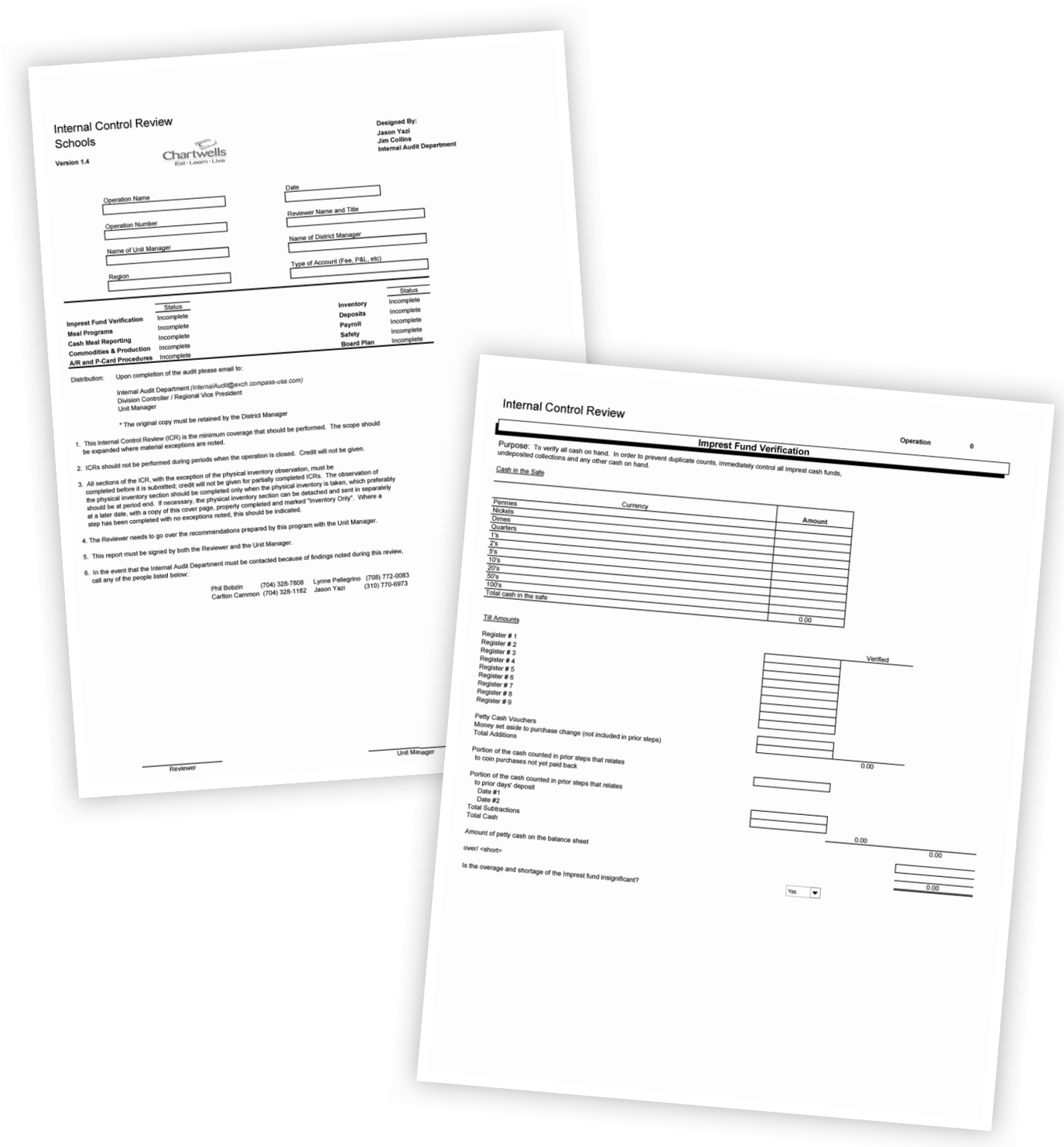
The Internal Audit Department schedules audits of Chartwells operations for several reasons, including but not limited to:

- Field requests
- Corporate internal red flags
  - The Bank Reconciliation Department has the opportunity to contact Internal Audit if it recognizes suspicious activity (i.e., deposit lags, bank Dr/Cr memos, etc.) during its analysis of bank reporting.
  - A regional accountant may contact Internal Audit if he/she sees information in the operating ledger and other financial reporting that raises concerns about the accounting at the operation, including but not limited to:
    - Accounts payable invoices dated outside of the current period
    - Fluctuations or increasing inventory balances without explanation
    - Significant debit or credit activity in the accounts receivable sub-ledger
    - Corporate/sector executive request

Upon request, a list of the upcoming audits may be sent to the field accounting director/senior accounting managers to determine which regional accountants will assist Internal Audit Department representatives, if necessary. A stipulation when selecting which regional accountant will assist with audits is that he/she should not currently be assigned to do the accounting for that particular operation.

The Internal Audit Department may reach out to the regional accountant before, during or after the engagement.

- **Before** – The regional accountant may be asked to provide pertinent information about the operation and any current issues that should be addressed during the audit.
- **During** – The regional accountant may be asked to attend an audit in order to provide assistance to Internal Audit or be called upon to respond to questions.
- **After** – The regional accountant may be asked to work with a field operation to complete any action items that are discussed during the audit.



Internal Control Review
Schools
Version 1.4

Chartwells
Eat · Learn · Live

Designed By:
Jason Yazi
Jim Collins
Internal Audit Department

Operation Name
Operation Number
Name of Unit Manager
Region
Date
Reviewer Name and Title
Name of District Manager
Type of Account (Fee, P&L, etc)

	Status
Imprest Fund Verification	Incomplete
Meal Programs	Incomplete
Cash Meal Reporting	Incomplete
Commodities & Production	Incomplete
A/R and P-Card Procedures	Incomplete

	Status
Inventory	Incomplete
Deposits	Incomplete
Payroll	Incomplete
Safety	Incomplete
Board Plan	Incomplete

Distribution: Upon completion of the audit please email to:
Internal Audit Department (InternalAudit@exch.compass-usa.com)
Division Controller / Regional Vice President
Unit Manager

* The original copy must be retained by the District Manager

1. This Internal Control Review (ICR) is the minimum coverage that should be performed. The scope should be expanded where material exceptions are noted.
2. ICRs should not be performed during periods when the operation is closed. Credit will not be given.
3. All sections of the ICR, with the exception of the physical inventory observation, must be completed before it is submitted; credit will not be given for partially completed ICRs. The observation of the physical inventory section should be completed only when the physical inventory is taken, which preferably should be at period end. If necessary, the physical inventory section can be detached and sent in separately at a later date, with a copy of this cover page, properly completed and marked "Inventory Only". Where a step has been completed with no exceptions noted, this should be indicated.
4. The Reviewer needs to go over the recommendations prepared by this program with the Unit Manager.
5. This report must be signed by both the Reviewer and the Unit Manager.
6. In the event that the Internal Audit Department must be contacted because of findings noted during this review, call any of the people listed below:

Phil Bobzin (704) 328-7808 Lynne Pellegrino (708) 772-0083
Carlton Cammon (704) 328-1182 Jason Yazi (310) 770-6973

Reviewer

Unit Manager

Internal Control Review

Operation 0

Imprest Fund Verification

Purpose: To verify all cash on hand. In order to prevent duplicate counts, immediately control all imprest cash funds, undeposited collections and any other cash on hand.

Cash in the Safe

Currency	Amount
Pennies	
Nickels	
Dimes	
Quarters	
1's	
2's	
5's	
10's	
20's	
50's	
100's	
Total cash in the safe	0.00

Till Amounts

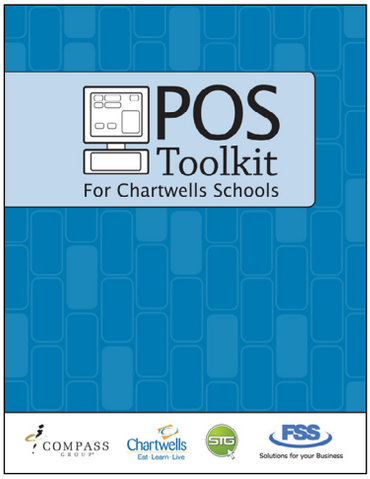
	Verified
Register # 1	
Register # 2	
Register # 3	
Register # 4	
Register # 5	
Register # 6	
Register # 7	
Register # 8	
Register # 9	
	0.00
Petty Cash Vouchers	
Money set aside to purchase change (not included in prior steps)	
Total Additions	0.00
Portion of the cash counted in prior steps that relates to coin purchases not yet paid back	
Portion of the cash counted in prior steps that relates to prior days' deposit	
Date #1	
Date #2	
Total Subtractions	0.00
Total Cash	0.00
Amount of petty cash on the balance sheet	
over/ <short>	0.00
Is the overage and shortage of the Imprest fund insignificant?	Yes

Point-of-Sale Expertise

Chartwells works with 16 different point-of-sale (POS) companies in the Great Lakes region. We recognize the need for extra support surrounding the management and execution of these systems. We have developed select directors that have the skill set necessary to support these different systems. Our intention is to give laser-focused support when and where it is needed. We have experts that support the following POS systems:

- Comalex
- Harmony
- Horizon
- ISD
- Meal Magic
- Meal Time
- Meals Plus
- NUTRIKIDS
- QSP
- Skyward
- WinSnap
- Zangle

Point-of-Sale (POS) Toolkit and Technology



Chartwells uses more than 40 POS systems at our operations, depending on individual district needs.

Identifying an efficient point-of-sale (POS) system for your district can be a daunting task. But again, we are here to help. The Chartwells POS Toolkit was created to provide you with informed recommendations and guidance in choosing a POS provider. If you currently have a POS system in place, we can easily work with this system as well.

The POS Toolkit includes:

- Information on preferred companies
- Documents to assist you in evaluating software and hardware needs
- A budgeting guide
- Materials to facilitate discussions about the strict guidelines that must be addressed concerning computer compliance issues
- Guides for different POS purchasing scenarios that should be managed during this process

Chartwells uses more than 40 POS systems at our operations, depending on individual district needs. We offer reliable and ongoing POS technology support through our Compass Systems and Technology Group (STG). Our STG has extensive expertise gained through years of experience in defining requirements for POS systems and evaluating district needs and options. We start by assessing all current POS systems and technology, then work with you to find the best fit for your district, whether this means aligning our services with your current POS program or recommending a preferred POS vendor. Added benefits to working with our preferred vendors include discounted pricing and enhanced training and maintenance support.

Our POS strategies also help your students feel comfortable. We are sensitive to the needs and emotions of students and remove the stigma of free and reduced meals. Our POS is set up to mask the type and costs of meals through a series of codes. When it comes to foodservice, we want your students to feel at ease. This is one of the many ways we achieve this goal.

System Security

We care about your business and take our responsibilities seriously. With the growing concern about identity theft and the potential impact on credit records, Chartwells wants to ensure that your systems are safe and secure. We do this by:

- Endorsing the Payment Card Industry's (PCI) Data Security Standard. Because non-PCI-compliant vendors pose considerable risk to Chartwells and the school district, we ensure all Compass-approved vendors have demonstrated that they are PCI-compliant and adhere to this standard.
- Complying with PCI's Payment Application Best Practices. These standards are in place to keep our customers' payment information secure and protect consumers from credit card loss due to fraud.

An overview of the features of two of our popular POS systems:

PAYMENT TYPES	**Horizon**	**NutriKids**
High Speed Credit Card	✔	✔
Cash	✔	✔
Photo/Picture ID	✔	✔
Meal Plan	✔	✔
REPORTING		
Store Level		
Enterprise		
HARDWARE	IBM SurePOS 500 Series	IBM SurePOS 500 Series

Horizon OneSource Point of Service

HORIZON OneSource Point of Service

Speed up cafeteria lines

Avoid costly cashier mistakes and reduce theft

Train cashiers in 30 minutes

Easy-to-Use Interface

Cutting-Edge Security

24/7 Tech Support

Horizon OneSource Point of Service (POS) system has all the features you need for your unique serving line configuration.

Horizon's OneSource POS software combines the latest in touch-screen technology with a powerful, feature-packed system specifically designed for K–12 school dining operations. It also offers extensive hardware flexibility which allows for several options for terminals and input devices. Our POS provides a state-of-the-art solution at a price your operation can afford.

Point of Service features:

- Provides picture ID for student identification
- Accepts online prepayments via MealpayPlus.com
- Supports fast-item sale where only the Enter key is pressed
- Does not need a dedicated server for POS operations
- Permits addition of an unlimited number of menu items
- Allows user-defined color coding of 50-key menu grid
- Permits multiple-site roll up capacity
- Includes Sell-by-Homeroom functionality
- Provides a multi-lingual user interface
- Updates student account balances quickly and system-wide
- Maintains data integrity, even if your network fails
- Provides manager-level consolidated reports for CRE/SMI compliance
- Supports user-level security settings
- Provides a user-friendly, graphical touch-screen interface
- Supports multiple peripherals and student input devices
- Produces automatic multi-lingual letters
- Allows user-defined meal periods at central and site levels
- Includes security features such as ID issue numbers
- Allows unlimited ID card setup options
- Provides custom district logo capability
- Export or print state claim information
- Menu planning at site or central office

Microsoft GOLD CERTIFIED Partner

SIF CERTIFIED

© Horizon Software International, LLC | 800.741.7100 | www.horizonsoftware.com

HORIZON SOFTWARE INTERNATIONAL

POINT OF SALE

The **NUTRIKIDS® POS** System brings a new level of simplicity to your school meal program. Our cashier-friendly design minimizes the learning curve for your staff and allows sales to be processed faster. Back at the office you'll be able to view sales information from all your serving stations with just a click of a mouse.

FEATURES

REPORTING

- Flexible reporting options
- Eligibility changes and sales are tracked to simplify auditing process
- Provision 2 feature automatically calculates base year percentages and meal reimbursement
- Student Transaction Report reveals all account activity (i.e. purchases, charges, prepayments)

BACK/CENTRAL OFFICE

- Update all serving line information (i.e. student information, menu items, prices) from the district office
- Track and communicate student allergies or parental spending limits

FRONT OF HOUSE

- Cashier-friendly design makes NUTRIKIDS POS system easy to learn
- Prevents overclaiming of meals served
- Prevents overt identification
- Pin numbers remain the same for entire school career
- Flexible item/meal pricing by grade and building
- Quickly process prepayments at the serving line or 24/7 from the web with MyNutrikids.com® (Online Prepayment Service)
- Serving lines continue to work if network goes down
- Variety of student identification methods: on-screen rosters, PIN numbers, student pictures, biometrics
- Track items sold in real-time at the line
- Sales information is transferred from each serving line to the district office electronically

STUDENT ACCOUNT SCREEN

PICTURE ROSTER

MAIN MENU SCREEN

Ask About | Vending | Prepayment Station | POS Enterprise Edition

See Reverse Side to Learn About Our Recommended Add-on Modules

Built Exclusively for K-12 Schools

SIF CERTIFIED VERSION 1.5

www.nutrikids.com **1.800.724.9853**

LunchByte Systems, Inc. • 550 Latona Road Building F • Rochester, NY 14626 021809v10

Experience With Menu Development and Special Events

Providing Customized Solutions

Chartwells®
School Dining Services
Eat · Learn · Live

wellness | sustainability | community
BALANCE
it takes you®

Experience With Menu Development and Special Events 2 Points

Nutritious and Delicious Menus

From the student perspective, it's all about the food. Your students want to eat foods that look and taste good. District administrators want all of that, too, along with healthy ingredients and a budget that meets their needs. We deliver results in all three areas.

Balance – It takes you®

Balance – It takes you® is our comprehensive approach to wellness, sustainability and community. It is our foundational framework to ensure our menus and all of our offerings meet superior food and nutrition standards. This means we offer high-quality foods with nutrient-rich ingredients.

We encourage:

- **Lean proteins** – Beef and pork, as well as poultry free of certain harmful antibiotics.
- **Low-fat dairy** – Only non-fat and low-fat milk free of recombinant Bovine Growth Hormone (rBGH).
- **Fruits and vegetables** – Emphasizing dark green, orange and red vegetables. We participate in the USDA Fresh Fruit and Vegetable Program, which provides funding for free fresh fruits and vegetables for your schools.
- **Beans and legumes** – Our recipes utilize legumes as side dishes, as well as plant-based proteins, in order to introduce these extremely nutritious foods to your students.
- **Healthy fats** – Such as those found in nuts, avocados, olives, seeds, fish, and olive and canola oils.

We work with our vendor partners to develop lower-sodium foods that students will find appealing.

We limit:

- **Sugar** – Sugary products contain calories with zero nutrient value. We work with you on your decision whether to serve flavored milk. If you choose it, our flavored milk is reduced in sugar and does not use high fructose corn syrup. We recommend low-sugar breakfast cereals and limit or eliminate the use of doughnuts and breakfast and toaster pastries.
- **Sodium** – The 2010 Dietary Guidelines for Americans are clear on the need to limit sodium intake. We work with our vendor partners to develop lower-sodium foods that students will find appealing.
- **Trans fat** – Unhealthy fat increases the risk of heart disease by raising levels of bad cholesterol and lowering levels of good cholesterol.

We manage food allergies

- We work with your students who have food allergies and medical conditions that require a modification to their menu. We involve parents, school nurses and school administrators in the district's food allergy policy.
- We provide a food allergy protocol to all of our operators to assist them in the day-to-day process of accommodating students with special needs.
- We maintain an ingredient, recipe and menu database that highlights common food allergens in all of the ingredients and recipes we use to assist managers when modifying menus.
- We train our managers to review the ingredient statement of each food ingredient, product or recipe.
- We provide a series of eight Web-based training modules for all directors and managers that include quizzes that must be passed. Records are kept indicating their completion.

Menu Development Process

The way we develop menus is comprehensive and inclusive. As part of our menu development process, we:

- Utilize the USDA recipe database.
- Review current food industry trends and school meal program requirements.
- Obtain input from students, Chartwells directors, chefs and foodservice staff.
- Review feedback from our School District Food and Nutrition Advisory Committees and School District Youth Advisory Committees.
- Collaborate with registered dietitians and chefs.
- Follow the precise nutritional standards in our comprehensive Balance – It takes you® food and nutrition program.
- Incorporate USDA commodities and nutritious new food products into our recipes.
- Develop test recipes in our kitchens and conduct student taste tests for new menu items.

Webtrition

webtrition®
menu management & nutrition made easy

Our Webtrition tool is a comprehensive software tool that manages an efficient and cost-effective foodservice program from start to finish. It is the only menu management and nutrition software program in the industry, enabling our foodservice team to more effectively:

- Control food costs
- Plan and efficiently produce high-quality meals
- Report accurate menu nutrition information

For more information on the Webtrition program, please see the Nutrition and Wellness section.

Regionally Based Menu Management

Menus are the foundation of the foodservice program. Every school district has different goals and objectives, and each state and region has its favorite local foods, ranging from collard greens in the South to seafood bisque in New England. With all these variations, it's clear that a one-size-fits-all approach to menu planning won't give your program the edge you're looking for.

That's why we approach menus regionally. Our regional teams develop different menu cycles for individual school districts across the country. Food items are selected based on geographic area to:

- Optimize the use of USDA foods available in the state's growing season.
- Incorporate fresh local fruits and vegetables.
- Conform to nutrition standards enforced by the state agency overseeing the National School Lunch program.
- Respond to regional tastes and preferences to increase student participation.

State-based menus can be further tailored to fit your schools according to food popularity, school district wellness policies, equipment and staff availability, and promotional and district activities.

Within our menu framework, all menus:

- Meet demanding quality assurance requirements.
- Adhere to environmental sustainability expectations.
- Maintain Chartwells' strict nutrition, sustainability and quality standards.

Our regional teams develop different menu cycles for individual school districts across the country.

We'll leverage our experience to develop a program that meets your nutritional, financial and participation goals.

Program Tiers – Finding the Right Fit

This is your foodservice program, and we will work with you to design it around your specific needs and preferences. We'll leverage our experience to develop a program that meets your nutritional, financial and participation goals.

Our program standards include:

- State-of-the-art menus and authentic recipes that match the district's cultural representation.
- Chartwells Food and Nutrition Standards customized to meet your goals.
- Compliance with the Healthy, Hunger-Free Kids Act.
- Assistance in reaching desired award level in the HealthierUS School Challenge.
- A meatless and plant-based meals program.
- A dietetic internship that educates future dietetic leaders and provides additional nutrition expertise to your school community.

Many school districts incorporate optional menu items and ingredients into their foodservice program including:

- Organic foods
- Grass-fed beef
- Naturally raised chicken from Amish farms
- Vegetarian food stations
- Fresh salad bars
- Foods and ingredients without high fructose corn syrup, MSG or food coloring, etc.
- Non-flavored milk
- 100 percent fresh fruits and vegetables
- 100 percent whole grains
- Kosher foods
- Hand-rolled sushi

Healthy Students Are Ready to Learn

When students are well nourished and healthy, they are in the best position to learn and achieve academic success.

When students are well nourished and healthy, they are in the best position to learn and achieve academic success. In order to assist you in achieving this goal, our number one priority is the health and safety of your students. They deserve delicious and nutritious meals that keep bodies healthy and minds sharp. It's not enough that we have seamlessly and effectively met the changing USDA requirements – we want our students to truly enjoy what they eat and develop healthy eating habits that last a lifetime.

We are ahead of the market in what we do. Our consistent efforts to source innovative ingredients and develop new products and menu options that are safe, nutritious and taste great set us apart. Our Eat.Learn.Live. philosophy incorporates a comprehensive vision for your students – healthy foods, wellness education for students and parents, and a commitment to sustainable initiatives and locally grown produce that benefits the community.

Menus

Chartwells Breakfast K-5 (5 Week)
September 1, 2014-October 3, 2014

Student Breakfast $0.00 Reduced Price $0.00
A full student breakfast includes a choice of entrée supplying grains or grain and protein, one (1) fruit side dish, and a choice of milk.

Milk choices include 1% white and skim chocolate.

Monday	Tuesday	Wednesday	Thursday	Friday
1 Whole Grain Pancakes OR WG Blueberry Muffin w/ Mozzarella String Cheese ------ Applesauce Fresh Red Delicious Apple	**2** Blueberry Bash Waffles OR WG Apple Cinnamon Muffin w/ Mozzarella String Cheese ----- Orange Juice Fresh Red Delicious Apple	**3** Turkey-Ham, Egg & Cheese on English Muffin OR WG Banana Muffin w/ Mozzarella String Cheese ----- Fresh Petite Banana Fresh Red Delicious Apple	**4** Sausage Pancake on a Stick OR WG Blueberry Muffin w/ Mozzarella String Cheese ----- Apple Juice Cinnamon Orange Smiles	**5** Strawberry Danimal Yogurt w/ Graham Crackers OR WG Blueberry Muffin w/ Mozzarella String Cheese ----- Fresh Apple Slices Fresh Red Delicious Apple
6 Strawberry Mini Pancakes OR WG Apple Cinnamon Muffin with Mozzarella String Cheese -------- Applesauce Fresh Red Delicious Apple	**7** Blueberry Bash Waffles OR WG Apple Cinnamon Muffin with Mozzarella String Cheese -------- Orange Juice Fresh Red Delicious Apple	**8** Egg Patty and a Whole Grain Pancake OR WG Blueberry Muffin with Mozzarella String Cheese ------ Fresh Petite Banana Fresh Red Delicious Apple	**9** Cinnamon French Toast with a Pork Sausage Patty OR WG Apple Cinnamon Muffin w/ Mozzarella String Cheese ------ Apple Juice Fresh Red Delicious Apple	**10** Cherry Danimal Yogurt w/ Graham Crackers OR WG Apple Cinnamon Muffin w/ Mozzarella String Cheese ------ Sliced Fresh Apples Cinnamon Orange Smiles
11 Breakfast Sausage Pizza OR WG Blueberry Muffin with Mozzarella String Cheese ------ Rosy Applesauce FreshGrape Clusters	**12** Mini Maple Waffles OR WG Blueberry Muffin with Mozzarella String Cheese ------ Orange Juice Fresh Red Delicious Apple	**13** Scrambled Eggs and A Fresh Baked Biscuit OR WG Apple Cinnamon Muffin with Mozzarella String Cheese ----- Fresh Petite Banana Fresh Red Delicious Apple	**14** Whole Grain French Toast Sticks OR WG Blueberry Muffin with Mozzarella String Cheese ----- Apple Juice Strawberry & Banana Slices	**15** Strawberry Danimal Yogurt w/ Graham Crackers OR WG Banana Muffin with Mozzarella String Cheese ----- Fresh Sliced Apples Pears w/ Fresh Strawberries
16 Fresh Baked Ultimate Breakfast Round OR WG Apple Cinnamon Muffin w/ Mozzarella String Cheese ----- Applesauce Orange Smiles	**17** Cinnamon Rush Mini French Toast OR WG Apple Cinnamon Muffin w/ Mozzarella String Cheese ----- Orange Juice Fresh Red Delicious Apple	**18** Sausage & Cheese on WG English Muffin OR WG Apple Cinnamon Muffin w/ Mozzarella String Cheese ----- Fresh Petite Banana Mixed Fresh Fruit Salad	**19** Sausage Pancake on a Stick OR WG Apple Cinnamon Muffin w/Mozzarella String Cheese ----- Apple Juice Strawberry & Banana Slices	**20** Cherry Danimals Yogurt w/ Graham Crackers OR WG Apple Cinnamon Muffin w/ Mozzarella String Cheese ----- FreshApple Slices Cinnamon Orange Smiles
21 Maple Burst Mini Pancakes OR WG Banana Muffin w/ Mozzarella String Cheese ----- Applesauce Orange Smiles	**22** Colby Cheese Omelet w/ a Southern Style Biscuit OR WG Banana Muffin w/ Mozzarella String Cheese ----- Orange Juice Fresh Red Delicious Apple	**23** Turkey Sausage Breakfast Sandwich OR WG Blueberry Muffin w/ Mozzarella String Cheese ------ Fresh Petite Banana Pineapple Tidbits	**24** Whole Grain Pancake w/ A Turkey Sausage Link OR WG Banana Muffin w/ Mozzarella String Cheese ----- Apple Juice Fresh Petitie Banana	**25** Strawberry Danimal Yogurt w/ Graham Crackers OR WG Banana Muffin w/ Mozzarella String Cheese ------ Fresh Apple Slices Fresh Mixed Fruit Salad
Alternate Entrees *(available with choice of milk)* **:**				
Mondays	***Tuesdays***	***Wednesdays***	***Thursdays***	***Fridays***
Assorted Cereals (Reduced Sugar) w/ Graham Crackers	Assorted Cereals (Reduced Sugar) w/ Graham Crackers	Assorted Cereals (Reduced Sugar) w/ Graham Crackers	Assorted Cereals (Reduced Sugar) w/ Graham Crackers	Assorted Cereals (Reduced Sugar) w/ Graham Crackers

Go to ChooseMyPlate.gov for online personal wellness resources for you and your family.

Questions or comments? Please call your FSD at xxx-xxx-xxxx

The School Lunch Program is operated in accordance with U.S. Department of Agriculture policy which does not permit discrimination because of race, color, sex, age, handicap or national origin. Any person who believes that he or she has been discriminated against in any U.S.D.A. activity should write to the Secretary of Agriculture, Washington, D.C. 20250. **Menu Subject to Change.**

Breakfast Menu-Secondary (5 week)
September 1-October 3, 2014

Student Breakfast $0.00 Reduced Price $0.00
A full student breakfast includes a choice of entrée supplying grains or grain and protein, one (1) fruit side dish, and a choice of milk.

Milk choices include 1% white and skim chocolate.

Monday	Tuesday	Wednesday	Thursday	Friday
1 Scrambled Eggs with Crispy Baked Tater Tots OR Yogurt Fruit Parfait with Homemade Granola OR Egg, Cheese & Sausage Sandwich on a WW Bagel ----- Assorted Juices Fresh Apples & Oranges Applesauce	**2** Mini Maple Waffles OR Yogurt Fruit Parfait with Homemade Granola OR Egg, Cheese & Sausage Sandwich on a WW Bagel ----- Assorted Juices Fresh Red Delicious Apple Fresh Orange	**3** Breakfast Sausage Pizza OR Yogurt Fruit Parfait with Homemade Granola OR Egg, Cheese & Sausage Sandwich on a aWW Bagel ----- Assorted Juices Fresh Red Delicious Apple Fresh Orange Or Banana	**4** Sausage Pancake on a Stick OR Yogurt Fruit Parfait with Homemade Granola OR Egg, Cheese & Sausage Sandwich on a WW Bagel ----- Assorted Juices Fresh Red Delicious Apple Fresh Orange	**5** Whole Grain French Toast Sticks with Turkey Sausage OR Yogurt Fruit Parfait with Homemade Granola OR Egg, Cheese & Sausage Sandwich on a WW Bagel ----- Assorted Juices Fresh Apples & Oranges Fresh Sliced Apples
6 Strawberry Mini Pancakes OR Yogurt Fruit Parfait with Homemade Granola OR Turkey Ham, Egg & Cheese on English Muffin ------ Assorted Juices Fresh Red Delicious Apple Fresh Orange Applesauce	**7** Cinnamon Waffles OR Yogurt Fruit Parfait with Homemade Granola OR Turkey Ham, Egg & Cheese on English Muffin ----- Assorted Juices Fresh Red Delicious Apple Fresh Orange	**8** Egg Patty w/ WG Pancakes and Oven Roasted Potatoes OR Yogurt Fruit Parfait with Homemade Granola OR Turkey Ham, Egg & Cheese on English Muffin ------ Assorted Juices Fresh Red Delicious Apple Fresh Orange or Banana	**9** Cinnamon Glazed French Toast with Pork Sausage & a Southern Style Biscuit OR Yogurt Fruit Parfait with Homemade Granola OR Turkey Ham, Egg & Cheese on English Muffin ----- Assorted Juices Fresh Red Delicious Apple Fresh Orange	**10** Breakfast Bacon Scramble Pizza OR Yogurt Fruit Parfait with Homemade Granola OR Turkey Ham, Egg & Cheese on English Muffin ----- Assorted Juices Fresh Red Delicious Apple Fresh Orange Fresh Sliced Apples
11 Scrambled Eggs with Crispy Baked Tater Tots OR Yogurt Fruit Parfait with Homemade Granola OR Turkey Ham Country Skillet Wrap ----- Assorted Juices Fresh Apples & Oranges Applesauce	**12** Mini maple waffles OR Yogurt Fruit Parfait with Homemade Granola OR Turkey Ham Country Skillet Wrap ----- Assorted Juices Fresh Red Delicious Apple Fresh Orange	**13** Scrambled Eggs with a Southern Style Biscuit OR Yogurt Fruit Parfait with Homemade Granola OR Turkey Ham Country Skillet Wrap ----- Assorted Juices Fresh Red Delicious Apple Fresh Oranges & Bananas	**14** French Toast Sticks with Turkey Sausage Patties OR Yogurt Fruit Parfait with Homemade Granola OR Turkey Ham Country Skillet Wrap ----- Assorted Juices Fresh Apples & Oranges	**15** Breakfast Sausage Pizza OR Yogurt Fruit Parfait with Homemade Granola OR Turkey Ham Country Skillet Wrap ----- Assorted Juices Fresh Apples & Oranges Fresh Sliced Apples
	Alternate Entrees *(available with choice of milk)**:***			
Assorted Reduced Sugar Cereals with a WG Blueberry Muffin	Assorted Reduced Sugar Cereals with a WG Blueberry Muffin	Assorted Reduced Sugar Cereals with a WG Blueberry Muffin	Assorted Reduced Sugar Cereals with a WG Blueberry Muffin	Assorted Reduced Sugar Cereals with a WG Blueberry Muffin

Questions or Comments? Please call Food Service Director at xxx-xxx-xxxx

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Mondays	***Tuesdays***	***Wednesdays***	***Thursdays***	***Fridays***
16 Cinnamon Glazed French Toast, Pork Sausage w/ WG Cinnamon Breadstick OR Yogurt Fruit Parfait with Hmemade Granola OR Hot Turkey Ham & Cheese on WW Bagel ----- Assorted Juices Fresh Apples & Oranges Applesauce	**17** Cinnamon French Toast Bites OR Yogurt Fruit Parfait with Homemade Granola OR Hot Turkey Ham & Cheese on WW Bagel ----- Assorted Juices FreshApples & Oranges	**18** Egg with WG Pancakes & Oven Roasted Potatoes OR Yogurt Fruit Parfait with Homemade Granola OR Hot Turkey Ham & Cheese on WW Bagel ----- Assorted Juices Fresh Red Delicious Apple Fresh Oranges & Bananas	**19** Sausage Pancake on a Stick OR Yogurt Fruit Parfait with Homemade Granola OR Hot Turkey Ham & Cheese on WW Bagel ------ Assorted Juices Fresh Apples & Oranges	**20** Breakfast Sausage Pizza OR Yogurt Fruit Parfait with Homemade Granola OR Hot Turkey Ham & Cheese on WW Bagel ----- Jassorted Juices Fresh Apples & Oranges Fresh sliced Apples
21 Maple Burst Mini Pancakes OR Yogurt Fruit Parfait with Homemade Granola OR Turkey Sausage Sandwich on a WG Bun ----- Assorted Juices Fresh Apples & Oranges Applesauce	**22** Colby Cheese Omelet Whole Grain Cinnamon Breadstick OR Yogurt Fruit Parfait with Homemade Granola OR Turkey Sausage Sandwich on a WG Bun ----- Assorted Juices Fresh Apples & Oranges	**23** Cinnamon French Toast w/ Turkey Sausage & Tater Tots OR Yogurt Fruit Parfait with Homemade Granola OR Turkey Sausage Sandwich on WG Bun ----- Assorted Juices Fresh Apples & Oranges Fresh Banana	**24** Whole Grain Pancakes w/ Turkey Sausage and Oven Roasted Potatoes OR Yogurt Fruit Parfait with Homemade Granola OR Turkey Sausage Sandwich on WG Bun ----- Assorted Juices Fresh Apples & Oranges	**25** Breakfast Bacon Pizza OR Yogurt Fruit Parfait with Homemade Granola OR Turkey Sausage Sandwich on WG Bun ----- Assorted Juices Fresh Apples & Oranges Fresh Sliced Apples
Alternate Entrees *(available with choice of milk)* **:**				
Mondays	***Tuesdays***	***Wednesdays***	***Thursdays***	***Fridays***
Assorted Reduced Sugar Cereals with a WG Blueberry Muffin	Assorted Reduced Sugar Cereals with a WG Blueberry Muffin	Assorted Reduced Sugar Cereals with a WG Blueberry Muffin	Assorted Reduced Sugar Cereals with a WG Blueberry Muffin	Assorted Reduced Sugar Cereals with a WG Blueberry Muffin

Questions or Comments? Please call Food Service Director at xxx-xxx-xxxx

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Chartwells School Dining Services at Elementary
Lunch Menu September 1 – October 4, 2014

Questions or comments? Please call XXX XXXXXX, Food Service Director at xxx-xxx-xxxx.

A full student lunch includes a choice of entrée supplying protein and grain, up to three (3) vegetable side dishes, one (1) fruit side dish, and milk. Milk choices include 1% white and skim chocolate.

Monday	Tuesday	Wednesday	Thursday	Friday
1 Cheeseburger OR Hummus w/ Pita Triangles Oven Baked Potato Fries Fresh Orange Wedges Pineapple Tidbits Romaine & Spinach Salad	**2** WG Chicken Nuggets w/ WG Dinner Roll OR Turkey Ranch WG Wrap Green Beans Cantaloupe Cubes & Pears Black Beans	**3** Mini Chicken Corn Dogs w/ WG Dinner Roll OR Hummus & Pita Triangles Seasoned Carrots Grapes & Applesauce Caesar Romaine Side Salad	**4** Cinnamon French Toast & Turkey Sausage Links OR Honey Mustard Turkey Ham and Cheese Wrap Watermelon & Fruit Cocktail Chilled Apple Crisp	**5** Homemade Cheese Pizza OR Turkey & Ham Ranch WG Wrap Seasoned Broccoli Fresh Apples & Oranges Black Beans
6 Breaded Chicken Sandwich OR Turkey & Cheese Sub w/ Dark Leafy Greens Seasoned Broccoli Hummus & Cucumber Coins Fresh Apple Slices	**7** Chef Salad w/ WG Blueberry Muffin OR Ham, Egg & Cheese Honey Wheat Bagel Cinnamon Glazed Carrots Fresh Pear & Mandarin Oranges Potato Salad	**8** Turkey Soft Taco on a WG Tortilla & Brown Rice OR Chicken Salad WG Wrap Seasoned Corn Oranges & Applesauce Caesar Romaine Side Salad	**9** Scrambled Eggs w/ WG Pancakes OR Turkey & Cheese WG Wrap Baked Tater Tots Cantaloupe & Raisins Pineapple Tidbits	**10** Homemade Pepperoni Pizza OR Homemade Hummus with veggies and pita triangles Fresh Steamed Broccoli Fresh Apples & Baby Carrots Black Beans
11 Baked Ham WG Macaroni & Cheese OR Peanut Butter/Apple Roll Up Seasoned Peas Fresh Red Seedless Grapes Romaine and Spinach Salad Chilled Pears	**12** Chicken Tenders w/ WG Cinnamon Breadstick OR Hummus w/Crackers & Fresh Vegetables Broccoli & Cauliflower Orange Wedges & Fruit Cocktail Tomato & Cucumber Salad Fresh Cucumber Coins	**13** Chicken Fajitas OR Fun Lunch w/ Mini Bagels, Yogurt & Cheese Mexican Corn Fresh Apple Slices Black Beans Chilled Canned Peaches Fresh Broccoli Florets	**14** BLT Burger on WG Bun OR Chicken Ranch WG Wrap Oven Baked Potato Wedges Watermelon Cubes Caesar Romaine Side Salad Rosy Applesauce Fresh Red Pepper Strips	**15** Homemade Cheese Pizza OR Peanut Butter and Apple Roll Up Seasoned Broccoli Fresh Red Delicious Apple Chilled Mandarin Oranges WG Vegetable Pasta Salad
16 WG French Toast Sticks Baked Ham OR Turkey and Cheese Wrap Oven Roasted Potatoes Fresh Apple Slices Confetti Cole Slaw Chilled Mandarin Oranges	**17** Beef Italian WG Spaghetti & Meat Sauce OR Hummusw/ Pita Triangles & Fresh Vegetables Seasoned Peas Fresh Red Seedless Grapes Caesar Romaine Side Salad Fresh Baby Carrots	**18** Beef Nachos on Corn Chips w/ Southwest Black Beans OR Mini Pizza Bagel Fun Lunch WG Vegetable Pasta Salad Cantaloupe Cubes Citrus Black Bean Salad Chilled Pears	**19** Honey Glazed BBQ Chicken w/ Blueberry/Apple Cobbler OR Strawberry Yogurt Fun Lunch w/ WG Blueberry Muffin & String Cheese Mashed Sweet Potatoes Oranges & Pineapple Italian Pasta& Veggie Salad	**20** Homemade Pepperoni Pizza OR Ham & Cheese WG Wrap Seasoned Mixed Vegetables Fresh Red Delicious Apple Chilled Mandarin Oranges Black Beans
21 Sloppy Joe on a WG Bun OR Chicken Caesar WG Wrap Sweet Potato Puffs Fresh Pear Chick Pea Salad Cinnamon Applesauce Fresh Spinach	**22** Meat Lovers Lasagna w/ a WG Herbed Breadstick OR Homemade Hummus with veggies and pita triangles Green Beans Fresh Petite Banana Fresh Baby Carrots Chilled Fruit Cocktail	**23** Mini Turkey Corn Dogs w/ a Fresh BakedWG Biscuit OR Fun Lunch w/ Cottage Cheese, Pretzels & Cucumber Coins Fresh Orange Wedges Green Bean Salad Chilled Pears Citrus Bean Salad	**24** Salisbury Steak w/ Mashed Potatoes & Beefy Gravy & a WG Dinner Roll OR Fun Lunch w/ Mini Bagels, Yogurt, Peanut Butter Watermelon Cubes Pear Raisin Fruit Salad Peach & Strawberry Salad Fresh Sliced Apples	**25** Homemade Pepperoni Pizza OR Chicken Caesar WG Wrap Seasoned Broccoli Fresh Red Delicious Apple "Ranchy" Sweet Corn Salad Spinach and Tomato Salad

To learn more about Chartwells go to www.EatLearnLive.com

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This Month's Fruit and Vegetable Bar Featured Selections:

Monday	Tuesday	Wednesday	Thursday	Friday
1 Shredded Romaine Lettuce Fresh Cucumber Coins Fresh Cherry Tomatoes	**2** Shredded Romaine Lettuce Fresh Red Pepper Strips Fresh Baby Carrots	**3** Shredded Romaine Lettuce Garbanzo Beans Fresh Green Pepper Strips Fresh Red Pepper Strips	**4** Shredded Romaine Lettuce Fresh Cucumber Coins Fresh Baby Carrots	**5** Shredded Romaine Lettuce Fresh Cucumber Coins Fresh Cherry Tomatoes Fresh Green Pepper Strips
6 Shredded Romaine Lettuce Fresh Cucumber Coins Fresh Cherry Tomatoes Fresh Sliced Mushrooms Fresh Green Pepper Strips Fresh Red Pepper Strips Fresh Baby Carrots	**7** Shredded Romaine Lettuce Fresh Cucumber Coins Fresh Cherry Tomatoes Fresh Sliced Mushrooms Fresh Green Pepper Strips Fresh Red Pepper Strips Fresh Baby Carrots	**8** Shredded Romaine Lettuce Fresh Cucumber Coins Fresh Cherry Tomatoes Fresh Sliced Mushrooms Fresh Green Pepper Strips Fresh Red Pepper Strips Fresh Baby Carrots	**9** Shredded Romaine Lettuce Fresh Cucumber Coins Fresh Cherry Tomatoes Fresh Sliced Mushrooms Fresh Green Pepper Strips Fresh Red Pepper Strips Fresh Baby Carrots	**10** Shredded Romaine Lettuce Fresh Cucumber Coins Fresh Cherry Tomatoes Fresh Sliced Mushrooms Fresh Green Pepper Strips Fresh Red Pepper Strips Fresh Baby Carrots
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Environments. Eat · Learn · Live
Chartwells School Dining Services

Senior High (Week 1)
Lunch Menu September 1 – September 5, 2014

For Questions or Comments: Please Contact (FSD) xxx-xxx-xxxx

A full student lunch includes a choice of entrée supplying protein and grain, 2 vegetable side dishes, 2 fruit side dishes, and a choice of milk. Milk choices include 1% white and skim chocolate.

In addition to the vegetables and fruits offered on our serving line stations, **a daily cold vegetable and fruit bar is available daily.** We feature a variety of vegetables and fruits on the bar including locally grown when seasonally available. Each week we feature deeply colored, nutrient-rich vegetables including red/orange and dark green varieties, as well as beans and other additional choices.

Station	Monday	Tuesday	Wednesday	Thursday	Friday
	Baked Ham Macaroni & Cheese Whole Grain Breadstick Mashed Potatoes & Gravy Fresh Cinnamon Glazed Carrots Chopped Green Onion	Beef Taco Meat Hard Taco Shells Mexican Brown Rice Whole Grain Cinnamon Twist Mexican Corn Green Beans Pico de Gallo	Herb Roasted Chicken & Pasta Red Primavera Sauce Wheat Dinner Roll Mashed Sweet Potatoes Seasoned Broccoli Roma Herb Blend	Mashed Potato & Popcorn Chicken Bowl Whole Grain Herb Breadstick Mashed Potatoes & Gravy Seasoned Corn Shredded Cheddar Cheese	Sweet and Sour Popcorn Chicken Vegetable Egg Roll Brown Fried Rice Bok Choy w/ Garlic & Ginger Seasoned Carrots Crunchy Asian Topping
Grab a Stack!	Hamburger on a WG Bun Mini Turkey Corn Dogs Seasoned Mixed Vegetables Seasoned Criss Cut Fries	Breaded Chicken Patty Sandwich Austin Steak Twister Wrap Seasoned Green Beans Baked Ranch Potato Wedges	Chicken Cordon Bleu on a WG Bun Cheeseburger on WG Bun Mashed Sweet Potatoes Baked Tater Tots	Spicy Breaded Chicken Sandwich on WG Bun Cheddar Onion Burger on WG Bun Seasoned Corn Baked Ranch Potato Wedges	Chicken Tenders w/ WG Herb Breadstick WG Hotdog Twister Seasoned Carrots Baked Sweet Potato Fries
	Available Daily: Cheese Pizza on Chartwells White Wheat Whole Grain Crust with Olive oil				
Crust & Stuff	Cheese Pizza Dunkers w/ Marinara Dipping Sauce Fresh Cinnamon Glazed Carrots	Three Cheese and Spinach Stromboli w/ Marinara Dipping Sauce Seasoned Green Beans	White Whole Wheat Meat Lovers Pizza Seasoned Broccoli	Brooklyn Pepperoni Flatbread w/ WG Herb Breadstick Green Pepper and Onion Pizza Seasoned Corn	Cheese Filled Bosco Breadstick w/ Marinara Dipping Sauce Bok Choy with Garlic & Ginger
	Available Daily: Assorted Meats, Cheeses, and Other Proteins, WG Breads and Wraps, Dark Leafy Greens, Sliced Tomatoes and Other Fresh Vegetables Toppings and Unique Sauces.				
Ready Set Deli	Roast Beef & Cheese Wrap w/ Tomato/Ranch Sauce Hummus	Ham, Cheese, Romaine WG Wrap Hummus	Turkey, Ham and Cheese Sub Chunky Tuna Salad	Chicken Salad WG Wrap Hummus	Buffalo Chicken WG Wrap Chunky Tuna Salad
Outtakes	Deli Chef Salad Yogurt & Strawberry Parfait w/ Homemade Granola Roast Beef & Cheese Wrap w/ Tomato Ranch Sacue	Grilled Chicken Caesar Salad Yogurt & Strawberry Parfait w/ Homemade Granola Ham, Cheese, Romaine WG Wrap	Deli Chef Salad Tuna, Corn Black Bean, Cracker Combo Yogurt & StrawberryParfait w/ Homemade Granola Turkey, Ham and Cheese Sub	Grilled Chicken Caesar Salad Yogurt & Strawberry Parfait w/ Homemade Granola Chicken Salad WG Wrap	Deli Chef Salad Tuna, Corn Black Bean, Cracker Combo Yogurt & Strawberry Parfait w/ Homemade Granola Buffalo Chicken Wrap
Extra! Extra!	Green Bean Salad Watermelon Cubes Chilled Mandarin Oranges Chick Pea Salad Chopped Romaine Lettuce Fresh Spinach Red Seedless Grapes Fresh Green Pepper Strips	Citrus Black Bean Salad Caesar Romaine Side Salad Fresh Sliced Apples Chilled Pears Chopped Romaine Lettuce Fresh Spinach Fresh Cherry Tomatoes	Honeydew Cubes Chilled Canned Peaches Black Beans Chickpeas & Spinach Salad Fresh Snow Peas Chopped Romaine Lettuce Fresh Red Pepper Strips	Caesar Romaine Side Salad Fresh Orange Wedges Chilled Fruit Cocktail Chopped Romaine Lettuce Fresh Spinach Citrus Black Bean Salad Chilled Mandarin Oranges Fresh Cucumber Coins	Spinach & Strawberry Salad Fresh Baby Carrots Pineapple Tidbits Fresh Red Delicious Apple Chopped Romaine Lettuce Chickpeas & Spinach Salad Fresh Oranges Wedges

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http://www.ascr.usda.gov/complaint_filing_cust.html,

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Questions or Comments?
Please contact XXXXX XXXXXX, Food Service Director, at XXX-XXX-XXXX.

Senior High (Week 2)
Lunch Menu September 8 – September 12, 2014

A full student lunch includes a choice of entrée supplying protein and grain, up to three (3) vegetable side dishes, one (1) fruit side dish, and milk. Milk choices include 1% white and skim chocolate.

In addition to the vegetables and fruits offered on our serving line stations, a daily cold vegetable and fruit bar is available. We feature a variety of vegetables and fruits on the bar including locally grown when seasonally available. Each week we feature deeply colored, nutrient-rich vegetables including red/orange and dark leafy green varieties, as well as beans and other additional choices.

Station	Monday	Tuesday	Wednesday	Thursday	Friday
Pick Me Up!	Pork Sausage Patty Cinnamon Glazed French Toast Oven Roasted Potatoes Fresh Steamed Carrots Apple Crisp	Baked BBQ Chicken Whole Grain Dinner Roll Fresh Steamed Baby Carrots Mashed Potatoes & Gravy Hot Pepper Flakes	Meat Lovers Lasagna Whole Wheat Garlic Twist or WG Dinner Roll Roasted Italian Butternut Squash Roasted Italian Vegetables Roma Herb Blend	WG Breaded Popcorn Chicken Whole Grain Herb Breadstick Mashed Potatoes & Gravy Seasoned Broccoli Seasoned Corn Shredded Cheddar Cheese	Beef Taco Meat Cilantro Lime Rice Tortilla Chips Or 10" WG Flour Tortilla Black Beans Corn Pico de Gallo
Grab a Stack!	BBQ Beef and Cheddar Panini Chicken Tenders W/ Dinner Roll Roasted Carrot "Fries" Seasoned Criss Cut Fries	Chicken and Cheddar Jalapeno Wrap w/ Brown Fiesta Rice Green Beans Baked Ranch Potato Wedges	Cheeseburger on WG Bun Pepperoni & Mozzarella Panini Roasted Italian Butternut Squash Baked Tater Tots	Breaded Chicken Sandwich Turkey Burger on WG Bun Seasoned Broccoli Baked Ranch Potato Wedges	Fish Tacos on WG tortillas Ham & Cheese Panini Cheeseburger Wrap Baked Sweet Potato Fries Black Beans
Crust & Stuff	**Available Daily: Cheese Pizza on Chartwells White Wheat WG Crust w/ Olive Oil.**				
	WG Pepperoni Pizza Cheese Pizza Dunkers w/ Marinara Dipping Sauce Roasted Carrot "Fries"	WG Meat Lovers Pizza Ham & Cheese Stromboli w/ Marinara Dipping Sauce Green Beans	WG Pepperoni Pizza Personal Cheese Pizza Roasted Italian Butternut Squash	Ham and Cheese Croissant WG Hawaiian Pizza Seasoned Broccoli	WG Pepperoni Pizza WG Cheese Filled Bosco Breadstick w/ Marinara Sauce Black Beans
Ready, Set, Deli	**Available Daily; Assorted Meats, Cheeses, & Other Proteins, WG Wraps, Breads and Subs. Fresh Vegetable Toppings and Unique Homemade Sauces.**				
	Chicken Caesar Salad WG Wrap Hummus Wrap	Turkey Club WG Wrap Garlic Rosemary Bean Dip Toasted Pita Triangles	Tuna Salad WG Wrap Buffalo Chicken Salad Wrap	Roasted Italian Vegetable WG Wrap Hummus Wrap	Italian Hoagie Hummus Wrap
Outtakes	Chef Salad w/ WG Dinner Roll Yogurt & Strawberry Parfait with Homemade Granola Chicken Caesar Salad WG Wrap Hummus with Fresh Vegetables & Pita Triangles	Breaded Chicken Caesar Salad w/ WG Dinner Roll Yogurt & Strawberry Parfait w/ Homemade Granola Turkey Club WG Wrap Garlic Rosemary Bean Dip Toasted Pita Triangles	Chef Salad w/ Turkey, Cheddar W G Dinner Roll Buffalo Chicken Salad Wrap Tuna Salad Wrap Strawberry & Blueberry Yogurt Parfait w/ Homemade Granola	Breaded Chicken Caesar Salad w/ a WG Dinner Roll Strawberry & Blueberry Yogurt Parfait w/ Homemade Granola Roasted Italian Vegetable Wrap Hummus with Fresh Vegetables & Pita Triangles	Chef Salad with Turkey, Cheddar w/ WG Dinner Roll Yogurt & Strawberry Parfait w/ Homemade Granola Little Italy WG Wrap
Extra! Extra!	Fresh Snow Peas Fresh Red Seedless Grapes Pineapple Tidbits Fresh Baby Carrots Citrus Kidney and Navy Bean Salad	Caesar Romaine Side Salad Watermelon Cubes Chilled Applesauce Fresh Baby Carrots Southwest Black Beans	Green Bean Salad Fresh Orange Wedges Chilled Pears Fresh Broccoli and Baby Carrots Asian Pinto Bean Salad	Caesar Romaine Side Salad Fresh Sliced Apples Chilled Canned Peaches Fresh Celery Sticks Cucumber Citrus Salad	Spinach & Strawberry Salad Fresh Red Delicious Apple Chilled Mandarin Oranges Fresh Red Pepper Strips Southwest Baby Corn Black Bean Salad

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Go to ChooseMyPlate.gov for online personal wellness resources for you and your family.

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Environments. Eat · Learn · Live
Chartwells School Dining Services

Senior High (Week 3)
Lunch Menu September 22-26, 2014

Questions or Comments?
Please contact XXXXX XXXXXX, Food Service Director, at XXX XXX-XXXX.

A full student lunch includes a choice of entrée supplying protein and grain, up to three (3) vegetable side dishes, one (1) fruit side dish, and milk. Milk choices include 1% white and skim chocolate.

In addition to the vegetables and fruits offered on our serving ine stations, a daily cold vegetable/fruit bar is available daily. We feature a variety of vegetables and fruits on the bar including locally grown when seasonally available. Each week we feature deeply colored, nutrient-rich vegetables including red/orange and dark green varieties, as well as legumes and other additional choices.

Station	Monday	Tuesday	Wednesday	Thursday	Friday
Full Plate	Oven Fried Chicken Mashed Potatoes & Gravy Roasted Italian Butternut Squash Seasoned Broccoli Cornbread Stuffing Whole Grain Dinner Roll	Sweet & Sour Popcorn Chicken Brown Fried Rice Bok Choy with Garlic & Ginger Seasoned Broccoli Sesame Breadstick Crunchy Asian Topping Fresh Shredded Carrots	Meat Lovers Lasagna Mediterranean Roasted Carrots Herbed Broccoli & Cauliflower Whole Grain Herb Breadstick	Popcorn Chicken Mashed Potatoes & Gravy Mashed Sweet Potatoes Seasoned Corn WG Biscuit WG Herb Breadstick Reduced Fat Cheddar	Pork Sausage Patty Whole Grain Pancakes (2 each) WG Biscuit Warm Baked Apple Slices Oven Roasted Potatoes Baked Sweet Potato Fries
Grab a Stack!	Austin Steak Twister Wrap Chicken Tenders w/ a WG Herb Breadstick Seasoned Broccoli Seasoned Criss Cut Fries	Jalapeno Turkey Burger Hot Ham & Cheese Bagel Roasted Carrot "Fries" Baked Ranch Potato Wedges Warm Baked Apple Slices	Cheeseburger on WG Bun Chicken Pesto WG Wrap Seasoned Carrots Baked Tater Tots	Spicy Breaded Chicken Sandwich Chili Cheese Dog on a WG Bun Jalepeno Cheese Burger Seasoned Corn Baked Ranch Potato Wedges	Cheeseburger on WG Bun Hot Ham & Cheese on a Pretzel Bun Seasoned Green Beans Baked Sweet Potato Fries Warm Baked Apple Slices
Crust & Stuff	**Available Daily: Cheese Pizza on Chartwell's White Wheat WG Crust with Olive Oil.**				
	Whole Wheat Pepperoni Pizza Cheese Pizza Dunkers w/ Sauce Seasoned Broccoli	Triple Decker Bean Tostado w/ Spicy Lime Tortilla Strips Italian Stromboli w/ Marinara Dipping Sauce Seasoned Broccoli Roasted Carrot "Fries"	Whole Wheat Mushroom Pizza Whole Wheat Pepperoni Pizza Herb Broccoli & Cauliflower Mediterranean Roasted Carrots	Italian Chicken Croissant w/ Marinara Dipping Sauce Seasoned Corn Mashed Sweet Potatoes	Personal Pepperoni Pizza Ham & Cheese Stromboli w/ Marinara Dipping Sauce Warm Baked Apple Slices Baked Sweet Potato Fries
Ready, Set, Deli	**Available Daily: Assorted Meats, Cheeses & Other Proteins, WG Wraps, Breads and Subs. Assorted Dark Leafy Greens, Sliced Tomatoes & Other Fresh Vegetable Toppings and Unique Sauces.**				
	Turkey, Cheese, Romaine WG Wrap Vegetable & Hummus Wrap	Honey Mustard Roast Beef & Swiss Sub Hummus w/ Pita & Vegetables	Egg Salad on Whole Grain Roll Breaded Chicken Caesar WG Wrap	Turkey Caesar Salad WG Wrap Vegetable & Hummus Wrap	Buffalo Chicken Salad WG Wrap Hummus on a WG Bagel
Outtakes	Turkey, Cheese, Romaine WG Wrap Vanilla Yogurt & Peach Parfait w/ Homemade Granola Chef Salad w/ WG Dinner Roll	Honey Mustard Roast Beef & Swiss Sub Hummus w/ Pita Triangles & FreshPepper Strips Strawberry & Blueberry Yogurt Parfait w/ Granola	Egg Salad on WG Roll Breaded Chicken Caesar Wrap Vanilla Yogurt PeachParfait w/ Homemade Granola	Turkey Caesar Salad WG Wrap Vegetable & Hummus Wrap Strawberry & Blueberry Yogurt Parfait w/ Homemade Granola	Buffalo Chicken Salad Wrap Wi/ Fresh Celery Sticks Hummus on a W G Bagel Strawberry & Blueberry Yogurt Parfait w/ Granola
Extra! Extra!	Crunchy Spinach Salad Chickpeas and Spinach Fresh Baby Carrots Fresh Red Delicious Apple Watermelon Cubes	Black Beans Fresh Red Pepper Strips Fresh Broccoli Florets Fresh Orange Wedges Chilled Pears in juice Sweet Corn Salad with Ranch Dressing Red Seedless Grapes	Fresh Cherry Tomatoes Broccoli Salad with Raisins Spinach and Strawberry Salad Rosy Applesauce Green Bean Salad Fresh Baby Carrots Apple, Banana & Watermelon Salad	Black Beans Crunchy Spinach Salad Fresh Red Delicious Apple Potato Salad Carrot & Celery Sticks Apple, Banana & Watermelon Salad	Peachy Fruit Salad with Grapes Fresh Celery Sticks Chickpeas and Spinach Fresh Orange Wedges Fresh Red Seedless Grapes

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Environments. Eat · Learn · Live
Chartwells School Dining Services

Senior High (Week 4)
Lunch Menu September 22 – September 26, 2014

A full student lunch includes a choice of entrée supplying protein and grain, 2 vegetable side dishes, 2 fruit side dishes, and a choice of milk. Milk choices include 1% white and skim chocolate.

In addition to the vegetables and fruits offered on our serving line stations, **a daily cold vegetable and fruit bar is available daily.** We feature a variety of vegetables and fruits on the bar including locally grown when seasonally available. Each week we feature deeply colored, nutrient-rich vegetables including red/orange and dark green varieties, as well as beans and other additional choices.

Station	Monday	Tuesday	Wednesday	Thursday	Friday
Fire Grill	Latin American Roast Pork Whole Grain Herb Breadstick Warm Baked Apple Slices Southwest Black Beans Roasted Asparagus Mashed Sweet Potatoes Cheddar Potato Strips Red Pepper Flakes	Chicken Fajitas in WG Tortillas Sauteed Peppers & Onions Mexican Corn Cilantro Lime Rice Seasoned Black Beans Pico de Gallo Shredded Cheddar Cheese WG Spicy Lime Tortilla Strips	Chicken Alfredo Pasta Garlic Breadstick Seasoned Carrots Seasoned Broccoli Roma Herb Blend Shredded Mzarella Cheese	Popcorn Chicken Bowl Garlic Breadstick Mashed Potatoes & Gravy Seasoned Corn WG Biscuit Reduced Fat Cheddar Cheese	Beef and Bean Chili OR Vegetarian Chili w/ Macaroni Cornbread Sweet Potato Puffs Brown Rice Shredded Cheddar Cheese
Grab a Stack!	Hamburger on a WG Bun Hot Turkey & Cheese on WG Bun Mashed Sweet Potatoes Cheddar Potato Strips	Spicy Breaded Chicken Sandwich on WG Bun Ham and Cheese Croissant Black Beans Baked Ranch Potato Wedges	Mini Chicken Corn Dogs Quesadilla w/ Jalapeños and Salsa Sliced Carrots Baked Tater Tots	Cheeseburger Wrap Breaded Chicken Patty Sandwich on WG Bun Seasoned Corn Baked Ranch Potato Wedges	Chicken and Cheddar Snappy Jalapeno Wrap Grilled Chicken on a WG Bun Green Beans Baked Sweet Potato Fries
Crust & Stuff	**Available Daily: Cheese Pizza on Chartwells White Wheat WG Crust with Olive Oil**				
	Buffalo Chicken Hot Croissant Mashed Sweet Potatoes	Triple Decker Bean Tostado Green Beans	WG Cheese Filled Bosco Breadstick w/ Marinara Sauce Seasoned Broccoli	Meat Lovers Pizza Seasoned Corn	Cheese Pizza Dunkers w/ Marinara Sauce Cinnamon Carrots with Cumin
Ready, Set, Deli	**Available Daily: Assorted Meats, Cheeses, and other Protein, WG Breads & Wraps, Dark Leafy Greens, Sliced Tomatoes & Other Fresh Vegetable Toppings and Unique Sauces.**				
	Santa Fe Turkey & Cheddar Wrap Lemon Herb Hummus	Roast Beef & Spicy Mayo on Multigrain	Hummus,Toasted Pita Chips and Fresh Vegetables	Hummus & Toasted Pita Chips	Roast Beef & Cheese Wrap
Outtakes	Chef Salad Vanilla Yogurt & Strawberries Parfait with Homemade Granola Santa Fe Turkey and Cheddar WG Wrap Fresh Red Seedless Grapes Fresh Green Pepper Strips	Roast Beef & Spicy Mayo on Multigrain Homemade Hummus with veggies and pita triangles Triple Decker Turkey Club on Whole Wheat Fresh Apple Slices Fresh Cherry Tomatoes	Chef Salad w/ Jalapeno Corn Muffin Vanilla Yogurt Parfait w/ Strawberries & Homemade Granola Honeydew Cubes Fresh Red Pepper Strips	Homemade Hummus with veggies and pita triangles Santa Fe Turkey and Cheddar Wrap Chilled Mandarin Oranges Fresh Cucumber Coins	Chef Salad w/ Dinner Roll Strawberry Yogurt Parfait w/ Homemade Granola Chicken Caesar Salad Wrap Fresh Orange Wedges Fresh Baby Carrots
Extra! Extra!	Sweet Corn Salad Honeydew Cubes Pineapple Tidbits Baked /Chilled Apple Slices Chopped Romaine Lettuce Fresh Spinach	Caesar Romaine Side Salad Greek Potato Salad Fresh Red Seedless Grapes Chilled Applesauce Chopped Romaine Lettuce Fresh Spinach	Black Beans Peaches and Blueberries Chilled Pears Green Bean Salad Chopped Romaine Lettuce Fresh Spinach	Caesar Romaine Side Salad Fresh Orange Wedges Chilled Fruit Cocktail Chopped Romaine Lettuce Fresh Spinach	Spinach & Strawberry Salad Vegetable Pasta Salad Fresh Red Delicious Apple Chilled Canned Peaches Chopped Romaine Lettuce Fresh Spinach

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Environments
Chartwells School Dining Services

Senior High (Week 5)
Lunch Menu September 29 – October 3, 2014

Questions or Comments?
Please contact XXXXX XXXXXX, Food Service Director, at XXX-XXX-XXXX.

Student Lunch $0.00 Reduced Price $0.00

A full student lunch includes a choice of entrée supplying protein and grain, up to three (3) vegetable side dishes, one (1) fruit side dish, and milk. Milk choices include 1% white and skim chocolate.

In addition to the vegetables and fruits offered on our serving line stations, a daily cold vegetable and fruit bar is available. We feature a variety of vegetables and fruits on the bar including locally grown when seasonally available. Each week we feature deeply colored, nutrient-rich vegetables including red/orange and dark green varieties, as well as legumes and other additional choices.

Station	Monday	Tuesday	Wednesday	Thursday	Friday
Plate Maker	Salisbury Steak w/ Beef Gravy Cheddar Mashed Potatoes Jalapeno Cornbread Fresh Steamed Baby Carrots Whole Grain Dinner Roll Fresh Chopped Parsley	Beef Meatballs OR Italian Seasoned Chicken Whole Grain Pasta Marinara & Alfredo Sauce WG Garlic Twist Seasoned Broccoli Roasted Italian Vegetables Cheesy Baked Butternut Squash Roma Herb Seasoning	Turkey Taco Meat Brown Fiesta Rice Mexican Style Black Beans Peach Cobbler Seasoned Corn Tortilla Chips Nacho Cheese Sauce Fresh Steamed Zucchini Pico de Gallo	Oven Baked Popcorn Chicken Mashed Potatoes & Chicken Gravy Seasoned Corn Whole Grain Biscuit Seasoned Asparagus Reduced Fat Shredded Cheddar	Turkey Sausage Patty Scrambled Eggs Whole Grain French Toast Sticks Whole Grain Biscuit Oven Roasted Potatoes Baked Sweet Potato Fries Warm Baked Apple Slices
Grab a Stack!	BBQ Cheddar Burger Spicy Buffalo Ranch Chicken & Cheese Panini Fresh Steamed Baby Carrots Seasoned Criss Cut Fries Roasted Green Beans	WG Breaded Chicken Patty Sandwich Buffalo Chicken Tenders w/ WG Herb Breadstick Cheesy Baked Butternut Squash Baked Ranch Potato Wedges	Chicken Cordon Bleu Wrap Toasted Dijon Turkey Ham & Cheese Panini Fresh Corn on the Cob Baked Tater Tots	BBQ Grilled Chicken Sandwich Philly Cheese Steak with Peppers and Onions Seasoned Corn Baked Ranch Potato Wedges	Chili Cheese Hot Dog Meatball Sub Seasoned Mixed Vegetables Cinnamony Sweet Potato Coins
Crust & Stuff	**Available Daily: Cheese Pizza on Chartwells White Wheat WG Crust with Olive Oil**				
	Pepperoni Stromboli w/ Marinara Dipping Sauce Fresh Steamed Baby Carrots Roasted Green Beans	Turkey and Cheese Croissant w/ Marinara Dipping Sauce Seasoned Broccoli Roasted Italian Vegetables	Pepperoni Pizza Peach Cobbler Fresh Steamed Zucchini	Personal Pepperoni Pizza Seasoned Corn Seasoned Asparagus	WG Cheese Filled Bosco Breadsticks w/ Marinara Dipping Sauce Warm Baked Apple Slices Seasoned Mixed Vegetables
Ready, Set, Deli	**Available Daily: Assorted Meats, Cheeses & Other Proteins; Whole Grain Breads, Subs and Wraps; Dark Leafy Greens, Sliced Tomatoes & Other Fresh Veggie Toppings as well as Unique Homemade Sacues.**				
	Southwest Corn & Black Bean Wrap Green Bean Salad	Mediterranean Pita with Lemon Herb Hummus & Mozz German Potato Salad	Chunky Tuna Salad Wrap Marinated Tomato & Cucumber Salad	Bean Dip with Salsa and Corn Chips Citrus Black Bean Salad	Chunky Tuna Salad Wrap WG Vegetable Pasta Salad
Outtakes Quick Cuisine	Chef Salad w/ a WG Dinner Roll Vanilla Yogurt & Peach Parfait with Homemade Granola Homemade Hummus with veggies and pita triangles Cheese, Grape and Cracker Combo	Chicken Caesar Salad w/ a WG Dinner Roll Strawberry Yogurt Parfait w/ Blueberries & Homemade Granola Triple Decker Turkey Club	Chef Salad w/ a WG Dinner Roll Vanilla Yogurt Parfait with Strawberries and Homemade Granola Buffalo Chicken Salad Wrap Tuna and Corn Black Bean Combo w/ WG Spicy Lime Tortilla Strips	Bean Dip with Salsa and Corn Chips Strawberry Yogurt Parfait w/ Blueberries & Homemade Granola Honey Ginger Chicken Salad Crunchy Asian Topping	Turkey Taco Salad w/Pico de Gallo & Spicy Lime Tortilla Strips Blueberry Yogurt Parfait w/ Strawberrys & Homemade Granola Tuna and Corn Black Bean Combo w/ Spicy Lime Tortilla Strips Breaded Chicken Caesar Salad w/ a WG Dinner Roll
Extra! Extra!	Green Bean Salad Cantaloupe Cubes Chilled Pears with Fresh Strawberries Chopped Romaine Lettuce Fresh Spinach Fresh Baby Carrots Fresh Red Seedless Grapes	Caesar Romaine Side Salad German Potato Salad Fresh Petite Banana Sunny Apple Salad Chopped Romaine Lettuce Fresh Spinach Fresh Red Delicious Apple	Marinated Tomato & Cucumber Salad Fresh Sliced Apples Peaches and Blueberries Black Beans Romaine and Spinach Salad Bananas w/ Cinnamon Sugar Fresh Orange Wedges	Caesar Romaine Side Salad Citrus Black Bean Salad Apple, Banana & Watermelon Salad Apples, Sliced, Fresh, 2 oz Chopped Romaine Lettuce Spinach and Strawberry Salad Fresh Pear	Pasta Salad w/ Spinach, Tomato, Corn Sweet Corn Salad Fresh Red Delicious Apple Fresh Orange Wedges Citrus Black Bean Salad Chopped Romaine Lettuce Fresh Baby Carrots

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NSLP Elementary Snack Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Animal Crackers 100% Apple Juice	Goldfish 100% Orange Juice	Graham Crackers 100% Grape Juice	Orange Wedges Choice of Fat Free Chocolate & 1% White Milk	Assorted Whole Grain Cereal Choice of Fat Free Chocolate & 1% White Milk
Low Fat Yogurt 100% Apple Juice	Tortilla Chips w/Salsa 100% Orange Juice	Fresh Banana Choice of Fat Free Chocolate & 1% White Milk	Teddy Grahams 100% Apple Juice	Fritos 100% Grape Juice
Animal Crackers 100% Apple Juice	Goldfish 100% Orange Juice	Graham Crackers 100% Grape Juice	Orange Wedges Choice of Fat Free Chocolate & 1% White Milk	Assorted Whole Grain Cereal Choice of Fat Free Chocolate & 1% White Milk
Low Fat Yogurt 100% Apple Juice	Tortilla Chips w/Salsa 100% Orange Juice	Fresh Banana Choice of Fat Free Chocolate & 1% White Milk	Teddy Grahams 100% Apple Juice	Fritos 100% Grape Juice
Animal Crackers 100% Apple Juice	Goldfish 100% Orange Juice	Graham Crackers 100% Grape Juice	Fresh Orange Wedges Choice of Fat Free Chocolate & 1% White Milk	Assorted Whole Grain Cereal Choice of Fat Free Chocolate & 1% White Milk

In some parts of the world, the word "to eat" literally means "to eat rice." Eat whole grain brown rice for a good source of fiber and B vitamins and lots of complex carbohydrates you need for sustainable energy.

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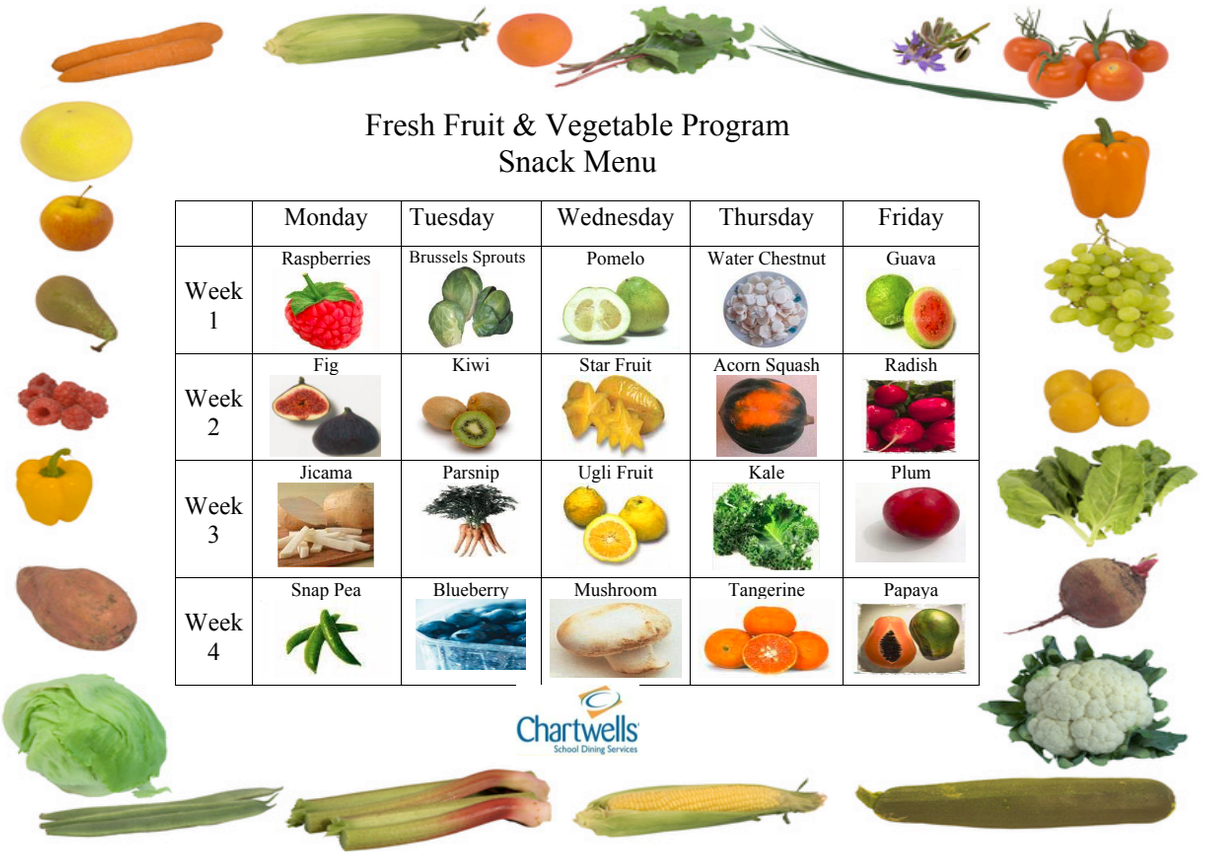

Fresh Fruit & Vegetable Program
Snack Menu

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Raspberries	Brussels Sprouts	Pomelo	Water Chestnut	Guava
Week 2	Fig	Kiwi	Star Fruit	Acorn Squash	Radish
Week 3	Jicama	Parsnip	Ugli Fruit	Kale	Plum
Week 4	Snap Pea	Blueberry	Mushroom	Tangerine	Papaya

Chartwells School Dining Services

The Goals of the FFVP: create healthier school environments by providing healthier food, expand the variety of fruits and vegetables children experience, increase children's fruit and vegetable consumption and make a difference in children's diets to impact their present and future health

CACFP Breakfast and Snack

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
	CN = Child Nutrition Label RS = Reduced Sugar WG = Whole Grain HM = Homemade ********** Menu items may be subject to change based on availability			Milk WG Cheerios Fresh Pears **PM Snack** Milk Oatmeal Cookies
4	**5**	**6**	**7**	**8**
Milk WG Blueberry Nutrigrain Bar Tropical Fruit **PM Snack** Milk WG Blueberry Muffin	Milk Corn Flakes Diced Peaches **PM Snack** White Grape Juice Cheez-it Scrabble Crackers	Milk WG Bagel w/Strawberry Cream Cheese Grapes **PM Snack** Milk Goldfish Crackers	Milk WG Cheerios Banana **PM Snack** Cheese Slice Ritz Crackers Water	Milk WG Banana Muffin Pineapple Tidbits **PM Snack** Apple Juice Scooby Snack Crackers
11	**12**	**13**	**14**	**15**
Milk WG Raisin Bran Cereal Fresh Apple **PM Snack** Milk State Capital Cookies	Milk WG Blueberry Loaf Diced Peaches **PM Snack** Orange Juice Kids Snack Mix	Milk Rice Krispie Cereal Tropical Fruit **PM Snack** Strawberry Yogurt Club Crackers Water	Milk WG Strawberry Nutrigrain Bar Pineapple Chunks **PM Snack** Apple Juice Ranch Goldfish Crackers	Milk WG Bread & Jelly Diced Pears **PM Snack** Milk Cinnamon Roll
18	**19**	**20**	**21**	**22**
Milk WG Banana Loaf Apples **PM Snack** Milk WG Cinnamon Toast Crisp	Milk Rice Chex Cereal Banana **PM Snack** Grape Juice WG Oatmeal Raisin Bar	Milk WG Pancakes w/syrup Grapes **PM Snack** Milk WG Bread & Jelly	Milk WG Frosted Mini Wheat Cereal Fruit Cocktail **PM Snack** Cheese Sticks Saltine Crackers & Water	Milk WG Apple Nutrigrain Bar Fresh Pear **PM Snack** Milk Animal Crackers
25	**26**	**27**	**28**	**29**
Milk RS WG Cinnamon Toast Crunch Cereal Granny Smith Apple **PM Snack** Applesauce Cups Cheese Sticks	Milk WG Bagel w/Jelly Diced Peaches **PM Snack** Milk Lorna Doone Cookies **FOOD EXPERIENCE**			

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CACFP School Snack Menu

Monday	Tuesday	Wednesday	Thursday	Friday
3 Graham Crackers 100% Juice Apple	**4** Goldfish Crackers Cantaloupe water	**5** Yogurt cup Chilled Pears *water*	**6** *Animal crackers* Fresh Peach water	**7** Whole Grain Banana muffin *100% Juice Orange*
10 Low Fat Yogurt cup *Cinnamon Goldfish Crackers* *Water*	**11** *Low Fat* *String Cheese Stick* *100% Juice OJ*	**12** *Cucumber Coins with fat free Ranch* 100% Juice Grape	**13** Mandarin Oranges and Pineapple Tidbits with Vanilla Yogurt *water*	**14** Whole Grain Apple Muffin *Milk*
17 Whole Grain Cereal Bar Milk	**18** Low Fat Yogurt Cup 100% Juice Grape	**19** Goldfish Crackers 100% Juice Orange	**20** *Apple Slices with Cheese cubes* *water*	**21** Whole Grain Banana Muffin *100% juice Orange*
24 Graham Crackers 100% Juice Apple	**25** *Low Fat* *String Cheese Stick* *100% Juice OJ*	**26** *Mozzarella Stick, part-skim* Grapes water	**27** Low Fat Yogurt Cup *Strawberries* water	**28** Whole Grain Apple Muffin *Milk*
31 Whole Grain Blueberry Muffin *Milk*	**1** Low Fat Yogurt Low Fat Granola Water	**2** Whole Grain Cereal Bar Fresh Blueberries Water	Milk is fat free	

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CACFP Lunch

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	**3**	**4**	**5**	**6**
Milk CN WG Breaded Chicken Nuggets Romaine Salad w/Ranch Dressing Diced Peaches Ketchup	Milk Chicken Vegetable Soup Mixed Vegetables Pineapple Tidbits Wheat Crackers	Milk CN Beef Ravioli Tomato Sauce Sliced Peaches WG Bread	Milk Turkey Baby Carrots w/ Ranch Dip Golden Apples Wheat Bread Salad Dressing	Milk Beef Spaghetti Romaine Salad w/Italian Dressing Tangerine Noodles
9	**10**	**11**	**12**	**13**
Milk CN Beef Ravioli Tomato Sauce Fruit Cocktail Ritz Crackers	Milk CN WG Breaded Chicken Nuggets Corn Pineapple Tidbits Ketchup	Milk Ham Slice Shredded Lettuce CN Cherry Shape Up WG Tortilla Salad Dressing	Milk Beef Hot Dog Baked Beans Sliced Peaches WG Bun Ketchup	Milk Chicken & Gravy Peas & Carrots Diced Pears WG Bread
16	**17**	**18**	**19**	**20**
Milk Cheese Sticks Mixed Vegetable Soup Mandarin Oranges Saltine Crackers	Milk Bar-B-Q Chicken Legs Green Beans Applesauce WG Bread	Milk Beef Goulash Romaine Lettuce Salad w/Ranch Dressing Grapes & Noodles	Milk CN Breaded Turkey Corn Dogs Peas & Carrots CN Raspberry Shape Up	Milk Ham Shredded Lettuce Tropical Fruit WG Bread Salad Dressing
23	**24**	**25**	**26**	**27**
Milk Mozzarella Cheese Pizza Sauce Baby Carrots w Ranch Dip Apples WG English Muffin	Milk Beef Taco Meat w/Shredded Cheese Refried Beans Diced Peaches WG Nacho Chips	Milk Beef Sloppy Joe Potato Salad Diced Pears WG Bun	Milk Open Faced Chicken w/Gravy Sandwich Corn Fresh Orange WG Bread	Milk Cheese Sticks Mixed Vegetable Soup Grapes Saltine Crackers
30				
Milk Chicken Vegetable Soup Mixed Vegetables Tropical Fruit Biscuit		CN = Child Nutrition Label RS = Reduced Sugar WG = Whole Grain HM = Homemade ********** Menu items may be subject to change based on availability		In response to the 2010 Dietary Guidelines for American and the American Medical Association Recommendations to minimize trans-fat consumption. Chartwells Food Service transitioned to non-hydrogenated, zero trans-fat oil foods

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CACFP Supper

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	**3**	**4**	**5**	**6**
Milk CN WG Breaded Chicken Nuggets Romaine Salad w/Ranch Dressing Diced Peaches Ketchup	Milk Chicken Vegetable Soup Mixed Vegetables Pineapple Tidbits Wheat Crackers	Milk CN Beef Ravioli Tomato Sauce Sliced Peaches WG Bread	Milk Turkey Baby Carrots w/ Ranch Dip Golden Apples Wheat Bread Salad Dressing	Milk Beef Spaghetti Romaine Salad w/Italian Dressing Tangerine Noodles
9	**10**	**11**	**12**	**13**
Milk CN Beef Ravioli Tomato Sauce Fruit Cocktail Ritz Crackers	Milk CN WG Breaded Chicken Nuggets Corn Pineapple Tidbits Ketchup	Milk Ham Slice Shredded Lettuce CN Cherry Shape Up WG Tortilla Salad Dressing	Milk Beef Hot Dog Baked Beans Sliced Peaches WG Bun Ketchup	Milk Chicken & Gravy Peas & Carrots Diced Pears WG Bread
16	**17**	**18**	**19**	**20**
Milk Cheese Sticks Mixed Vegetable Soup Mandarin Oranges Saltine Crackers	Milk Bar-B-Q Chicken Legs Green Beans Applesauce WG Bread	Milk Beef Goulash Romaine Lettuce Salad w/Ranch Dressing Grapes & Noodles	Milk CN Breaded Turkey Corn Dogs Peas & Carrots CN Raspberry Shape Up	Milk Ham Shredded Lettuce Tropical Fruit WG Bread Salad Dressing
23	**24**	**25**	**26**	**27**
Milk Mozzarella Cheese Pizza Sauce Baby Carrots w Ranch Dip Apples WG English Muffin	Milk Beef Taco Meat w/Shredded Cheese Refried Beans Diced Peaches WG Nacho Chips	Milk Beef Sloppy Joe Potato Salad Diced Pears WG Bun	Milk Open Faced Chicken w/Gravy Sandwich Corn Fresh Orange WG Bread	Milk Cheese Sticks Mixed Vegetable Soup Grapes Saltine Crackers
30				
Milk Chicken Vegetable Soup Mixed Vegetables Tropical Fruit Biscuit		CN = Child Nutrition Label RS = Reduced Sugar WG = Whole Grain HM = Homemade ********** Menu items may be subject to change based on availability		In response to the 2010 Dietary Guidelines for American and the American Medical Association Recommendations to minimize trans-fat consumption. Chartwells Food Service transitioned to non-hydrogenated, zero trans-fat oil foods

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High School Summer Menu

Student lunch Free Adults - $3.50
A full student lunch includes a choice of entrée supplying protein and grain, two (2) vegetable side dishes, one (1) fruit side dish, and a choice of milk. Milk choices include 1% white and skim chocolate.

Monday	Tuesday	Wednesday	Thursday	Friday
17 Thick Crust Pepperoni Pizza Chicken Patty on a Bun **Food Bar Specials!!** Potato Wedges Fresh Fruit Salad Bar	**18** Thick Crust Meat Lover's Pizza Soft Shell Beef Tacos **Food Bar Specials!!** Seasoned Corn Fresh Fruit Salad Bar	**19** Thick Crust Pepperoni Pizza Baked Chicken Strips **Food Bar Specials!!** Tater Tots Fresh Fruit Salad Bar	**20** Thick Crust Hawaiian Pizza Cheeseburger on a Bun **Food Bar Specials!!** Seasoned Broccoli Fresh Fruit Salad Bar	**21** Brooklyn Flat Bread Pizza Spicy Chicken Patty on a Bun **Food Bar Specials!!** Carrot Fries Fresh Fruit Salad Bar
24 Thick Crust Pepperoni Pizza Grilled Chicken Sandwich **Food Bar Specials!!** Potato Wedges Fresh Fruit Salad Bar	**25** Thick Crust Meat Lover's Pizza Beef Nachos w/ Cheese **Food Bar Specials!!** Seasoned Corn Fresh Fruit Salad Bar	**26** Thick Crust Pepperoni Pizza Chili Cheese Dog on a Bun **Food Bar Specials!!** Tater Tots Fresh Fruit Salad Bar	**27** Thick Crust Hawaiian Pizza Austin Steak Twister **Food Bar Specials!!** Seasoned Carrots Fresh Fruit Salad Bar	**28** Chicken Fajita Pizza Bacon Cheeseburger **Food Bar Specials!!** Seasoned Broccoli Fresh Fruit Salad Bar

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Monday	Tuesday	Wednesday	Thursday	Friday
1 Thick Crust Pepperoni Pizza Baked Chicken Strips **Food Bar Specials!!** Potato Wedges Fresh Fruit Salad Bar	**2** Thick Crust Meat Lover's Pizza Chicken Fajitas w/ Salsa **Food Bar Specials!!** Seasoned Corn Fresh Fruit Salad Bar	**3** Thick Crust Pepperoni Pizza Cheeseburger on a Bun **Food Bar Specials!!** Tater Tots Fresh Fruit Salad Bar	**4** Thick Crust Meat Lover's Pizza Beef Nachos w/ Cheese **Food Bar Specials!!** Seasoned Peas Fresh Peaches	**5** Thick Crust Pepperoni Pizza Chicken Patty on a Bun **Food Bar Specials!!** Potato Wedges Fresh Fruit Salad Bar
8 Thick Crust Pepperoni Pizza Grilled Chicken Cordon Bleu **Food Bar Specials!!** Potato Wedges Fresh Fruit Salad Bar	**9** Thick Crust Meat Lover's Pizza Soft Shell Beef Tacos **Food Bar Specials!!** Seasoned Corn Fresh Fruit Salad Bar	**10** Thick Crust Pepperoni Pizza Chicken Patty on a Bun **Food Bar Specials!!** Tater Tots Fresh Fruit Salad Bar	**11** Thick Crust Hawaiian Pizza Country Skillet Wrap **Food Bar Specials!!** Seasoned Broccoli Fresh Fruit Salad Bar	**12** Thick Crust Meat Lover's Pizza Soft Shell Beef Tacos **Food Bar Specials!!** Seasoned Fresh Fruit Salad Bar
15 Thick Crust Pepperoni Pizza Mini Corn Dogs **Food Bar Specials!!** Potato Wedges Fresh Fruit Salad Bar	**1** Thick Crust Meat Lover's Pizza Beef Nachos w/ Cheese **Food Bar Specials!!** Seasoned Corn Fresh Fruit Salad Bar	**1** Thick Crust Hawaiian Pizza Country Skillet Wrap **Food Bar Specials!!** Seasoned Broccoli Fresh Fruit Salad Bar	**18** Chicken Fajita Pizza Bacon Cheeseburger **Food Bar Specials!!** Seasoned Broccoli Fresh Fruit Salad Bar	**19** Thick Crust Meat Lover's Pizza Beef Nachos w/ Cheese **Food Bar Specials!!** Seasoned Corn Fresh Fruit Salad Bar

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Alternate Menus

Low-Fat, Low-Sodium Menus

Chartwells creates low-sodium menus by:

- Offering high-sodium foods less often
- Limiting the use of:
  - Salty, smoked or cured meat such as bologna, hot dogs and ham
  - Luncheon meats and sausage
  - Ready-to-eat canned foods, such as soups, chili and ravioli
  - Food prepared in brine, such as pickles, olives and sauerkraut
- Modifying recipes that use high-sodium ingredients:
  - Reduce or eliminate salt from recipes when possible
  - Limit the use of ingredients such as bouillon cubes, ham base and chicken base
  - Try different herbs and spices as seasonings in place of salt
  - Emphasize that salt should not be added to recipes unless it is listed as an ingredient
  - Salt can be eliminated from any recipe except a recipe that contains yeast

Chartwells creates low-fat menus by:

- Substituting low-calorie, lower-fat alternative foods

Higher-Fat Foods	Lower-Fat Alternative
Cold cuts or lunch meats (bologna, salami, liverwurst, etc.)	Low-fat cold cuts (95 to 97% fat-free lunch meats, low-fat pressed meats)
Hot dogs (regular)	Lower-fat hot dogs
Bacon or sausage	Canadian bacon or turkey ham
Regular ground beef	Extra-lean ground beef such as ground round or ground turkey
Oil-packed tuna	Water-packed tuna (rinse to reduce sodium content)
Pepperoni	Turkey Pepperoni
Frozen breaded fish or fried fish (homemade or commercial)	Fish or shellfish, unbreaded (fresh, frozen, canned in water)

Chartwells has created low-fat, low-sodium menus for your district.

Elementary

Chartwells School Dining Services School District Elementary Lunch Menu
Student Lunch Reduced $0

A full student lunch includes a choice of entrée supplying protein and grain, up to two (2) vegetable side dishes, two (2) fruit side dishes, and milk. Milk choices include 1% white and skim chocolate and strawberry.

Monday	Tuesday	Wednesday	Thursday	Friday
16 Hamburger on WG Bun Seasoned Green Beans Fruit & Veggie Bar Spinach & Romaine Side Salad Cauliflower Bites Mandarin Oranges Fresh Apple	***17*** Chicken Nuggets WG/Dinner Roll Mashed Potatoes Fruit & Veggie Bar Spinach & Romaine Side Salad Cucumber Coins Mixed Fruit Fresh Pear	 WG Mini Corn Dogs Baked Beans Fruit & Veggie Bar Spinach & Romaine Side Salad Fresh Baby Carrots Chilled Pears Orange Juice	**19** Whole Wheat Pancakes w/Sausage Warm Cinnamon Apples Fruit & Veggie Bar Spinach & Romaine Side Salad Red Pepper Strips Chilled Peaches Fresh Apple	**20** Whole Wheat Cheese Pizza Mixed vegetables Fruit & Veggie Bar Spinach & Romaine Side Salad Fresh Baby Carrots Applesauce Fresh Orange Slices
Jan.6 WG chicken Quesadilla w/Salsa Refried Beans w/cheddar Fruit & Veggie Bar Spinach & Romaine Side Salad Fresh Baby Carrots Applesauce Chilled Pears	**7** Popcorn Chicken w/ Sweet Sour Sauce on the Side and Rice Seasoned Carrots Fruit & Veggie Bar Spinach & Romaine Side Salad Cucumber Coins Strawberries Chilled Peaches	 Meatballs and Sauce over Rotini Noodles / Garlic Toast Seasoned Broccoli Fruit & Veggie Bar Spinach & Romaine Side Salad Fresh Cauliflower Bites Fresh Pear Orange Juice	**9** Colby Cheese Omelet and English Muffin WG Potato Smiles Fruit & Veggie Bar Spinach & Romaine Side Salad Cherry Tomatoes Chilled Pineapples Fresh Orange Smiles	**10** Whole Wheat Green Pepper Pizza Garden Green Peas Fruit & Veggie Bar Spinach & Romaine Side Salad Fresh Baby Carrots Chilled Mixed Fruit Fresh Grapes
13 Breaded Chicken Patty on Bun WG Tater Tots Fruit & Veggie Bar Spinach & Romaine Side Salad Fresh Baby Carrots Applesauce Chilled Pears	**14** Beefy Nachos with Reduced Fat Mexican Style Kidney Beans Fruit & Veggie Bar Spinach & Romaine Side Salad Red Pepper Strips Blk. Bean Citrus salad/Banana Chilled Mixed Fruit	**15** BBQ Glazed Chicken Drumstick/Dinner Roll Mashed Potatoes Fruit & Veggie Bar Spinach & Romaine Side Salad Fresh Baby Carrots Fresh Grapes Orange Wedges	**16** Blueberry Pancakes WG with Scrambled Eggs Warm Cinnamon Apples Fruit & Veggie Bar Spinach & Romaine Side Salad Broccoli Florets Mandarin Oranges Fruit Goop	**17** Whole Wheat Cheese Pizza Seasoned Corn Fruit & Veggie Bar Spinach & Romaine Side Salad Fresh Baby Carrots Fresh Grapes Orange Wedges
20 Turkey Sandwich Roasted Carrot Sticks Fruit & Veggie Bar Spinach & Romaine Side Salad Fresh Celery Sticks Chilled Pineapple	**21** Grilled Chicken on WG Bun BBQ Baked Beans Fruit & Veggie Bar Spinach & Romaine Side Salad Cucumber Slices Chilled Peaches Applesauce	**22** Bosco Sticks w/Marinara Sauce Seasoned Carrots Fruit & Veggie Bar Spinach & Romaine Side Salad Broccoli Florets Chilled Pineapples Orange Juice	**23** Mini Maple Madness Waffles and Scrambled Eggs Warm Cinnamon Apples Fruit & Veggie Bar Spinach & Romaine Side Salad Fresh Baby Carrots Pears and Fresh Strawberries Chilled Peaches	**24** Whole Wheat Cheese Pizza Green Beans Fruit & Veggie Bar Spinach & Romaine Side Salad Fresh Celery Sticks Fresh Apple Fruit Cocktail
 Beefy Taco in Tortilla Shell Pinto Beans Fruit & Veggie Bar Spinach & Romaine Side Salad Broccoli Florets Chilled Mixed Fruit Fresh Apple	**28** Chicken Nuggets WG/Dinner Roll Mashed Potatoes/Gravy Fruit & Veggie Bar Spinach & Romaine Side Salad Fresh Baby Carrots Applesauce Banana	**29** hamburger Seasoned Broccoli Fruit & Veggie Bar Spinach & Romaine Side Salad Fresh Cherry Tomatoes Chilled Peaches Orange Wedges	**30** Strawberry Splash Pancakes/Scrambled Egg Tater Tots Fruit & Veggie Bar Spinach & Romaine Side Salad Fresh Baby Carrots Strawberries Fresh Grapes	**31** Bosco Sticks w/Marinara Sauce to dip Seasoned Corn Fruit & Veggie Bar Spinach & Romaine Side Salad Green Pepper Strips Mandarin Oranges Chilled Pears
Alternate Entrees *(available with daily hot vegetable offering, your choice[s] from our fruit/vegetable bar, and choice of milk)*				
Mondays	***Tuesdays***	***Wednesdays***	***Thursdays***	***Fridays***
Hummus w/WG Pita and grapes	Hummus w/WG Pita and grapes	Hummus w/WG Pita and grapes	Hummus w/WG Pita and grapes	Hummus w/WG Pita and grapes
PB & J on WG served with String Cheese	Fun Meal: WG Cereal, yogurt, cheese stick and Crackers	PB & J on WG served with String Cheese	Fun Meal: Bagel, cheese slices, yogurt and fruit cocktail	Nacho Fun Lunch (cold)

Chartwells School Dining Services School District

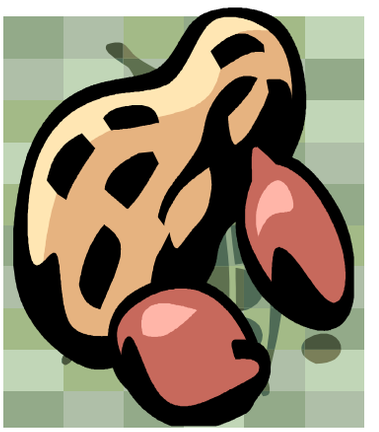
Student Breakfast $1.25 Reduced price $.30 All meals are available to ALL students

A full student lunch includes a choice of entrée supplying protein and grain, up to two (2) vegetable side dishes, two (2) fruit side dishes, and milk. Milk choices include 1% white and skim chocolate and strawberry.

Monday	Tuesday	Wednesday	Thursday	Friday
Mini Pancakes Served with: Petite Banana Choice of Milk	Egg and Cheese on a WG Bagel Served with: Apple Juice Choice of Milk	Breakfast Pizza Served with: Fresh Orange Smiles Choice of Milk	WG French Toast Sticks/ Turkey Sausage Patty with Syrup Served with: 100% Orange Juice Choice of Milk	Mini Maple Waffles Served with: Applesauce Choice of Milk
Other Daily Options Include: Assorted Low Sugar Cereals served with String Cheese, Yogurt or Graham Cracker Round Granola Bars WG Bagel with Cream Cheese Soft WG Apple Cinnamon or Banana Chunk Breakfast Bar All breakfast meals include a fruit or juice and choice of milk (skim chocolate, skim white or 1% white)				
DID YOU KNOW?? If your student is currently receiving free or reduced lunches they are also entitled to receive a free or reduced breakfast. Breakfast is available every day in the cafeteria.				

This month's food focus is *on Legumes*

There are many varieties of legumes, but the most widely known are beans, lentils and peanuts. When growing, legumes actually ADD nitrogen back to the soil. Soybeans are one of the word's oldest cultivated crops. Hummus is made from chickpeas also called garbanzo beans. Legumes are super high in protein and amino acid's and are a staple in healthy diets and meatless dishes!



School Foodservice Information

Price: $2.70 paid, $0.40 reduced*, free* (*if qualified)

Do you think your family may qualify for free/reduced meals? Fill out an application and submit to your school office.

Chartwells new Food and Nutrition Guidelines:

Provide more deeply colored, nutrient dense, and fiber rich fruits and vegetables, such as sweet potatoes, spinach, peaches, broccoli, and beans
Provide more whole grain foods, such as brown rice and whole wheat
Encourage lean proteins including vegetarian and plant based
Reduce unhealthy fats, sodium, and sugar
Continue Chartwells' dedication to earth and community friendly practices by serving hormone free milk, poultry products without the routine use of antibiotics, sustainable seafood, cage free shell eggs, and locally grown produce

To learn more about Chartwells go to www.EatLearnLive.com

Middle School

Middle School - Low Fat Low Sodium Week 1

A full student lunch includes a choice of entrée supplying protein and grain, 2 vegetable side dishes, 2 fruit side dishes, and a choice of milk. Milk choices include 1% white and skim chocolate.

In addition to the vegetables and fruits offered on our serving line stations, **a daily cold vegetable and fruit bar is available daily.** We feature a variety of vegetables and fruits on the bar including locally grown when seasonally available. Each week we feature deeply colored, nutrient-rich vegetables including red/orange and dark green varieties, as well as beans and other additional choices.

Station	Monday	Tuesday	Wednesday	Thursday	Friday
Sizzle	Roast Turkey Mashed Potatoes/low sodium Gravy Cinnamon Glazed Carrots Seasoned Peas	Wet Burrito Bowl Lean Ground Beef/ Southwestern Beans Brown Rice/Golden Corn Whole Wheat Tortilla	Baked Ziti with RF Cheese WG Garlic Breadstick Seasoned Mixed Vegetables	Sweet Sour Chicken Bowl Popcorn Chicken/Sweet and Sour Sauce Asian Rice/ Stir fry Vegetables Roasted Red/Green Peppers	Scrambled Eggs/Crumbled Sausage Herb Roasted Potatoes WG Pancakes Warm Apple Slices
Taste	Reduced fat meats and Cheeses used				
	Hamburger on a Whole Grain Bun Grilled Chicken On Whole Wheat Bun Seasoned Peas	RF CheeseSteak on WW Bun Vegetarian Burger on WG Bun Potato Wedges	Hamburger on a Whole Grain Bun Grilled Chicken On Whole Wheat Bun Baked Tater Tots	RF CheeseBurger Vegetarian Burger on WG Bun	Hamburger on a Whole Grain Bun Grilled Chicken On Whole Wheat Bun Warm Apple Slice
Bake	Available Daily: Cheese Pizza on Chartwells Super Whole Wheat Crust				
	Turkey Pepperoni Pizza	Green Pepper Pizza	Turkey Pepperoni Pizza	Mushroom Pizza	Turkey Pepperoni Pizza
Crisp	Available Daily: Assorted low sodium meats, reduced fat cheese and other proteins; whole grain sliced bread and wraps; shredded romaine lettuce; and sliced tomatoes				
	Fresh Spinach Cucumber Coins Sliced Onion	Fresh Spinach Cucumber Coins Sliced Onion	Fresh Spinach Cucumber Coins Sliced Onion	Fresh Spinach Cucumber Coins Sliced Onion	Fresh Spinach Cucumber Coins Sliced Onion
Outtakes	Fruit Yogurt Parfaits w/ Granola Topping Buffalo Chicken Wrap Fresh Baby Carrots Chilled Applesauce Chilled Peaches	Fruit Yogurt Parfaits w/ Granola Topping Tuna Salad Wrap Fresh Cucumber Coins Crunchy Spinach Salad Chilled Mixed Fruit w/ Fresh Strawberries Fresh Cantaloupe	Fruit Yogurt Parfaits w/ Granola Topping Mandarin Chicken Salad w/ Crunchy Asian Topping & Crackers Chick Pea Salad Fresh Baby Carrots Fresh Cinnamon Apple Slices Raisins	Fruit Yogurt Parfaits w/ Granola Topping Chicken Caesar Wrap Chopped Romaine Lettuce Broccoli Florettes Chilled Tropical Fruit Fresh Red Grapes	Fruit Yogurt Parfaits w/ Granola Topping Turkey Pepperoni Hoagie Fresh Baby Carrots Broccoli Salad w/ Raisins Banana Chilled Mixed Fruit w/ Fresh Strawberries
Add Ons	Hearty Green Spinach Salad Fresh Baby Carrots Fresh Cauliflower Bites Chilled Applesauce Chilled Peaches	Fresh Cucumber Coins Crunchy Spinach Salad Fresh Sliced Celery Chilled Mixed Fruit w/ Fresh Strawberries Fresh Cantaloupe	Chick Pea Salad Fresh Baby Carrots Pickled Beet Salad Fresh Cinnamon Apple Slices Raisins	Chopped Romaine Lettuce Broccoli Florettes Fresh Baby Carrots Chilled Tropical Fruit Fresh Red Grapes	Fresh Baby Carrots Broccoli Salad w/ Raisins Fresh Celery Sticks Banana Chilled Mixed Fruit w/ Fresh Strawberries

Middle School - Low Fat Low Sodium Week 2

A full student lunch includes a choice of entrée supplying protein and grain, 2 vegetable side dishes, 2 fruit side dishes, and a choice of milk. Milk choices include 1% white and skim chocolate.

In addition to the vegetables and fruits offered on our serving line stations, **a daily cold vegetable and fruit bar is available daily.** We feature a variety of vegetables and fruits on the bar including locally grown when seasonally available. Each week we feature deeply colored, nutrient-rich vegetables including red/orange and dark green varieties, as well as beans and other additional choices.

England/Ireland Week

Station	Monday	Tuesday	Wednesday	Thursday	Friday
Sizzle	Turkey Taco Meat Rice & Beans Low sodium corn chips Mexican Corn	Fish and Chips/Lemon and Malt Vinegar Whole Wheat Dinner Roll Mashed Potatoes	Turkey Chili Broccoli and RF Cheese Toppings Baked Potato Whole Wheat Bread Stick	Scrambled Eggs Whole Grain Waffle Turkey bacon Tomato	Breaded Chicken Rings Whole Wheat Dinner Roll Mashed Potato
	Reduced Fat cheese and meats used daily				
Taste	Hamburger on a Whole Grain Bun Spicy Chicken Patty on WG Bun Seasoned Corn	BLT Burger on a Whole Grain Bun Turkey Corn Dogs/dinner roll Baked Potato Wedges	BBQ Pork Rib on a Whole Grain Bun Grilled Chicken Club on a Whole Grain Bun Herb Broccoli & Cauliflower	BLT Burger on a Whole Grain Bun Turkey Corn Dogs/dinner roll Sweet Potato Tots	Hamburger on a Whole Grain Bun Grilled Chicken Club on a Whole Grain Bun Broccoli Saute
Bake	Available Daily: Cheese Pizza on Chartwells Super Whole Wheat Crust				
	Turkey Pepperoni Pizza	Veggie Lovers Pizza	Turkey Pepperoni Pizza	Veggie Flatbread	Turkey Pepperoni Pizza
Crisp	Available Daily: Assorted RF meats, Reduced sodium cheeses, whole grain sliced bread and wraps; shredded romaine lettuce; and sliced tomatoes				
	Fresh Spinach Cucumber Coins Sliced Onion	Fresh Spinach Cucumber Coins Sliced Onion	Fresh Spinach Cucumber Coins Sliced Onion	Fresh Spinach Cucumber Coins Sliced Onion	Fresh Spinach Cucumber Coins Sliced Onion
Outtakes	Fruit & Yogurt Parfaits w/ Granola Topping Turkey & Cheese Wrap Michigan Salad Fresh Celery Fresh Baby Carrots Pear Raisin Salad Fresh Strawberries	Fruit & Yogurt Parfaits w/ Granola Topping Chicken Caesar Wrap Deli Chef Salad w/ Croutons & Crackers Fresh Cucumber Coins Broccoli Florettes Chilled Peaches Fresh Red Grapes	Fruit & Yogurt Parfaits w/ Granola Topping Tuna Salad Wrap WG Deli Chef Salad w/ Croutons & Crackers Chick Pea Salad Fresh Baby Carrots Chilled Pears Raisins	Fruit & Yogurt Parfaits w/ Granola Topping Turkey Club on Whole Wheat Deli Chef Salad w/ Croutons & Crackers Broccoli Florettes Hearty Green Spinach Salad Chilled Tropical Fruit Fresh Cantaloupe	Fruit & Yogurt Parfaits w/ Granola Topping Turkey & Cheese Wrap Deli Chef Salad w/ Croutons & Crackers Fresh Baby Carrots Broccoli Salad w/ Raisins Chilled Mixed Fruit w/ Fresh Strawberries Fresh Red Grapes
Add Ons	Chopped Romaine Salad Fresh Baby Carrots Fresh Cauliflower Bites Pear Raisin Salad Fresh Strawberries	Fresh Cucumber Coins Broccoli Florettes Crunchy Spinach Salad Chilled Peaches Fresh Red Grapes	Chick Pea Salad Fresh Baby Carrots Fresh Cucumber Coins Chilled Pears Fruit Pudding	Broccoli Florettes Spinach Romaine Fresh Sliced Celery Chilled Tropical Fruit Fresh Cantaloupe	Fresh Baby Carrots Broccoli Salad w/ Raisins Fresh Cucumber Coins Chilled Mixed Fruit w/ Fresh Strawberries Fresh Red Grapes

Middle School - Low Fat Low Sodium Week 3

A full student lunch includes a choice of entrée supplying protein and grain, 2 vegetable side dishes, 2 fruit side dishes, and a choice of milk. Milk choices include 1% white and skim chocolate and strawberry

In addition to the vegetables and fruits offered on our serving line stations, **a daily cold vegetable and fruit bar is available daily.** We feature a variety of vegetables and fruits on the bar including locally grown when seasonally available. Each week we feature deeply colored, nutrient-rich vegetables including red/orange and dark green varieties, as well as beans and other additional choices.

Station	Monday	Tuesday	Wednesday	Thursday	Friday
Sizzle	Italian Pasta Bowl Bow Tie or WG Penne Meatballs/WW Garlic Bun Marinara	Fajita Bowl Fajita Chicken/Cilantro Lime Chips Black Beans/Roasted Pepper and Onions Salsa, WG Tortilla	Thanksgiving Bowl Roast Turkey Mashed Sweet potato Pease	Popcorn Chicken Bowl Dinner roll WG Seasoned Corn/Honey BBQ sauce Seasoned carrots	Family Bowl Meatloaf Roasted Tomatoes w/Rosemary Fresh Vegetable Medley
Taste	Reduced Fat Meats and Cheese Used Daily				
	Hamburger on a Whole Grain Bun Spicy Chicken Sandwich on WG bun Seasoned Broccoli	Mini Turkey Dogs (WG) Vegetarian Burger on WG Bun Roasted Peppers and Onions	Vegetarian Burger on WG Bun Spicy Chicken Sandwich on WG bun Glazed carrots	Mini Turkey Dogs (WG) Vegetarian Burger on WG Bun Peas and Carrots	Spicy Chicken Sandwich on WG bun Hamburger on a Whole Grain Bun Fresh Vegetable Medley
Bake	Available Daily: Cheese Pizza on Chartwells Super Whole Wheat Crust				
	Turkey Pepperoni Pizza	Green Pepper Flatbread	Turkey Pepperoni Pizza	Brooklyn Flatbread	Turkey Pepperoni Pizza
Crisp	Available Daily: Assorted Reduced fat meats, cheeses, ; whole grain sliced bread and wraps; shredded romaine lettuce; and sliced tomatoes				
	Fresh Spinach Cucumber Coins Sliced Onion	Fresh Spinach Cucumber Coins Sliced Onion	Fresh Spinach Cucumber Coins Sliced Onion	Fresh Spinach Cucumber Coins Sliced Onion	Fresh Spinach Cucumber Coins Sliced Onion
Outtakes	Fruit Yogurt Parfaits w/ Granola Topping Michigan Salad with Dinner roll/croutons Greek Potato Salad Fresh Baby Carrots Rosy Applesauce Chilled Peaches	Fruit Yogurt Parfaits w/ Granola Topping Buffalo Chicken Wrap-WG Confetti Coleslaw Fresh Baby Carrots Chilled Tropical Fruit Fresh Red Grapes	Fruit Yogurt Parfaits w/ Granola Topping Vegetarian Taco Salad/ Tortilla Pieces Chick Pea Side Salad Broccoli Florets Mandarin Oranges Pears with Fresh Strawberries	Fruit Yogurt Parfaits w/ Granola Topping Egg Salad on WW Broccoli Salad w/Raisins Cucumber Coins Cinnamon Applesauce Petite Banana	Fruit Yogurt Parfaits w/ Granola Topping Turkey Club on WG Mandarin Chicken Salad- croutons and crackers Chick Pea Side Salad Baby Carrots Green Pepper Strips Pineapple Tidbits
Toast Post	Available Daily: Buffalo Chicken WraAvailable Daily: Whole Grain Wraps and Bread; Reduced fat meats and Cheeses				
	Buffalo Chicken Wrap Whole Grain Chicken Pesto Wrap Shredded Iceberg Lettuce Fresh Apple	Turkey Reuben on Texas Toas Austin Steak Twister Wrap Shredded Iceberg Lettuce Tropical Fruit	Cajun Chicken Panini Chicken Cheese Quesadilla Shredded Iceberg Lettuce Mandarin Oranges	Cheesesteak Sandwich on roll Whole Grain Chicken Pesto Wrap Shredded Iceberg Lettuce Cinnamon Applesauce	Turkey Reuben on Texas Toast Chicken Cheese Quesadilla Shredded Iceberg Lettuce Pineapple Tidbits
Add Ons	Greek Potato Salad Fresh Carrot Sticks Crunchy Spinach Salad Rosy Applesauce Chilled Peaches	Confetti Coleslaw Baby Carrots Chopped Romaine Lettuce Chilled Tropical Fruit Fresh Grapes	Chick Pea Side Salad Broccoli Florets Baby Carrots Mandarin Oranges Pears with Fresh Strawberries	Dark Green Tossed Salad Broccoli Salad w/Raisins Cucumber Coins Cinnamon Applesauce Petite Banana	Chick Pea Side Salad Baby Carrots Green Pepper Strips Pineapple Tidbits Fresh Pear

Middle School - Low Fat Low Sodium Week 4

A full student lunch includes a choice of entrée supplying protein and grain, 2 vegetable side dishes, 2 fruit side dishes, and a choice of milk. Milk choices include 1% white and skim chocolate.

In addition to the vegetables and fruits offered on our serving line stations, **a daily cold vegetable and fruit bar is available daily.** We feature a variety of vegetables and fruits on the bar including locally grown when seasonally available. Each week we feature deeply colored, nutrient-rich vegetables including red/orange and dark green varieties, as well as beans and other additional choices. **ITALIAN WEEK**

Station	Monday	Tuesday	Wednesday	Thursday	Friday
Sizzle	Barbecued Chicken Dirty Brown Rice Whole Wheat Dinner Roll Seasoned Broccoli	Turkey Taco Meat Nachos Whole Wheat Tortilla Fruit Crisp Seasoned Pinto Beans	Scrambled Eggs Turkey Sausage Pancakes WG Sweet Cinnamon Roasted Butternut Squash	Tuna Noodle Casserole Whole Grain Roll Roasted Carrot Fries	Popcorn Chicken Bites WG Garlic Breadstick Scallions garnish Seasoned Corn
Taste	Reduced Fat Meats and Cheese Available Daily				
	Grilled Chicken Pesto Sandwich on WG Bun Mini Turkey Corn Dogs Seasoned Broccoli	Cheeseburger on a Whole Grain Bun Spicy Chiecken Sandwich Seasoned Corn	Hamburger on a Whole Grain Bun Spicy Chiecken Sandwich Baked Potato	BBQ Pork Rib on a Whole Grain Bun Spicy Chicken Patty on WG Bun Seasoned Green Beans	Hamburger on a Whole Grain Bun BBQ Chicken on Whole Grain Bun Seasoned Corn
Bake	Available Daily: Cheese Pizza on Chartwells Super Whole Wheat Crust				
	Turkey Pepperoni Pizza	Cheese Cali Pocket	Hawaiian Pizza	Turkey Pepperoni Flatbread	Italian Chicken Croissant
Crisp	Available Daily: Assorted reduced fat meats, cheeses; whole grain sliced bread and wraps; shredded romaine lettuce; and sliced tomatoes				
	Egg Salad Fresh Spinach Cucumber Coins Sliced Onion	Tuna Salad Wrap Fresh Spinach Cucumber Coins Sliced Onion	Roast Beef, Turkey & Ham on a Roll Fresh Spinach Cucumber Coins Sliced Onion	Chicken Caesar Wrap Fresh Spinach Cucumber Coins Sliced Onion	Turkey Ham Hoagie Fresh Spinach Cucumber Coins Sliced Onion
Outtakes	Fruit Yogurt Parfaits w/ Granola Topping Michigan Salad w/Dinne roll Fresh Celery Fresh Baby Carrots Pear Raisin Salad Chilled Peaches	Fruit Yogurt Parfaits w/ Granola Topping Ham & Cheese Chef Salad w/ Croutons & Crackers Fresh Cucumber Coins Fresh Baby Carrots Chilled Applesauce Fresh Red Grapes	Fruit Yogurt Parfaits w/ Granola Topping Tuna on WG Wrap Mandarin Chicken Salad w/Poppyseed Dressing, crackers and croutons Chick Pea Salad Fresh Baby Carrots Fresh Red Grapes Fresh Orange	Fruit Yogurt Parfaits w/ Granola Topping Turkey Club on Whole Wheat Broccoli Florettes Dark Green Tossed Salad Fresh Red Delicious Apple Chilled Tropical Fruit	Fruit Yogurt Parfaits w/ Granola Topping Tuna on WG Wrap Fresh Baby Carrots Broccoli Salad w/ Raisins Chilled Mixed Fruit w/ Fresh Strawberries Fresh Petite Banana
Add Ons	Cherry tomato Fresh Baby Carrots Chopped Romaine Lettuce Pear Raisin Salad Chilled Peaches	Fresh Cucumber Coins Broccoli Salad w/ Raisins Tomato Salsa Chilled Applesauce Jell-O w/ Mixed Fruit	Kidney Bean Salad Fresh Baby Carrots Fresh Cucumber Coins Fresh Red Grapes Fresh Orange	Broccoli Florettes Romaine Spinach Salad Fresh Baby Carrots Fresh Red Delicious Apple Chilled Tropical Fruit	Fresh Baby Carrots Broccoli Salad w/ Raisins Fresh Celery Sticks Chilled Mixed Fruit w/ Fresh Strawberries Fruit Pudding

Middle School - Low Fat Low Sodium Week 5

A full student lunch includes a choice of entrée supplying protein and grain, 2 vegetable side dishes, 2 fruit side dishes, and a choice of milk. Milk choices include 1% white and skim chocolate.

In addition to the vegetables and fruits offered on our serving line stations, **a daily cold vegetable and fruit bar is available daily.** We feature a variety of vegetables and fruits on the bar including locally grown when seasonally available. Each week we feature deeply colored, nutrient-rich vegetables including red/orange and dark green varieties, as well as beans and other additional choices.

Station	Monday	Tuesday	Wednesday	Thursday	Friday
Sizzle	Blackened Tilapia Sweet potato Rice Dinner Roll	Turkey Tacos Corn Shells Brown Rice and Beans Seasoned Green Beans	Popcorn Chicken Bowl Mashed Potatoes Whole Wheat Roll Seasoned Broccoli	Rigatoni Bake Marinara Dinner Role Seasoned Green Beans	Vegetable Lasagna Garlic Bread Italian Veggies
Taste	Reduced Fat Meats and Cheese Available Daily				
	Cheeseburger on a WG Bun Turkey Burger on A Bun w/ Jalapeno Seasoned Corn Baked french fries	Cheese Quesadilla with Salsa Hamburger on WG Gun Seasoned Green Beans Baked Tater Tots	BBQ Pork Rib on a Whole Grain Bun Cheeseburger on a Whole Grain Bun Baked Potato Smiles Seasoned Green Beans	Turkey Burger on A Bun w/ Jalapeno Spicy Chicken Sandwich Seasoned Green Beans Baked Tater Tots	Hamburger on a Whole Grain Bun Cheese Quesadilla with Salsa Seasoned Zucchini Criss-Cut Fries
Bake	Available Daily: Cheese Pizza on Chartwells Super Whole Wheat Crust				
	Turkey Pepperoni Pizza	Green Pepper Pizza	Turkey Pepperoni Pizza	Veggie Flatbread Pizza	Turkey Pepperoni Pizza
Crisp	Available Daily: Assorted reduced fat meats, cheeses; whole grain sliced bread and wraps; shredded romaine lettuce; and sliced tomatoes				
	Fresh spinach Cucumber Coins Sliced onions	Fresh Spinach Cucumber Coins Sliced Onion	Fresh Spinach Cucumber Coins Sliced Onion	Fresh Spinach Cucumber Coins Sliced Onion	Fresh Spinach Cucumber Coins Sliced Onion
Outtakes	Fruit Yogurt Parfaits w/ Granola Topping Turkey and Cheese Wrap Mediteranean Wrap Garden Salad with Cheese, croutons and Crackers Chick pea salad Red Pepper strips Peaches Grapes	Fruit Yogurt Parfaits w/ Granola Topping Turkey and Cheese Wrap Deli Chef Salad w/ Croutons & Crackers Ham & Cheese Chef Salad w/ Croutons & Crackers Fresh Cucumber Sticks Cucumber Coins Chilled Mixed Fruit w/ Fresh Strawberries Chilled Applesauce	Fruit Yogurt Parfaits w/ Granola Topping Ham & Cheese on a Whole Wheat Bun Mediteranean Wrap Turkey Taco Salad Chick Pea Salad Fresh Baby Carrots Fresh Orange Chilled Pears	Fruit Yogurt Parfaits w/ Granola Topping Turkey BLT Ranch Wrap Deli Chef Salad w/ Croutons & Crackers Crispy Chicken Popper Salad w/ Croutons & Crackers Broccoli Florettes Romaine Spinach Salad Chilled Tropical Fruit Fresh Orange	Fruit Yogurt Parfaits w/ Granola Topping Santa Fe Turkey & Cheddar Wrap Mediteranean Wrap Satsuma Cobb Salad w/ Egg, Turkey, Ham & Croutons Fresh Baby Carrots Broccoli Salad w/ Raisins Fresh Red Grapes Fresh Red Delicious Apple
Add Ons	Baby carrots Dark Green Tossed Salad Cantaloupe Fresh Apples Pears	Fresh Cucumber Sticks Confetti Coleslaw Chopped Romaine Lettuce Chilled Mixed Fruit w/ Fresh Strawberries Banana	Pinto Beans Fresh Baby Carrots Fresh Cucumber Sticks Fresh Orange Chilled Pears	Broccoli Florettes Romaine Spinach Salad Corn and Black Bean Salad Chilled Tropical Fruit Fresh Orange	Cherry Tomato Fresh Sliced Celery Broccoli Salad w/ Raisins Fresh Red Delicious Apple Chilled Pineapples

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High School

High School - Low Fat Low Sodium Week 1

A full student lunch includes a choice of entrée supplying protein and grain, 2 vegetable side dishes, 2 fruit side dishes, and a choice of milk. Milk choices include 1% white and skim chocolate.

In addition to the vegetables and fruits offered on our serving line stations, **a daily cold vegetable and fruit bar is available daily.** We feature a variety of vegetables and fruits on the bar including locally grown when seasonally available. Each week we feature deeply colored, nutrient-rich vegetables including red/orange and dark green varieties, as well as beans and other additional choices.

Station	Monday	Tuesday	Wednesday	Thursday	Friday
Play Bowl	Roast Turkey Mashed Potatoes/low sodium Gravy Cinnamon Glazed Carrots Seasoned Peas French Breadstick	Wet Burrito Bowl Lean Ground Beef/ Southwestern Beans Brown Rice/Golden Corn Whole Wheat Tortilla Romaine Lettuce/ Fresh tomato	Baked Ziti with RF Cheese WG Garlic Breadstick Seasoned Mixed Vegetables Broccoli	Sweet Sour Chicken Bowl Popcorn Chicken/Sweet and Sour Sauce Asian Rice/ Stir fry Vegetables Roasted Red/Green Peppers WG Dinner roll/Chopped Gr. Onion	Scrambled Eggs/Crumbled Sausage Herb Roasted Potatoes WG Pancakes Warm Apple Slices Shredded Cheddar
Grab a Stack	Reduced fat meats and Cheeses used				
	Hamburger on a Whole Grain Bun Grilled Chicken On Whole Wheat Bun Spicy chicken patty on WG Bun Seasoned Peas	RF CheeseSteak on WW Bun Vegetarian Burger on WG Bun Turkey and Cheese on whole Grain Wrap Potato Wedges	Hamburger on a Whole Grain Bun Grilled Chicken On Whole Wheat Bun Spicy chicken patty on WG Bun Baked Tater Tots	RF CheeseBurger Vegetarian Burger on WG Bun Spicy chicken patty on WG Bun	Hamburger on a Whole Grain Bun Grilled Chicken On Whole Wheat Bun Turkey and Cheese on whole Grain Wrap Warm Apple Slice
Crust N Stuff	Available Daily: Cheese Pizza on Chartwells Super Whole Wheat Crust				
	Turkey Pepperoni Pizza Veggie Flatbread	Green Pepper Pizza Turkey and Cheese Flatbread Fold	Turkey Pepperoni Pizza Broccoli and Cheese Calzone	Mushroom Pizza Pizza Dunkers w/ Cheese & Sauce	Turkey Pepperoni Pizza Spinach Pizza
Ready Set Deli	Available Daily: Assorted low sodium meats, reduced fat cheese and other proteins; whole grain sliced bread and wraps; shredded romaine lettuce; and sliced tomatoes				
	Buffalo Chicken Wrap Fresh Spinach Cucumber Coins Sliced Onion	Tuna Salad Wrap Fresh Spinach Cucumber Coins Sliced Onion	Santa Fe Turkey Cheddar Wrap Fresh Spinach Cucumber Coins Sliced Onion	Chicken Caesar Wrap Fresh Spinach Cucumber Coins Sliced Onion	Italian Hoagie Fresh Spinach Cucumber Coins Sliced Onion
OutTakes	Fruit Yogurt Parfaits w/ Granola Topping Buffalo Chicken Wrap Fresh Baby Carrots Chilled Applesauce Chilled Peaches	Fruit Yogurt Parfaits w/ Granola Topping Tuna Salad Wrap Fresh Cucumber Coins Crunchy Spinach Salad Chilled Mixed Fruit w/ Fresh Strawberries Fresh Cantaloupe	Fruit Yogurt Parfaits w/ Granola Topping Mandarin Chicken Salad w/ Crunchy Asian Topping & Crackers Chick Pea Salad Fresh Baby Carrots Fresh Cinnamon Apple Slices Raisins	Fruit Yogurt Parfaits w/ Granola Topping Chicken Caesar Wrap Chopped Romaine Lettuce Broccoli Florettes Chilled Tropical Fruit Fresh Red Grapes	Fruit Yogurt Parfaits w/ Granola Topping Turkey Pepperoni Hoagie Fresh Baby Carrots Broccoli Salad w/ Raisins Banana Chilled Mixed Fruit w/ Fresh Strawberries
Toast Post	Available Daily: Grilled Chicken Wrap				
	Buffalo Chicken Wrap Shredded Iceberg Lettuce Chilled Peaches	Beef & Bean Burrito Shredded Iceberg Lettuce Fresh Orange Wedges	Whole Grain Chicken & Cheese Quesadilla Shredded Iceberg Lettuce Raisins	RF Cheesesteak wrap Shredded Iceberg Lettuce Fresh Red Grapes	Turkey pepperoni and Turkey PaniniCheese on Texas Toast Shredded Iceberg Lettuce Chilled Mixed Fruit w/ Fresh Strawberries
Featured Fruit/Veg Bar Selections	Hearty Green Spinach Salad Fresh Baby Carrots Fresh Cauliflower Bites Chilled Applesauce Chilled Peaches	Fresh Cucumber Coins Crunchy Spinach Salad Fresh Sliced Celery Chilled Mixed Fruit w/ Fresh Strawberries Fresh Cantaloupe	Chick Pea Salad Fresh Baby Carrots Pickled Beet Salad Fresh Cinnamon Apple Slices Raisins	Chopped Romaine Lettuce Broccoli Florettes Fresh Baby Carrots Chilled Tropical Fruit Fresh Red Grapes	Fresh Baby Carrots Broccoli Salad w/ Raisins Fresh Celery Sticks Banana Chilled Mixed Fruit w/ Fresh Strawberries

High School - Low Fat Low Sodium Week 2

A full student lunch includes a choice of entrée supplying protein and grain, 2 vegetable side dishes, 2 fruit side dishes, and a choice of milk. Milk choices include 1% white and skim chocolate.

In addition to the vegetables and fruits offered on our serving line stations, **a daily cold vegetable and fruit bar is available daily.** We feature a variety of vegetables and fruits on the bar including locally grown when seasonally available. Each week we feature deeply colored, nutrient-rich vegetables including red/orange and dark green varieties, as well as beans and other additional choices.

England/Ireland Week

Station	Monday	Tuesday	Wednesday	Thursday	Friday
Play Bowl	Turkey Taco Meat Rice & Beans Low sodium corn chips Mexican Corn Roasted Tomato Salsa Fresca	Fish and Chips/Lemon and Malt Vinegar Whole Wheat Dinner Roll Mashed Potatoes Seasoned Green Peas	Turkey Chili Broccoli and RF Cheese Toppings Baked Potato Whole Wheat Bread Stick	Scrambled Eggs Whole Grain Waffle Turkey bacon Tomato Sweet Potato Fries	Breaded Chicken Rings Whole Wheat Dinner Roll Mashed Potato Broccoli Saute
Grab a Stack	Reduced Fat cheese and meats used daily Hamburger on a Whole Grain Bun Grilled Chicken Club on a Whole Grain Bun Spicy Chicken Patty on WG Bun Seasoned Corn	BLT Burger on a Whole Grain Bun Breaded Chicken Parm on a WG Bun Turkey Corn Dogs/dinner roll Baked Potato Wedges	BBQ Pork Rib on a Whole Grain Bun Grilled Chicken Club on a Whole Grain Bun Spicy Chicken Patty on WG Bun Herb Broccoli & Cauliflower	BLT Burger on a Whole Grain Bun Breaded Chicken Parm on a WG Bun Turkey Corn Dogs/dinner roll Sweet Potato Tots	Hamburger on a Whole Grain Bun Grilled Chicken Club on a Whole Grain Bun Spicy Chicken Patty on WG Bun Broccoli Saute
Crust N Stuff	Available Daily: Cheese Pizza on Chartwells Super Whole Wheat Crust Turkey Pepperoni Pizza **Onion Pizza**	Veggie Lovers Pizza Marguerita Flatbread	Turkey Pepperoni Pizza Turkey Stromboli	Veggie Flatbread and Cheese Stromboli	Turkey Pepperoni Pizza Neapolitan Pizza
Ready Set Deli	Available Daily: Assorted RF meats, Reduced sodium cheeses, whole grain sliced bread and wraps; shredded romaine lettuce; and sliced tomatoes Turkey and Cheese Hoagie Fresh Spinach Cucumber Coins Sliced Onion	Tuna Salad Wrap Fresh Spinach Cucumber Coins Sliced Onion	Turkey Ham and Cheese Hoagie Fresh Spinach Cucumber Coins Sliced Onion	Egg Salad on a Whole Wheat Bun Fresh Spinach Cucumber Coins Sliced Onion	Turkey Ham and Cheese Hoagie Fresh Spinach Cucumber Coins Sliced Onion
OutTakes	Fruit & Yogurt Parfaits w/ Granola Topping Turkey & Cheese Wrap Michigan Salad Fresh Celery Fresh Baby Carrots Pear Raisin Salad Fresh Strawberries	Fruit & Yogurt Parfaits w/ Granola Topping Chicken Caesar Wrap Deli Chef Salad w/ Croutons & Crackers Fresh Cucumber Coins Broccoli Florettes Chilled Peaches Fresh Red Grapes	Fruit & Yogurt Parfaits w/ Granola Topping Tuna Salad Wrap WG Deli Chef Salad w/ Croutons & Crackers Chick Pea Salad Fresh Baby Carrots Chilled Pears Raisins	Fruit & Yogurt Parfaits w/ Granola Topping Turkey Club on Whole Wheat Deli Chef Salad w/ Croutons & Crackers Broccoli Florettes Hearty Green Spinach Salad Chilled Tropical Fruit Fresh Cantaloupe	Fruit & Yogurt Parfaits w/ Granola Topping Turkey & Cheese Wrap Deli Chef Salad w/ Croutons & Crackers Fresh Baby Carrots Broccoli Salad w/ Raisins Chilled Mixed Fruit w/ Fresh Strawberries Fresh Red Grapes
Toast Post	Avaslable Daily: reduced sodium meats and reduced fat cheeses; Whole Grain Wraps and Breads Whole Grain Chicken Pesto Wrap Romaine Lettuce	Chicken Parmesan Panini Romaine Lettuce	Cajun Chicken Panini Romaine Lettuce	Chicken Quesadilla Romaine Lettuce	Turkey Ham Hoagie Romaine Lettuce
Featured Fruit/Veg Bar Selections	Chopped Romaine Salad Fresh Baby Carrots Fresh Cauliflower Bites Pear Raisin Salad Fresh Strawberries	Fresh Cucumber Coins Broccoli Florettes Crunchy Spinach Salad Chilled Peaches Fresh Red Grapes	Chick Pea Salad Fresh Baby Carrots Fresh Cucumber Coins Chilled Pears Fruit Pudding	Broccoli Florettes Spinach Romaine Fresh Sliced Celery Chilled Tropical Fruit Fresh Cantaloupe	Fresh Baby Carrots Broccoli Salad w/ Raisins Fresh Cucumber Coins Chilled Mixed Fruit w/ Fresh Strawberries Fresh Red Grapes

High School - Low Fat Low Sodium Week 3

A full student lunch includes a choice of entrée supplying protein and grain, 2 vegetable side dishes, 2 fruit side dishes, and a choice of milk. Milk choices include 1% white and skim chocolate and strawberry

In addition to the vegetables and fruits offered on our serving line stations, **a daily cold vegetable and fruit bar is available daily.** We feature a variety of vegetables and fruits on the bar including locally grown when seasonally available. Each week we feature deeply colored, nutrient-rich vegetables including red/orange and dark green varieties, as well as beans and other additional choices.

Station	Monday	Tuesday	Wednesday	Thursday	Friday
Play Bowl	Italian Pasta Bowl Bow Tie or WG Penne Meatballs/WW Garlic Bun Marinara Broccoli	Fajita Bowl Fajita Chicken/Cilantro Lime Chips Black Beans/Roasted Pepper and Onions Salsa, WG Tortilla Shredded Cheddar/Cilantro	Thanksgiving Bowl Roast Turkey Mashed Sweet potato Pease Whole Grain Roll	Popcorn Chicken Bowl Dinner roll WG Seasoned Corn/Honey BBQ sauce Seasoned carrots Mashed Potatoes	Family Bowl Meatloaf Roasted Tomatoes w/Rosemary Fresh Vegetable Medley Mushrooms/Parsley
Grab a Stack	Reduced Fat Meats and Cheese Used Daily				
	Hamburger on a Whole Grain Bun Grilled Chicken Club on a Whole Grain Bun Spicy Chicken Sandwich on WG bun Seasoned Broccoli Baked Potato Wedges	Mini Turkey Dogs (WG) Buffalo Breaded Chicken on a Whole Grain Bun Vegetarian Burger on WG Bun Roasted Peppers and Onions Criss cut fries	Hamburger on a Whole Grain Bun Vegetarian Burger on WG Bun Spicy Chicken Sandwich on WG bun Glazed carrots Ranch Fries	Mini Turkey Dogs (WG) Buffalo Breaded Chicken on a Whole Grain Bun Vegetarian Burger on WG Bun Peas and Carrots Potato Wedges	Spicy Chicken Sandwich on WG bun Hamburger on a Whole Grain Bun Turkey and RF Cheese On a WG bun Fresh Vegetable Medley Sweet Potato Tots
Crust N Stuff	Available Daily: Cheese Pizza on Chartwells Super Whole Wheat Crust				
	Turkey Pepperoni Pizza Pita Pizza with Chicken, Oregano and Roma Tomatoes	Green Pepper Flatbread Turkey Ham and RF cheese Fold	Turkey Pepperoni Pizza Chicken Bruschetta Pizza	Brooklyn Flatbread Aloha Pizza	Turkey Pepperoni Pizza Pita Pizza with Chicken, Oregano and Roma Tomatoes
Ready Set Deli	Available Daily: Assorted Reduced fat meats, cheeses, ; whole grain sliced bread and wraps; shredded romaine lettuce; and sliced tomatoes				
	Mediterranean Sandwich with Hummus, Feta and Vegetables Fresh Spinach Cucumber Coins Sliced Onion	Buffalo Chicken Wrap Fresh Spinach Cucumber Coins Sliced Onion	Mediterranean Sandwich with Hummus, Feta and Vegetables Fresh Spinach Cucumber Coins Sliced Onion	Egg Salad on WW Fresh Spinach Cucumber Coins Sliced Onion	Turkey on WG Fresh Spinach Cucumber Coins Sliced Onion
OutTakes	Fruit Yogurt Parfaits w/ Granola Topping Michigan Salad with Dinner roll/croutons Greek Potato Salad Fresh Baby Carrots Rosy Applesauce Chilled Peaches	Fruit Yogurt Parfaits w/ Granola Topping Buffalo Chicken Wrap-WG Confetti Coleslaw Fresh Baby Carrots Chilled Tropical Fruit Fresh Red Grapes	Fruit Yogurt Parfaits w/ Granola Topping Vegetarian Taco Salad/ Tortilla Pieces Chick Pea Side Salad Broccoli Florets Mandarin Oranges Pears with Fresh Strawberries	Fruit Yogurt Parfaits w/ Granola Topping Egg Salad on WW Broccoli Salad w/Raisins Cucumber Coins Cinnamon Applesauce Petite Banana	Fruit Yogurt Parfaits w/ Granola Topping Turkey Club on WG Mandarin Chicken Salad- croutons and crackers Chick Pea Side Salad Baby Carrots Green Pepper Strips Pineapple Tidbits
Toast Post	Available Daily: Buffalo Chicken WraAvailable Daily: Whole Grain Wraps and Bread; Reduced fat meats and Cheeses				
	Buffalo Chicken Wrap Whole Grain Chicken Pesto Wrap Shredded Iceberg Lettuce Fresh Apple	Turkey Reuben on Texas Toas Austin Steak Twister Wrap Shredded Iceberg Lettuce Tropical Fruit	Cajun Chicken Panini Chicken Cheese Quesadilla Shredded Iceberg Lettuce Mandarin Oranges	Cheesesteak Sandwich on roll Whole Grain Chicken Pesto Wrap Shredded Iceberg Lettuce Cinnamon Applesauce	Turkey Reuben on Texas Toast Chicken Cheese Quesadilla Shredded Iceberg Lettuce Pineapple Tidbits
Featured Fruit/Veg Bar Selections	Greek Potato Salad Fresh Carrot Sticks Crunchy Spinach Salad Rosy Applesauce Chilled Peaches	Confetti Coleslaw Baby Carrots Chopped Romaine Lettuce Chilled Tropical Fruit Fresh Grapes	Chick Pea Side Salad Broccoli Florets Baby Carrots Mandarin Oranges Pears with Fresh Strawberries	Dark Green Tossed Salad Broccoli Salad w/Raisins Cucumber Coins Cinnamon Applesauce Petite Banana	Chick Pea Side Salad Baby Carrots Green Pepper Strips Pineapple Tidbits Fresh Pear

High School - Low Fat Low Sodium Week 4

A full student lunch includes a choice of entrée supplying protein and grain, 2 vegetable side dishes, 2 fruit side dishes, and a choice of milk. Milk choices include 1% white and skim chocolate.

In addition to the vegetables and fruits offered on our serving line stations, **a daily cold vegetable and fruit bar is available daily.** We feature a variety of vegetables and fruits on the bar including locally grown when seasonally available. Each week we feature deeply colored, nutrient-rich vegetables including red/orange and dark green varieties, as well as beans and other additional choices. **ITALIAN WEEK**

Station	Monday	Tuesday	Wednesday	Thursday	Friday
Play Bowl	Barbecued Chicken Dirty Brown Rice Whole Wheat Dinner Roll Criss-Cut Fries Seasoned Broccoli	Turkey Taco Meat Nachos Whole Wheat Tortilla Fruit Crisp Seasoned Pinto Beans Seasoned Corn	Scrambled Eggs Turkey Sausage Pancakes WG Sweet Cinnamon Roasted Butternut Squash Roma Herb Seasoned Fries	Tuna Noodle Casserole Whole Grain Roll Roasted Carrot Fries Seasoned Green Beans	Popcorn Chicken Bites WG Garlic Breadstick Scallions garnish Mashed Potatoes Seasoned Corn
Grab a Stack	Reduced Fat Meats and Cheese Available Daily Hamburger on a Whole Grain Bun Grilled Chicken Pesto Sandwich on WG Bun Mini Turkey Corn Dogs Criss-Cut Fries Seasoned Broccoli	Cheeseburger on a Whole Grain Bun BBQ Pork Rib on a Whole Grain Bun Spicy Chiecken Sandwich Baked Potato Wedges Seasoned Corn	Hamburger on a Whole Grain Bun Cheeseburger on a Whole Grain Bun Spicy Chiecken Sandwich Criss-Cut Fries Baked Potato	Grilled Chicken Club on a Whole Grain Bun BBQ Pork Rib on a Whole Grain Bun Spicy Chicken Patty on WG Bun Baked Tater Tots Seasoned Green Beans	Hamburger on a Whole Grain Bun BBQ Chicken on Whole Grain Bun Chicken Nuggets /Dinner roll Baked Potato Wedges Seasoned Corn
Crust N Stuff	Available Daily: Cheese Pizza on Chartwells Super Whole Wheat Crust Turkey Pepperoni Pizza Southwestern Chicken Flatbread	Cheese Cali Pocket Turkey Pepperoni Flatbread	Turkey Pepperoni Pizza Hawaiian Pizza	Turkey Pepperoni Flatbread Turkey Pepperoni Flatbread	Turkey Pepperoni Pizza Italian Chicken Croissant
Ready Set Deli	Available Daily: Assorted reduced fat meats, cheeses; whole grain sliced bread and wraps; shredded romaine lettuce; and sliced tomatoes **Egg Salad** Fresh Spinach Cucumber Coins Sliced Onion	Tuna Salad Wrap Fresh Spinach Cucumber Coins Sliced Onion	Roast Beef, Turkey & Ham on a Roll Fresh Spinach Cucumber Coins Sliced Onion	Chicken Caesar Wrap Fresh Spinach Cucumber Coins Sliced Onion	Turkey Ham Hoagie Fresh Spinach Cucumber Coins Sliced Onion
OutTakes	Fruit Yogurt Parfaits w/ Granola Topping Tuna on WG Wrap Michigan Salad w/Dinne roll Fresh Celery Fresh Baby Carrots Pear Raisin Salad Chilled Peaches	Fruit Yogurt Parfaits w/ Granola Topping Chicken Caesar Wrap Ham & Cheese Chef Salad w/ Croutons & Crackers Fresh Cucumber Coins Fresh Baby Carrots Chilled Applesauce Fresh Red Grapes	Fruit Yogurt Parfaits w/ Granola Topping Tuna on WG Wrap Mandarin Chicken Salad w/Poppyseed Dressing, crackers and croutons Chick Pea Salad Fresh Baby Carrots Fresh Red Grapes Fresh Orange	Fruit Yogurt Parfaits w/ Granola Topping Turkey Club on Whole Wheat Crispy Chicken Popper Salad w/ Croutons & Crackers Broccoli Florettes Dark Green Tossed Salad Fresh Red Delicious Apple Chilled Tropical Fruit	Fruit Yogurt Parfaits w/ Granola Topping Tuna on WG Wrap Satsuma Cobb Salad w/ Egg, Turkey, Ham & Croutons Fresh Baby Carrots Broccoli Salad w/ Raisins Chilled Mixed Fruit w/ Fresh Strawberries Fresh Petite Banana
Toast Post	Available Daily: reduced Fat Meats and Cheese; Whole Grain Wraps and Breads Whole Grain Chicken Pesto Wrap Shredded Iceberg Lettuce Apples	Chicken Parmesan Panini Shredded Iceberg Lettuce Peaches	Cajun Chicken Panini Shredded Iceberg Lettuce Mixed Fruit	Chicken Parmesan Panini Shredded Iceberg Lettuce Fresh Red Delicious Apple	Cajun Chicken Panini Shredded Iceberg Lettuce Fresh Petite Banana
Featured Fruit/Veg Bar Selections	Cherry tomato Fresh Baby Carrots Chopped Romaine Lettuce Pear Raisin Salad Chilled Peaches	Fresh Cucumber Coins Broccoli Salad w/ Raisins Tomato Salsa Chilled Applesauce Jell-O w/ Mixed Fruit	Kidney Bean Salad Fresh Baby Carrots Fresh Cucumber Coins Fresh Red Grapes Fresh Orange	Broccoli Florettes Romaine Spinach Salad Fresh Baby Carrots Fresh Red Delicious Apple Chilled Tropical Fruit	Fresh Baby Carrots Broccoli Salad w/ Raisins Fresh Celery Sticks Chilled Mixed Fruit w/ Fresh Strawberries Fruit Pudding

High School - Low Fat Low Sodium Week 5

A full student lunch includes a choice of entrée supplying protein and grain, 2 vegetable side dishes, 2 fruit side dishes, and a choice of milk. Milk choices include 1% white and skim chocolate.

In addition to the vegetables and fruits offered on our serving line stations, **a daily cold vegetable and fruit bar is available daily.** We feature a variety of vegetables and fruits on the bar including locally grown when seasonally available. Each week we feature deeply colored, nutrient-rich vegetables including red/orange and dark green varieties, as well as beans and other additional choices.

Station	Monday	Tuesday	Wednesday	Thursday	Friday
Play Bowl	Blackened Tilapia Sweet potato Rice Dinner Roll Seasoned Corn	Turkey Tacos Corn Shells Brown Rice and Beans Roasted Carrots w/Cinnamon and Cumin Seasoned Green Beans	Popcorn Chicken Bowl Mashed Potatoes Whole Wheat Roll Seasoned Broccoli and Cheese	Rigatoni Bake Marinara Dinner Role Seasoned Green Beans	Vegetable Lasagna Garlic Bread Italian Veggies Stewed Tomato
Grab a Stack	Reduced Fat Meats and Cheese Available Daily				
	Cheeseburger on a WG Bun Chicken Parmesan Sub Turkey Burger on A Bun w/ Jalapeno Seasoned Corn Baked french fries	Cheese Quesadilla with Salsa Breaded Chicken on a Whole Grain Bun Hamburger on WG Gun Seasoned Green Beans Baked Tater Tots	BBQ Pork Rib on a Whole Grain Bun Cheeseburger on a Whole Grain Bun Grilled Chicken Club on a Whole Grain Bun Baked Potato Smiles Seasoned Green Beans	Turkey Burger on A Bun w/ Jalapeno Spicy Chicken Sandwich Cheese Quesadilla with Salsa Seasoned Green Beans Baked Tater Tots	Hamburger on a Whole Grain Bun Cheese Quesadilla with Salsa Spicy Chicken Patty on Bun Seasoned Zucchini Criss-Cut Fries
Crust N Stuff	Available Daily: Cheese Pizza on Chartwells Super Whole Wheat Crust				
	Turkey Pepperoni Pizza Turkey Taco Pizza	Turkey Pepperoni Pizza South of the Border Pizza	Turkey Pepperoni Pizza Green Pepper and Onion Flatbread	Turkey Pepperoni Pizza Cheese Stromboli	Turkey Pepperoni Pizza Veggie Lovers Flatbread
Ready Set Deli	Available Daily: Assorted reduced fat meats, cheeses; whole grain sliced bread and wraps; shredded romaine lettuce; and sliced tomatoes				
	Turkey and Cheese Wrap Fresh spinach Cucumber Coins Sliced onions	Turkey and Cheese Wrap Fresh Spinach Cucumber Coins Sliced Onion	Roast Beef Hoagie Fresh Spinach Cucumber Coins Sliced Onion	Chicken Salad on a Whole Wheat Bun Fresh Spinach Cucumber Coins Sliced Onion	Roast Beef Hoagie Fresh Spinach Cucumber Coins Sliced Onion
OutTakes	Fruit Yogurt Parfaits w/ Granola Topping Turkey and Cheese Wrap Mediteranean Wrap Garden Salad with Cheese, croutons and Crackers Chick pea salad Red Pepper strips Peaches Grapes	Fruit Yogurt Parfaits w/ Granola Topping Turkey and Cheese Wrap Deli Chef Salad w/ Croutons & Crackers Ham & Cheese Chef Salad w/ Croutons & Crackers Fresh Cucumber Sticks Cucumber Coins Chilled Mixed Fruit w/ Fresh Strawberries Chilled Applesauce	Fruit Yogurt Parfaits w/ Granola Topping Ham & Cheese on a Whole Wheat Bun Mediteranean Wrap Turkey Taco Salad Chick Pea Salad Fresh Baby Carrots Fresh Orange Chilled Pears	Fruit Yogurt Parfaits w/ Granola Topping Turkey BLT Ranch Wrap Deli Chef Salad w/ Croutons & Crackers Crispy Chicken Popper Salad w/ Croutons & Crackers Broccoli Florettes Romaine Spinach Salad Chilled Tropical Fruit Fresh Orange	Fruit Yogurt Parfaits w/ Granola Topping Santa Fe Turkey & Cheddar Wrap Mediteranean Wrap Satsuma Cobb Salad w/ Egg, Turkey, Ham & Croutons Fresh Baby Carrots Broccoli Salad w/ Raisins Fresh Red Grapes Fresh Red Delicious Apple
Toast Post	Available Daily: reduced fat meats and Cheese; Whole Grain Wraps and Breads				
	Chicken Pesto Wrap (WG) Shredded Romaine Sliced tomatoes Chilled Peaches	Beef & Bean Burrito Shredded Romaine Chilled Applesauce	Cajun Chicken Panini Shredded Romaine Chilled Pears	Cheese Steak Sandwich on a Roll Shredded Romaine Fresh Orange	Beef Patty Panini Shredded Romaine Fresh Red Delicious Apple
Featured Fruit/Veg Bar Selections	Baby carrots Dark Green Tossed Salad Cantaloupe Fresh Apples Pears	Fresh Cucumber Sticks Confetti Coleslaw Chopped Romaine Lettuce Chilled Mixed Fruit w/ Fresh Strawberries Banana	Pinto Beans Fresh Baby Carrots Fresh Cucumber Sticks Fresh Orange Chilled Pears	Broccoli Florettes Romaine Spinach Salad Corn and Black Bean Salad Chilled Tropical Fruit Fresh Orange	Cherry Tomato Fresh Sliced Celery Broccoli Salad w/ Raisins Fresh Red Delicious Apple Chilled Pineapples

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Adult and Staff Menu

Not all staff members wish to eat the same food as the students – adults have more sophisticated tastes and different favorites. That's why we offer an alternative adult menu for our school districts. Our adult menus feature fresh ingredients and nutritious foods, attractively presented to appeal to adults.

Sample Adult/Staff Menu

Monday

Sweet 'n Smokey Steak Salad
Grilled steak sautéed in a sweet, smokey sauce tossed with tortilla chips, tomato and red peppers with a creamy cucumber dressing. Served with fresh seasonal fruit.

-OR-

Chunky Seafood Salad Wrap
Packed with flavor,
This delicious wrap is stuffed with flaky seafood, diced celery & onions combined with a creamy lemon-horseradish sauce. Served with baked chips and fresh fruit.

Tuesday

Oriental Chicken Salad
Crunchy, Fruity, Delicious!
Fresh greens topped with chow mein noodles, toasted almonds, Mandarin oranges and fat-free honey mustard dressing. Served with crab rangoons.

-OR-

Barbecued steak piled high with grilled onions and peppers. Smothered with Cheddar cheese and a creamy smoked sauce. Served with baked chips.

Wednesday

Parmesan crusted chicken breast baked to a golden brown, served with a medley of steamed vegetables and a honey glazed dinner roll with honey butter.

-OR-

Homemade Beef Noodle Soup in a Bread Bowl
Tender chunks of beef slow cooked with delicately seasoned vegetables and beef broth. Served piping hot in a sourdough bread bowl with seasonal fruit.

Thursday

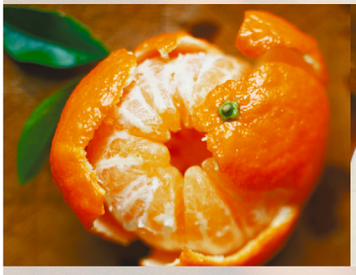
Classic Chicken Caesar Salad
Fresh greens topped with fajita chicken strips, tomatoes, crisp bacon bits, Parmesan cheese, red onion and seasoned croutons. Served with Caesar dressing and fresh seasonal fruit.

-OR-

Grilled and piled high with corned beef, smoked turkey and pastrami all sandwiched with tomato, onion, pepper and 1000 Island dressing. Smothered with Swiss cheese and served with baked chips.

Friday

Apple, Walnut/Dried Cherry Salad
Gourmet greens topped with marinated chicken strips, dried cherries, apple slices and cinnamon sugar walnut pieces. Served with our homemade creamy maple dressing and fresh fruit
-OR-
Roasted Tomato Soup with a Rustic Grilled Cheese
Served up a bowl of comfort with this traditional lunch. American and cheddar cheese sandwiched between thick grilled rustic bread and a creamy tomato soup.



Innovation

We are the school dining experts. Our experience has taught us what students like best. To make menus enjoyable and exciting, as well as nutritious, Chartwells is continually creating new recipes that give students foods they like, with a healthy twist. Here are a few examples:

Homemade dressings:

- Homemade carrot ginger, buttermilk ranch and sun-dried tomato basil salad dressings are all made with the freshest ingredients.
- The healthy twist to our ranch dressing is that it is about 80 percent lower in calories and 90 percent lower in total fat and saturated fat than traditional buttermilk ranch.

Pizza Pizzam!

White whole-wheat pizza crust with olive oil and flax:

- Flax seeds provide omega-3 fatty acids (the "good fats" that are healthy for your heart)
- Free of trans fats
- 25 percent lower in sodium than traditional crust
- No chemicals, high fructose corn syrup, or artificial flavors or colors

Creative Whole Grains:

- Wheat berries
- Bulgur wheat
- Whole-grain five-blend rice

We are continually creating new recipes that give students foods they like, with a healthy twist.

Commodities

Our menu philosophy utilizes USDA commodities to the fullest extent possible. We have decades of experience and a national support network committed to maximizing commodity usage, enhancing menu variety, and adhering to school dining budgets.

The Chartwells National Commodity Program is focused on three areas of expertise, which enables us to incorporate commodity products into our school dining menus and ensure consistent product quality, high nutritional value and low food cost.

1. Maximum Commodity Utilization and Effective Management

We know that the more USDA commodities school districts use, the lower their food cost. Thus, our team members receive USDA commodity training on accurate ordering, proper inventory procedures and flexible menu development.

2. Smart Processing

We direct our USDA commodities to processors who supply us with a product that meets our stringent quality specifications, while also supporting local purchasing. Since these standards are identical to specifications for purchased products, the result is a seamless transition between purchased and USDA commodity products. This reduces menu substitutions, leverages food costs, and provides consistent quality ingredients that are easily incorporated into our wholesome meals.

3. Culinary Innovation

We have more than 1,000 recipes in our Menu Management database. These recipes, developed by our team of experienced chefs and registered dietitians, make full use of USDA commodities, including meats, grains, fruits and vegetables. A few examples of our menu options are:

- Jamaican beef patties
- Seasoned greens
- Grilled chicken panini
- Low-fat peach cobbler
- Mexican rice
- Low-fat fruit parfait

When utilizing USDA commodities, our goal is to think outside the box from a culinary and cost perspective. We see each USDA commodity as an opportunity to wow your students' palates and effectively manage your budget. We carefully select commodities to maximize foods that meet our high nutritional expectations, and minimize foods that contain sugar, sodium or trans fat.

When utilizing USDA commodities, our goal is to think outside the box from a culinary and cost perspective. We see each USDA commodity as an opportunity to wow your students' palates and effectively manage your budget.

Chartwells' Approach to À La Carte

Chartwells breathes new life into the school à la carte program, offering an expanded assortment of better-for-you and fresh food options to our students. À la carte foods are typically known to be snack type or junk foods, and Chartwells doesn't feel that we should settle for that approach. This exciting new concept helps guide your schools through the redesign of their à la carte program, including menu planning and pricing, merchandising, and marketing. Outtakes supports the requirements of not only the new USDA à la carte regulations, but also our students' and districts' changing wellness goals, criteria and standards.

When it comes to innovative nutrition programs, no one serves students better than Chartwells.

Being Proactive

- Counteracts changes in à la carte regulations
- Same-store sales remain neutral
- Attracts current nonusers
- Supports demands of not only the USDA but our clients' changing wellness goals, criteria and standards
- Snacking today – once a category, now an eating occasion

Create a Unique Approach

- Improve à la carte offerings
- Increase healthful options and customer satisfaction
- More popular products and variety for maximum profitability
- Fresh, new exciting brand
- Expanded assortment of better-for-you and fresh food options

The Chartwells approach is the result of a comprehensive undertaking by a team of Chartwells chefs, nutritionists and marketing specialists. Recipe, product and merchandising research and analysis began with a developmental workshop at a Michigan school and continues with national pilot site-testing in a variety of demographic environments. Recommended products, marketing strategies and operator tools will assist school districts with the implementation of new à la carte regulations.

Snacks and Sides – USDA Nutrition Requirements

- Snacks and sides are foods that don't contain meat/meat alternate.
- Exceptions are yogurt, low-fat or reduced-fat cheese, nuts, seeds and nut or seed butters, and meat snacks, such as jerky. These are considered snacks and sides when served on their own.
- Must be a whole grain-rich food; or have fruit, vegetable, dairy or a protein as the first ingredient; or contain at least ¼ cup fruit or vegetable; or contain adequate amounts of specific nutrients, AND
- Must meet the following nutrient limits per package/served (including all condiments, sauces and dips):
  - Calories: ≤ 200 calories
  - Sodium: ≤ 230 mg
  - Total fat: ≤ 35% of calories
  - Saturated fat: ≤ 10% of calories
  - Trans fat: zero grams
  - Sugar: ≤ 35% of weight from total sugars

Snacks and Sides		
Instead of Selling This …		**Sell This …**
Muffins – 4 oz. (Calories, Sodium)		Muffins – 2 oz. portion size
Bagels – 3 oz. or higher (Calories)		Bagel – 2 oz. with Cream Cheese
Soft Pretzels – 3 oz. or higher (Calories, Sodium)		Soft Pretzel – 1 oz. with Cheese Sauce or 2 - 2.5 oz., no Cheese Sauce
Fresh-Baked Cookies, greater than 1 oz. (Fat, Sugar)		Fresh-Baked Cookies, Specific Varieties - 1 oz.
Regular Chips, any size (Calories, Fat)		Reduced-Fat Chips – 0.7 - 1 oz. size
Baked or Reduced-Fat Chips, above 1 oz. (Calories, Sodium)		Baked Chips – 0.875 - 1 oz. size
Smartfood Popcorn, any size (Fat, Sodium)		
Sun Chips – any size (Fat)		
Tiny Twists Pretzels, any size (Sodium)		Heartzels Pretzels, Rold Gold – 0.7 oz.
Regular Potato Products (fries, tater tots, etc.) (Fat)		Lower-Fat Potato Products (fries, tater tots, etc.)
Sabra Hummus and Pretzels (Calories, Sodium)		Housemade Chips with Signature Dips and Salsas
Gushers – any size (Does not meet general requirements to be eligible)		Reduced-Sugar Fruit Roll Ups – 0.5 oz. Scooby Doo Fruit Shapes – 0.9 oz.
Regular-Fat Ice Cream Products (Calories, Fat)		Low-Fat Ice Cream Products Fruit-Based Frozen Novelties – 4 - 4.4 oz.
Beef Jerky (Sodium)		

Instead of Selling This …
Pop-Tarts, Twin Pack – 3.6 oz. (Calories)
Regular Soups (Sodium)
Soft Pretzels – 3 oz. or higher (Calories, Sodium)
Desserts like cake, brownies, pie (Fat, Sugar)
Most Hot Packaged Breakfast Items (Pancakes, Waffles, etc.) (Sodium)

Sell This ...
Pop-Tarts, Single Pack – 1.76 oz. belVita Breakfast Biscuits – 1.76 oz. Fruit-Filled Churros – 1.9 oz.
Healthy Request Soups
Rice Krispy Treats – 1.3 oz. Pudding Cup – 4 oz.
Cinnamon Breadstick w/ Peach Cream Cheese Dip
Betty Crocker Oatmeal Bars – 1.24 oz.
Graham Crackers – 1 oz.
Cereal and Granola Bars
Pasta Salad
Egg Rolls
Housemade Chips with Signature Dips and Salsas
Yogurt – any size
Cereal – any size
Chex Mix (Hot 'n' Spicy, Cheddar, Strawberry Yogurt) – 0.92 - 1.03 oz.

Beverages – USDA Nutrition Requirements

- Portion size limits: 8 oz. elementary, 12 oz. middle and high school
- Allowable beverages, all grades:
  - Plain water, with or without carbonation – no size limit
  - Milk, unflavored low-fat, unflavored fat-free, or flavored fat-free
  - Juice, 100% fruit or vegetable, or 100% fruit or vegetable diluted with water, with or without carbonation, no added sweeteners
- Beverages allowable in high school only:
  - Calorie-free, flavored water, with or without carbonation – 20 oz. size limit
  - Other flavored and/or carbonated beverages labeled to contain < 5 calories per 8 oz. or ≤ 10 calories per 20 oz. – 20 oz. size limit
  - Beverages with ≤ 40 calories per 8 oz., or ≤ 60 calories per 12 oz. – 12 oz. size limit

Beverages	
Instead of Selling This …	**Sell This …**
Elementary School	**Elementary School**
Milk above 2% or low-fat flavored, any size (Does not meet nutrition, size requirements)	Milk, low-fat or fat-free, plain or flavored (fat-free only) – 8 oz.
Middle School	**Middle School**
Milk – 16 oz. (pint) (Limit 12 oz.)	Milk – 12 oz.
Ocean Spray Juice Bottle – 15.2 oz. (Limit 12 oz.)	Minute Made 100% Juice – 10 oz. bottle
V8 Splash – any size (Not 100% Juice, Sugar Added)	V8 V-Fusion Bottle – 12 oz.
Aquafina Flavor Splash – 20 oz. (Size)	V-8 V-Fusion Sparkling Strawberry Lemonade Can – 8.4 oz. Izze – 8.4 oz.
High School	**High School**
Gatorade – any size (Calories) Powerade – any size (Calories)	Gatorade G2 – 12 oz. Propel Zero – 20 oz. Powerade Zero – 20 oz.
Iced Tea – above 12 oz. size (Size) (some varieties may also be too high in calories)	Lipton Iced Teas – 12 oz. Fuze Diet Iced Tea – 20 oz.
Vitamin Water – any size (Calories)	Vitamin Water Zero – 20 oz. SoBe Lifewater and SoBe Lean – 20 oz.
Regular Fuze – any size (Calories)	Low-Fat Ice Cream Products Fruit-Based Frozen Novelties – 4 - 4.4 oz.
Regular Soda – any size (Calories)	Fuze Slenderize – 16.9 oz.
	Diet Soda – 20 oz. or less
	Aquafina Flavor Splash – 20 oz. Dasani Flavors – 20 oz. Seagram's Sparkling Seltzer Water – 20 oz.

Entrées That Are Also on the Menu – USDA Nutrition Requirements

- An "entrée" must contain a meat/meat alternate.
- Exceptions are yogurt, low-fat or reduced-fat cheese, nuts, seeds and nut or seed butters, and meat snacks, such as jerky, which are considered side dishes when served on their own.
- The items below do not need to meet any nutrition guidelines. Only when the entrée is offered à la carte the same day or the day after is it offered as part of the reimbursable meal.

Entrées to Sell Same Day or Next Day		
Instead of Selling This …		**Sell This ...**
Entrées that can't be part of reimbursable meal (due to cost or nutrition constraints)		Burgers and Cheeseburgers Packaged Entrée Salads Deli Sandwiches Pizzas – slices and personal Calzones Breaded Chicken Sandwiches Breakfast Sandwiches
Entrées that can't be part of reimbursable meal (due to cost or nutrition constraints)		Nachos Paninis Mac and Cheese – entrée or side portion Hot Dogs Corn Dogs Breaded Chicken products (nuggets, tenders)

Small Plates Concept

The new Chartwells strategy for à la carte will remove the stigma of "junk food" and, instead, promote wholesome "real" food in small portion sizes that are offered to students to supplement or replace a meal. This "small plate" strategy reinforces a fundamental nutrition principle that promotes snacks as mini-meals incorporating food groups, instead of overly processed food ingredients. It also meets the public and parent expectation that foods offered to students in school will be wholesome and minimally processed. Small portions of popular, tasty and well-presented food will be appealing to students and add a new and exciting component to regular-sized entrées, packaged snacks and beverages.

Chartwells' Culinary, Nutrition and Marketing departments are currently developing this program, which will include offerings from the entrée category listed on the following page.

Entrées Sold Anytime (Not on the Menu) – USDA Nutrition Requirements

An "entrée" must contain a meat/meat alternate.

- Exceptions are yogurt, low-fat or reduced-fat cheese, nuts, seeds and nut or seed butters, and meat snacks, such as jerky, which are considered side dishes when served on their own.
- Must be a whole grain-rich food; or have fruit, vegetable, dairy, or a protein as the first ingredient; or contain at least ¼ cup fruit or vegetable; or contain adequate amounts of specific nutrients.
- Must meet the following nutrient limits per portion (limit includes all condiments such as ketchup, cream cheese, dipping sauce, etc.):
  - Calories: ≤ 350 calories
  - Sodium: ≤ 480 mg
  - Total fat: ≤ 35% of calories
  - Saturated fat: ≤ 10% of calories
  - Trans fat: zero grams
  - Sugar: ≤ 35% of weight from total sugars

Entrées to Sell Anytime (Chartwells Small Plates Program)		
Instead of Selling This …		**Sell This …**
Entrée-sized sandwiches, salads and pizza (Calories, Fat, Sodium)		Half deli and panini sandwiches Shaker Cup Salads w/ Signature Dressings
Breaded Chicken Products (Fat) Nachos (Fat, Sodium) Breaded Chicken Sandwiches (Fat, Sodium) Burgers (Sodium)		Mini Buffalo BBQ Chicken Flatbread Silver Bullet Burritos Blackened Chicken Sliders Beef/Turkey Burger Sliders Turkey/Ham/Veggie Sliders (cold) Jamaican Patties Cornish Pasties Mini Taco Platter Cheese-filled Breadstick w/ ¼ cup Marinara Sauce Hummus with Pita and Vegetables Yogurt Parfaits Chicken Stir Fry w/ Vegetables

HealthierUS Schools Challenge (HUSSC) Guidelines and New USDA Guidelines

There is some overlap between the HUSSC competitive foods guidelines and those outlined in the new USDA guidelines. In the coming months we will be releasing lists showing products that comply with both the new USDA guidelines and the HUSSC guidelines. If you have questions in the meantime about HUSSC, the Great Lakes has two regional dietitians on staff that are available to discuss your local guidelines.

Local and State-Specific Guidelines

The above listings refer to USDA guidelines ONLY. Some districts and states may have stricter requirements in place that may prohibit the sale of some of the items listed above. Districts are still expected to comply with any local guidelines that are more restrictive than the USDA guidelines. If you have questions about your local guidelines and how they are impacted by the new USDA guidelines, please contact your regional dietitian.

Janis Phillips, director of dining services, Mary Darnton, district manager, and Stephanie Lupinski, regional dietitian, have completed a detailed analysis of the items currently being offered at West Branch-Rose City Area Schools. After careful evaluation, they have determined that implementation of the new approach to à la carte featured above will result in the 2013-14 à la carte sales to be neutral.

Recognition of Holiday and Special Events

In addition to Chartwells' Simply Good marketing program, all holidays and special observations are marked on our menus and advertised in each building.

- Back to School: Celebrate the return to school with special menus and advertising with carefully selected marketing materials to advertise the event. Tailgate parties and homecoming are especially popular in the fall.
- Halloween/Harvest Time: Contests and celebrations surrounding fall harvest are enjoyed by all students. It is also a great time to taste test seasonal food items.
- Thanksgiving: Celebrate with a traditional turkey dinner with all the trimmings!
- Winter Holiday: Winter-themed heartier menu selections are featured.
- Valentine's Day: Special treats will get students in the Valentine's Day spirit.
- St. Patrick's Day: March is a busy month for school lunches, incorporating National Reading Month and National Nutrition Month. Celebrating Dr. Seuss' books go hand-in-hand with serving "green eggs and ham" or other fun foods.
- End-of-Year Events: Cookouts, picnics, and track and field days are popular options for celebrating a great year. Don't forget graduation!

Bid Documents

We are reliable, ethical, experienced, dedicated

Chartwells
School Dining Services
Eat · Learn · Live

EAT
LEARN
LIVE

AGREEMENT PAGE – New Contract

Original Contract SY 2014-2015

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

This solicitation/contract, attachments, and the RFP proposal of the successful bidder, with addenda, if any, constitute the entire agreement between the SFA and FSMC. The parties shall not execute any additional contractual documents pertaining to this RFP, except as permitted by applicable law.

This Agreement shall be in effect for one year and may be renewed by mutual agreement for four (4) additional one-year periods.

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

Bid Sheet Selected by SFA for Award: _____
Insert Plan type and/or Advance Payment option

ATTEST:

_____
Signature of Witness for SFA

SCHOOL FOOD AUTHORITY:

_____
Signature of SFA Representative

_____
Name

_____
Title

_____
Date

ATTEST:

_____
Signature of Witness for FSMC

FOOD SERVICE MANAGEMENT COMPANY:
Compass Group USA, Inc., by and through its Chartwells Division

_____
Signature of FSMC Representative

Rhonna Cass
Name

President – Schools
Title 2/14/14
Date

Bid Sheet - Cost Reimbursable Contract

Projected Operating Cost for West Branch-Rose City Area Schools
PLAN A1 With Advanced Payment

This bid is offered by Chartwells School Dining Services **(Food Service Management Company) based upon**

345,424 **equivalent meals per year.**

Expenses that the SFA is contracting for are indicated by an "X" in the Bid Items Column below.

	"X" Bid Items	Cost (Plan 1)	Cost (Plan 2 if different than 1)
Food Cost - Including Commodities Delivery Charge - Net VDA/Rebates	X	$384,689.23	
Food Cost - FFVP (as defined in RFP)	X	$0.00	
Labor			
Fringe Benefits			
On-Site Manager Salary and Benefits	X	$37,683.44	
Contracted Services (not utilities or FSMC administrative costs)			
Transportation Cost			
Non-Food Cost	X	$45,278.04	
Non-Food Cost - FFVP (as defined in RFP)	X	$0.00	
Utilities Paid by Food Service Fund			
Other (as defined on cost information sheet)	X	$3,000.00	
Flat Rate for FFVP (as defined in RFP)	X	$0.00	
FSMC Administrative Cost	X	$62,000.00	
FSMC Management Fee	X	$17,271.18	
Total Cost (Bid Items Only)		$549,921.90	
Bid Price Per Meal (Total Cost divided by Equivalent Meals Per Year)		$1.592	
Advance Payment (must be a flat amount)		$77,000.00	
Additional Food Service Markup (refer to RFP) if applicable		$0.00	

Advanced Payment Is (Check all that apply):

X Required
___ Optional
X Annual
___ One time only

Signed: Kathryn Clouse
Food Management Company Representative

March 3, 2014
Date

This form is to be submitted in a separate envelope marked:
Bid Sheet - Cost Reimbursable Contract

Insert this into the contract immediately before the signature page prior to signing.

The Food Service Management Company must use the bid sheet provided by the school district in the pre-bid packet when submitting its bid.

Bid Sheet - Cost Reimbursable Contract

Projected Operating Cost for West Branch Rose-City Area Schools
Plan A1 Without Advanced Payment

This bid is offered by Chartwells School Dining Services **(Food Service Management Company) based upon**

345,424 **equivalent meals per year.**

Expenses that the SFA is contracting for are indicated by an "X" in the Bid Items Column below.

	"X" Bid Items	Cost (Plan 1)	Cost (Plan 2 if different than 1)
Food Cost - Including Commodities Delivery Charge - Net of VDA/Rebates	X	$384,689.23	
Food Cost - FFVP (as defined in RFP)	X	$0.00	
Labor			
Fringe Benefits			
On-Site Manager Salary and Benefits	X	$37,683.44	
Contracted Services (not utilities or FSMC administrative costs)			
Transportation Cost			
Non-Food Cost	X	$45,299.56	
Non-Food Cost - FFVP (as defined in RFP)	X	$0.00	
Utilities Paid by Food Service Fund			
Other (as defined on cost information sheet)	X	$3,000.00	
Flat Rate for FFVP (as defined in RFP)	X	$0.00	
FSMC Administrative Cost	X	$63,240.00	
FSMC Management Fee	X	$17,616.60	
Total Cost (Bid Items Only)		$551,528.84	
Bid Price Per Meal (Total Cost divided by Equivalent Meals Per Year)		$1.597	
Additional Food Service Markup (Refer to RFP) if applicable		$0.00	

Signed: Kathryn Clouse
Food Management Company Representative

March 3, 2014
Date

This form is to be submitted in a separate envelope marked:
Bid Sheet - Cost Reimbursable Contract

Insert this into the contract immediately before the signature page prior to signing.

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Bid Sheet - Cost Reimbursable Contract

Projected Operating Cost for West Branch-Rose City Area Schools
Plan B1 With Advanced Payment

This bid is offered by Chartwells School Dining Services **(Food Service Management Company) based upon**

345,424 **equivalent meals per year.**

Expenses that the SFA is contracting for are indicated by an "X" in the Bid Items Column below.

	"X" Bid Items	Cost (Plan 1)	Cost (Plan 2 if different than 1)
Food Cost - Including Commodities Delivery Charge - Net VDA/Rebates	X	$384,689.23	
Food Cost - FFVP (as defined in RFP)	X	$0.00	
Labor (NOT INCLUDING LUNCH ROOM AIDES)	X	$237,049.62	
Fringe Benefits (NOT INCLUDING LUNCH ROOM AIDES)	X	$72,968.83	
On-Site Manager Salary and Benefits	X	$37,683.44	
Contracted Services (not utilities or FSMC administrative costs)			
Transportation Cost			
Non-Food Cost	X	$52,170.96	
Non-Food Cost - FFVP (as defined in RFP)	X	$0.00	
Utilities Paid by Food Service Fund			
Other (as defined on cost information sheet)	X	$3,000.00	
Flat Rate for FFVP (as defined in RFP)	X	$0.00	
FSMC Administrative Cost	X	$62,000.00	
FSMC Management Fee	X	$17,962.03	
Total Cost (Bid Items Only)		$867,524.11	
Bid Price Per Meal (Total Cost divided by Equivalent Meals Per Year)		$2.511	
Advance Payment (must be a flat amount)		$77,000.00	
Additional Food Service Markup (refer to RFP) if applicable		$0.00	

Advanced Payment Is (Check all that apply):

X Required
___ Optional
X Annual
___ One time only

Signed: Kathryn Clouse
Food Management Company Representative

March 3, 2014
Date

This form is to be submitted in a separate envelope marked:
Bid Sheet - Cost Reimbursable Contract

Insert this into the contract immediately before the signature page prior to signing.

The Food Service Management Company must use the bid sheet provided by the school district in the pre-bid packet when submitting its bid.

Bid Sheet - Cost Reimbursable Contract

Projected Operating Cost for West Branch Rose-City Area Schools
Plan B2 Without Advanced Payment

This bid is offered by Chartwells School Dining Services **(Food Service Management Company) based upon**

345,424 **equivalent meals per year.**

Expenses that the SFA is contracting for are indicated by an "X" in the Bid Items Column below.

	"X" Bid Items	Cost (Plan 1)	Cost (Plan 2 if different than 1)
Food Cost - Including Commodities Delivery Charge - Net of VDA/Rebates	X	$384,689.23	
Food Cost - FFVP (as defined in RFP)	X	$0.00	
Labor (NOT INCLUDING LUNCH ROOM AIDES)	X	$237,049.62	
Fringe Benefits (NOT INCLUDING LUNCH ROOM AIDES)	X	$72,968.83	
On-Site Manager Salary and Benefits	X	$37,683.44	
Contracted Services (not utilities or FSMC administrative costs)			
Transportation Cost			
Non-Food Cost	X	$52,187.58	
Non-Food Cost - FFVP (as defined in RFP)	X	$0.00	
Utilities Paid by Food Service Fund			
Other (as defined on cost information sheet)	X	$3,000.00	
Flat Rate for FFVP (as defined in RFP)	X	$0.00	
FSMC Administrative Cost	X	$63,240.00	
FSMC Management Fee	X	$17,962.03	
Total Cost (Bid Items Only)		$868,780.73	
Bid Price Per Meal (Total Cost divided by Equivalent Meals Per Year)		$2.515	
Additional Food Service Markup (Refer to RFP) if applicable		$0.00	

Signed: Kathryn Clouse
Food Management Company Representative

March 3, 2014
Date

This form is to be submitted in a separate envelope marked:
Bid Sheet - Cost Reimbursable Contract

Insert this into the contract immediately before the signature page prior to signing.

The Food Service Management Company must use the bid sheet provided by the school district in the pre-bid packet when submitting its bid.

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

Both the School Food Authority (SFA) and Food Service Management Company (offeror) shall execute this Certificate of Independent Price Determination.

Compass Group USA, Inc., by and through its Chartwells Division	West Branch-Rose City Area Schools
Name of Food Service Management Company	Name of School Food Authority

(A) By submission of this offer, the offeror certifies and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

(1) The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting completion, as to any matter relating to such prices with any other offeror or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to bid opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor; and

(3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit, an offer for the purpose of restricting competition.

(B) Each person signing this offer on behalf of the Food Service Management Company certifies that:

(1) He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or

(2) He or she is not the person in other offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

To the best of my knowledge, this Food Service Management Company, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

	Rhonna Cass, President-Schools	March 3, 2014
Signature of Food Service Management Company's Authorized Representative	Title	Date

In accepting this offer, the SFA certifies that no representative of the SFA has taken any action which may have jeopardized the independence of the offer referred to above.

Signature of School Food Authority's Authorized Representative	Title	Date

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 7 CFR Part 3017, Subpart C, Responsibilities of Participants Regarding Transactions.

(Please read instructions on next page before completing Certification.)

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Compass Group USA, Inc., by and through its Chartwells Division

Organization Name | Award Number or Project Name

Rhonna Cass, President-Schools

Name(s) and Titles(s) of Authorized Representatives(s)

Signature(s) | March 3, 2014

Date

CLEAN AIR AND WATER CERTIFICATE

Applicable if the contract exceeds $150,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed $150,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8(c)(1) or the Federal Water Pollution Control Act 33 1319(d) and is listed by EPA or the contract is not otherwise exempt. Both the School Food Authority (SFA) and Vended School Meals Company (offeror) shall execute this Certificate.

Compass Group USA, Inc., by and through its Chartwells Division
Name of Food Service Management Company

Name of School Food Authority

THE FOOD SERVICE MANAGEMENT COMPANY AGREES AS FOLLOWS:

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 Clean Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract.

That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency (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.

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.

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:

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).

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).

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)).

The term "Clean Air Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environ-mental 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).

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.

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 Vended School Meals Company.

Signature of Food Service Management Company's Authorized Representative

Rhonna Cass, President-Schools
Title

March 3, 2014
Date

CERTIFICATION REGARDING LOBBYING – CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

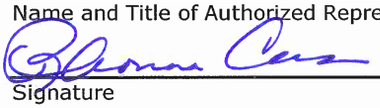
The undersigned certifies, to the best of his or her knowledge and belief, that:

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 any 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;

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 contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. 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.

Compass Group USA, Inc., by and through its Chartwells Division	
Organization Name	Award Number or Project Name
Rhonna Cass, President-Schools	
Name and Title of Authorized Representative	
	March 3, 2014
Signature	Date

NOT APPLICABLE

DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

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: $	
10a. Name and Address of Lobbying Entity: (if individual, last name, first name, middle) (Attach Continuation Sheet(s)	**10b. Individuals Performing Services** (including address if different from No. 10,a.) (last name, first name, middle) SF-LLL-A, if necessary	
11. Amount of Payment (check all that apply): $ ___Actual ___Planned	**12. Form of Payment** (check all that apply): ___ a. cash ___ b. in-kind; specify: Nature _____ Actual _____	
13. Type of payment (check all that apply): ___ a. retainer ___ b. one-time fee ___ c. commission ___ d. contingent fee ___ e. deferred ___ f. other; specify:_____	**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 X
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.	**Signature:** Rhonna Cass **Print Name:** Rhonna Cass **Title:** President – Schools **Telephone:** 914-935-5300 **Date:** March 3, 2014	
Federal Use Only:		**Authorized for Local Reproduction Standard Form -- LLL**

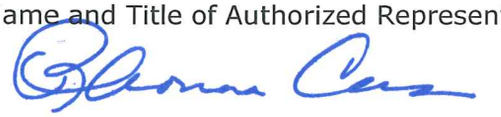
CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named company (the "Company"), pursuant to the compliance certification requirement provided in the **West Branch-Rose City Area School's** Request For Proposal (the "RFP") or contract renewal, hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event the Company is awarded a contract or a contract renewal by the **West Branch-Rose City Area Schools** a result of the aforementioned RFP, the Company is not and will not become an "Iran Linked Business" at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than $250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the **West Branch-Rose City Area School's** investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

Compass Group USA, Inc., by and through its Chartwells Division
Name of Company

Rhonna Cass, President-Schools
Name and Title of Authorized Representative



Signature

2/14/14
Date

BID BOND

Travelers Casualty and Surety Company of America
One Tower Square 3PB, Hartford, CT 06183

Bond No. Bid Bond

KNOW ALL MEN BY THESE PRESENTS,

That we, Compass Group USA, Inc. By and Through Its Chartwells Division, as Principal, hereinafter called the Principal, and **Travelers Casualty and Surety Company of America**, of **One Tower Square 3PB, Hartford, CT 06183**, a corporation duly organized under the laws of the State of Connecticut, as Surety, hereinafter called the Surety, are held and firmly bound unto West Branch - Rose City Schools, as Obligee, hereinafter called the Obligee, in the sum of Five Percent (5%) of the total bid price Dollars ($ 5%), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for School Food Service Management

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 10th day of March, 2014.

Compass Group USA, Inc. By and Through Its Chartwells Division

Witness

By: (Seal)
Daniel Thomas, Principal
Vice President & Treasurer

Travelers Casualty and Surety Company of America

Witness

By: (Seal)
Jacqueline Hampton, Attorney-in-Fact

Printed in cooperation with the American Institute of Architects (AIA) by Travelers Casualty and Surety Company of America.

S-1869-G (08-99)

March 10, 2014

West Branch - Rose City Schools
836 S. M-33
Rose City MI 48654

RE: Compass Group USA, Inc. By and Through Its Chartwells Division

Gentlemen:

We are writing to you at the request of Compass Group USA, Inc. By and Through Its Chartwells Division .
This principal has or is about to submit a proposal for Bid for School Food Service Management .

If a contract for this work is awarded to Compass Group USA, Inc. By and Through Its Chartwells Division ,
Travelers Casualty and Surety Company of America a surety licensed to conduct business in the State of MI , has agreed to act as surety on the bond as specified in the bid proposal.

Please let us know if you need anything further in this regard.

Sincerely,

Jacqueline Hampton
Attorney-in-fact
Travelers Casualty and Surety Company of America

WARNING: THIS POWER OF ATTORNEY IS INVALID WITHOUT THE RED BORDER

TRAVELERS

POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Attorney-In Fact No. 225255

Certificate No. 005587212

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

Johanne S. Puckett, Jacqueline Hampton, and Michelle Patterson

of the City of Greenville, State of South Carolina, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

WARNING THIS POWER OF ATTORNEY IS INVALID WITHOUT THE RED BORDER

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 5th day of August, 2013.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

State of Connecticut
City of Hartford ss.

By: _____
Robert L. Raney, Senior Vice President

On this the 5th day of August, 2013, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.
My Commission expires the 30th day of June, 2016.

MARIE C. TETREAULT NOTARY PUBLIC CONNECTICUT

Marie C. Tetreault
Marie C. Tetreault, Notary Public

58440-8-12 Printed in U.S.A.

WARNING: THIS POWER OF ATTORNEY IS INVALID WITHOUT THE RED BORDER

WARNING: THIS POWER OF ATTORNEY IS INVALID WITHOUT THE RED BORDER

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary, of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is in full force and effect and has not been revoked.

WARNING: THIS POWER OF ATTORNEY IS INVALID WITHOUT THE RED BORDER

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 10th day of March, 20 14.

Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, call 1-800-421-3880 or contact us at www.travelersbond.com. Please refer to the Attorney-In-Fact number, the above-named individuals and the details of the bond to which the power is attached.

WARNING: THIS POWER OF ATTORNEY IS INVALID WITHOUT THE RED BORDER

Standard Certificate of Insurance

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 09/19/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies)must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Willis of North Carolina, Inc.
c/o 26 Century Blvd.
P. O. Box 305191
Nashville, TN 37230-5191

CONTACT NAME:
PHONE (A/C, NO, EXT): 877-945-7378 FAX (A/C, NO): 888-467-2378
E-MAIL ADDRESS: certificates@willis.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: National Union Fire Ins. Co. of Pittsburg	19445-001
INSURER B: New Hampshire Insurance Company	23841-001
INSURER C: ACE American Insurance Company	22667-001
INSURER D: National Union Fire Ins. Co. of Pittsburg	19445-003
INSURER E:	
INSURER F:	

INSURED

Compass Group USA, Inc.
2400 Yorkmont Road
Charlotte, NC 28217

COVERAGES **CERTIFICATE NUMBER:** 20394256 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L INSRD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			5302623	9/30/2013	9/30/2014	EACH OCCURRENCE	$ 1,000,000
	X COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurence)	$ 1,000,000
	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	$
	X Contractual Liability						PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 10,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$ 5,000,000
	X POLICY PRO-JECT LOC							$
A	AUTOMOBILE LIABILITY			6403854	9/30/2013	9/30/2014	COMBINED SINGLE LIMIT (Ea accident)	$ 5,000,000
A	X ANY AUTO			6403855	9/30/2013	9/30/2014	BODILY INJURY(Per person)	$
B	ALL OWNED AUTOS / SCHEDULED AUTOS			6403856	9/30/2013	9/30/2014	BODILY INJURY(Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
	X Self Ins. Phy Damage							$
C	UMBRELLA LIAB X OCCUR			XLXG24563480	9/30/2013	9/30/2014	EACH OCCURRENCE	$ 10,000,000
	X EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 10,000,000
	DED RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N	N/A		015630643	9/30/2013	9/30/2014	X WC STATU-TORY LIMITS / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT	$ 2,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 2,000,000
							E.L. DISEASE - POLICY LIMIT	$ 2,000,000
D	Liquor Liability			5302624	9/30/2013	9/30/2014	$ 1,000,000 Each Common Cause $10,000,000 Aggregate	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach Acord 101, Additonal Remarks Schedule, if more space is required)

Named Insured includes the following Entities: Compass Group USA, Inc., Bon Appetit Management Company, Canteen Vending, Ideal Services, Chartwells School Dining, Crothall Services Group, Eurest Dining, Flik International, Levy Restaurant, Morrison Management Specialists, Inc., Vendlink, LLC, Chartwells, Restaurant Associates, Eurest Services, Bateman, Southeast Services Corp., Crothall Healthcare Inc., Crothall Facilities Management Inc., Statewide Services Inc., SHRM Catering Services, Inc., Highland Estates Coffee Traders and Wolfgang Puck Catering and Events LLC, Morrison Senior Living, Morrison Senior Dining Services, Touchpoint Support Services.

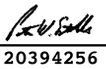
CERTIFICATE HOLDER

Evidence Only
.
.

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Coll:4215907 Tpl:1703802 Cert:20394256

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The ACORD name and logo are registered marks of ACORD

AGENCY CUSTOMER ID: 22011126

LOC#:

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
Willis of North Carolina, Inc.	Compass Group USA, Inc. 2400 Yorkmont Road Charlotte, NC 28217
POLICY NUMBER See First Page	
CARRIER: See First Page / NAIC CODE	EFFECTIVE DATE: See First Page

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Garagekeepers
Carrier: National Union Ins. Co. of Pittsburgh, PA
NAIC 19445-001
Policy No. 6403854
Policy Period: 09/30/2013 to 09/30/2014
Limit: $1,500,000

SIR applies per terms and conditions of the policy.

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Compass Group USA, Inc.
Policy Term: 09/30/2013 to 09/30/2014
Workers' Compensation and Employers Liability Policies

Coverage	Policy Number	Carrier	WC Coverage	EL Limits
Work Comp/EL	015630643	New Hampshire Insurance Company NAIC 23841-001 Policy Covers States of: AL, AZ, CO, CT, DC, DE, IA, ID, IN, KS, LA, MD, MI, MO, MS, MT, NE, NM, NV, NY, OK, OR, RI, SC, SD, TN, TX, VT, WV	Statutory	$2,000,000 Bodily Injury by Accident - Each Accident $2,000,000 Each Employee Bodily Injury by Disease $2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	015630644	New Hampshire Insurance Company NAIC 23841-001 Policy Covers States of: IL, KY, NC, NH, UT	Statutory	$2,000,000 Bodily Injury by Accident - Each Accident $2,000,000 Each Employee Bodily Injury by Disease $2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	015630645	New Hampshire Insurance Company NAIC 23841-001 Policy Covers States of: AK, AR, GA, VA	Statutory	$2,000,000 Bodily Injury by Accident - Each Accident $2,000,000 Each Employee Bodily Injury by Disease $2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	015630646	New Hampshire Insurance Company NAIC 23841-001 Policy Covers States of: MA, ND, OH, WA, WI, WY	Statutory	$2,000,000 Bodily Injury by Accident - Each Accident $2,000,000 Each Employee Bodily Injury by Disease $2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	015630647	New Hampshire Insurance Company NAIC 23841-001 Policy Covers States of: NJ, PA	Statutory	$2,000,000 Bodily Injury by Accident - Each Accident $2,000,000 Each Employee Bodily Injury by Disease $2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	015630648	National Union Fire Insurance Company NAIC 19445-001 Policy Covers State of CA	Statutory	$2,000,000 Bodily Injury by Accident - Each Accident $2,000,000 Each Employee Bodily Injury by Disease $2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	015630649	Illinois National Insurance Company NAIC 23817-001 Policy Covers State of FL	Statutory	$2,000,000 Bodily Injury by Accident - Each Accident $2,000,000 Each Employee Bodily Injury by Disease $2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	015630650	New Hampshire Insurance Company NAIC 23841-001 Policy Covers State of ME	Statutory	$2,000,000 Bodily Injury by Accident - Each Accident $2,000,000 Each Employee Bodily Injury by Disease $2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	015630651	New Hampshire Insurance Company NAIC 23841-001 Policy Covers State of MN	Statutory	$2,000,000 Bodily Injury by Accident - Each Accident $2,000,000 Each Employee Bodily Injury by Disease $2,000,000 Policy Limit Bodily Injury by Disease

Compass Group Employment Policy Statements

COMPASS GROUP | altogethergreat

To: All Associates
Date: January 6, 2014
Subject: **Statement of Anti-Discrimination, Harassment, Retaliation, and Bullying (hereinafter "Fair Treatment & Respect Policy")**

The Company's Core Values and Principles of Fair Treatment: It is the practice of Compass Group USA, Inc., and its affiliated companies (the "Company") to provide a work environment for all Associates that is free from unlawful discrimination and harassment based on sex, sexual orientation, gender identity, race, religion, color, disability, age, pregnancy, child birth or any related condition, national origin, veteran status, genetic information, protected concerted activity, or any other classification protected by law (hereinafter "protected classifications").

It is also the practice of the Company to provide a respectful workplace that is free of bullying and intimidating behavior. Bullying is considered any offensive, intimidating, or cruel behavior which humiliates, belittles, or demeans any individual.

Finally, it is the practice of the Company to provide a workplace with open communication, and that is free from retaliation or unfair treatment against any individual that reports good faith concerns of suspected violations of this Fair Treatment and Respect Policy.

In accordance with the Company's core values and philosophy, the Company complies with and strictly enforces federal, state, and local laws that prohibit discrimination, harassment, and retaliation, including but not limited to the following laws (as amended): Title VII of the Civil Rights Act of 1964; the Pregnancy Discrimination Act of 1978; the Age Discrimination in Employment Act of 1967; the Americans with Disabilities Act of 1990; the National Labor Relations Act of 1935; the Equal Pay Act of 1963; the Genetic Information Nondiscrimination Act of 2008; or by similar state or local laws. The Company however goes above and beyond these legal requirements and strives to provide every Associate with a professional and respectful work environment. Accordingly, an Associate may be subject to discipline under this Policy even if his/her conduct does not constitute a violation of applicable law.

Examples of Unacceptable Conduct in Violation of this Policy: The below categories are examples of unacceptable conduct that shall be deemed a violation of this Policy and will result in disciplinary action up to and including termination. This list is not exhaustive and is meant to provide examples only.

- **Unfair Opportunities:** Making any decision regarding the hiring, firing, promotion, or demotion of an Associate or making any decision that adversely affects the wages, benefits, or working conditions of an Associate based in whole or in part on a protected classification.
- **Verbal Mistreatment:** Use of epithets, slurs, or negative stereotype; Inappropriate comments about another's body, anatomy, and/or dress; Questions about another's sexual preference or practices; Sharing sexual or otherwise offensive stories, jokes and experiences; Making lewd or suggestive gestures or comments.

- **Visual Mistreatment:** Offensive and/or sexually explicit material (electronic or paper), including: inappropriate e-mails, pictures, text messages, blogs, tweets, chat rooms, posters, calendars, cartoons, drawings, or writings that are offensive, sexual, or contain a negative stereotype.
- **Sexual Mistreatment or Favors:** Making sexual advances or other verbal or physical conduct of a sexual nature in or outside the workplace;
- **Physical Mistreatment:** Intentional and unwelcome physical contact outside of social norms. This includes intentional and unwelcome touching, pushing, pinching, patting, blocking, grabbing, poking, or brushing against another.
- **Bullying and Antagonizing Behaviors:** Malicious, offensive, and/or abusive behavior or remarks; Making maliciously false statements or ridiculing a person or his/her family; Persistent name calling which is demeaning or belittling; Using a person as the brunt of jokes.

The Company will not tolerate discrimination, harassment, retaliation, or bullying. In order to uphold this Fair Treatment and Respect Policy, the Company requires that all Associates conduct themselves professionally and respectfully.

The Company requires that Associates report all suspected violations of this Policy. Pursuant to the Company's Open Communication Policy, Associates are encouraged to contact their manager first to see if the matter can be swiftly and properly resolved. However if an Associate is not comfortable discussing concerns with their manager, or the concern is about their manager, the Associate should contact one of the following: (1) a Company Human Resources representative: (2) the HR Service Center at 1-877-311-4747 or via email to hrservicecenter@compass-usa.com (if your sector or department is supported by the HR Service Center): (3) or the "SpeakUp" Hotline at 1-866-654-6626 or online at www.compass-speakup.com.

Any Associate who brings a concern to the Company's attention is assured that the matter will be fully and fairly investigated and that the complaint will be dealt with promptly, and in confidence to the extent possible. Based on the investigation findings, if the Company finds that this Policy was violated, disciplinary action up to and including termination may result based on the severity of the offense.

Gary R. Green
Chief Executive Officer

Gary Snyder
Executive Vice President, Human Resources

COMPASS GROUP | altogethergreat

To: All Associates
Date: January 6, 2014
Subject: **Equal Employment Opportunity**

It is the policy of Compass Group USA, Inc., and its affiliated companies (the "Company") to provide equal employment opportunity without regard to sex, sexual orientation, gender identity, race, religion, color, disability, age, pregnancy, child birth or any related condition, national origin, veteran status, genetic information, or any other basis protected by federal, state, or local law. The Company values the diversity and the uniqueness that each Associate brings to the workplace.

In accordance with this Policy, the Company reaffirms its commitment to equal employment opportunity, including compliance with the following laws (as amended): the Equal Pay Act of 1963; Title VII of the Civil Rights Act of 1964; Executive Order 11246; the Age Discrimination in Employment Act of 1967; Section 503 of the Rehabilitation Act of 1973; the Vietnam Era Veterans Readjustment Act of 1974; the Pregnancy Discrimination Act of 1978; the Americans with Disabilities Act of 1990; the Genetic Information Nondiscrimination Act of 2008; and any other Civil Rights Law enacted by any local, state, or federal legislature.

In this regard, the Company shall continue to:

1. Recruit, hire, train, and promote qualified persons in all positions without regard to sex, sexual orientation, gender identity, race, religion, color, disability, age, pregnancy, child birth or any related condition, national origin, veteran status, genetic information, or any other basis protected by federal, state, or local law;

2. Adhere to the principle of equal employment opportunity when making all employment decisions;

3. Ensure that promotion and transfer decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotion and transfer opportunities;

4. Ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, return from layoffs, Company-sponsored training, education, social, and recreational programs, will be administered without regard to sex, sexual orientation, gender identity, race, religion, color, disability, age, pregnancy, child birth or any related condition, national origin, veteran status, genetic information, or any other protected basis; and

5. Provide reasonable accommodations for Associates with religious beliefs and disabilities as required by law.

It remains the responsibility of all managers to ensure the affirmative implementation of this Policy.

Gary R. Green
Chief Executive Officer

Gary Snyder
Executive Vice President, Human Resources

POST ON COMPANY BULLETIN BOARD

To: All Associates
Date: January 6, 2014
Subject: **Affirmative Action for Disabled Individuals, Special Disabled Veterans, Recently Separated Veterans, Armed Forces Service Medal Veterans, and other Protected Veterans**

Compass Group USA, Inc., and its affiliated companies (the "Company") complies with the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, 38 USC 4212, and Section 503 of the Rehabilitation Act of 1973, as amended, and maintains affirmative action programs to promote the employment opportunities of qualified individuals with disabilities, including qualified disabled veterans, recently separated veterans, Armed Forces Service Medal Veterans, and other veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized ("Protected Veterans"). If you are either a disabled individual or a Protected Veteran and would like to be considered under these programs, please ask a Company Human Resource professional for a form that will be used to notify us as such. You may inform us of your desire for consideration under the affirmative action program(s) at this time and/or at any time in the future. Although giving this information is voluntary, such a disclosure by you will enable the Company to further assist you in an appropriate manner regarding your employment, including making accommodations if you qualify. Be assured that providing such information will in no way result in adverse treatment. Information you submit will be kept confidential and will be used only in conjunction with federal reporting requirements, except that (i) supervisors and managers may be informed on a need to know basis regarding restrictions on the work or duties of Associates who are individuals with disabilities and special disabled veterans, and regarding necessary accommodations; (ii) first-aid and safety personnel may be informed, when and to the extent appropriate, if a condition might require emergency treatment; and (iii) government officials investigating compliance with disability or veterans laws and regulations shall be informed.

If you would like to review Compass Group USA, Inc.'s "Affirmative Action Plan for Individuals with Disabilities and Protected Veterans" you may do so by contacting the HR Service Center at 1-877-311-4747 or via email to hrservicecenter@compass-usa.com, (if your sector or department is supported by the HR Service Center) or a Human Resources representative.

Gary R. Green
Chief Executive Officer

Gary Snyder
Executive Vice President, Human Resources

POST ON COMPANY BULLETIN BOARD

Proposed Contract

Dedicated to Serving West Branch-Rose City Area Schools

Chartwells
School Dining Services
Eat · Learn · Live

Attestation Sheet

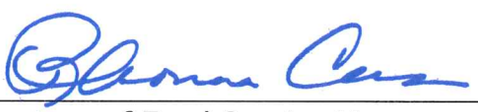
By submission of this bid, the Food Service Management Company (FSMC) acknowledges that it has carefully examined all terms and conditions set forth in the Request for Proposal (RFP)/Cost Reimbursable Food Service Management contract in the bid document/solicitation issued by **West Branch-Rose City Area Schools** on **February 10, 2014**. The FSMC acknowledges that it has made examinations and verifications, and is fully conversant with all conditions under which services are to be performed for the **West Branch-Rose City Area Schools**. No claims for additional compensation will be considered, and no contractual amendments will be executed, due to the successful bidder's failure to be so informed.

The FSMC acknowledges that the School Food Authority (SFA) of Public School Districts reserve the right to reject any and all bids for a sound documented reason. Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered. [7 CFR Part 3016.36 (d) (2) (ii) (D) and (3) (iv)]

The FSMC acknowledges that the School Food Authority (SFA) of Non-Public School Districts reserve the right to reject any and all bids when it is in the recipient's interest to do so. Awards will be made to the bidder whose bid or offer is responsive to the solicitation and is most advantageous to the recipient, price, quality and other factors considered. [7 CFR Part 3019.43]

Negligence in the preparation or presentation of, errors in, or omissions from, bids shall not relieve the FSMC from fulfillment of any and all obligations and requirements of the proposed contract. Once a contract is executed, the FSMC shall not claim any modification thereof resulting from any representation or promise made at any time by an officer, agent, or employee of the **West Branch-Rose City Area Schools**, or any other person.

By submitting a bid, the FSMC agrees to execute a contract with the SFA, and to perform services in accordance with the finalized contract documents.



Signature of Food Service Management Company Representative
Rhonna Cass, President-Schools

2/14/14
Date

Compass Group USA, Inc., by and through its Chartwells Division
Name of Food Service Management Company

Addenda

The following section is our addenda between West Branch-Rose City Area Schools and Chartwells.

With the new USDA and MDE guidelines they have specified that it is allowable for FSMC to have addenda to the proposed RFP that you provided us with at the RFP meeting.

Here is the lift from the MDE instruction section that addresses this section.

This is from the cover letter from Katherine Fuller:

This RFP/Cost Reimbursable Contract with addenda and attachments, the successful bidder's RFP proposal, along with the four (4) bidder certification sheets and the bid sheet of the successful bidder will become the final contract. The SFA is not permitted by federal regulations to sign additional contract documents for the provision of food service management arrangements that significantly alter the initial/original competitively procured contract without again undergoing the bidding process.

The following is from section 16 of the instructions:

The RFP/Cost Reimbursable Contract and attachments that are part of this pre- bid packet and the RFP proposal submitted by the successful bidder will become the final contract when awarded, approved by MDE, and fully executed. Any addendums to this contract are to be developed by the SFA from the proposal submitted by the successful bidder. These addendums are to be highlighted in bold and approved by the Michigan Department of Education. The FSMC may propose, but is not allowed to unilaterally impose, contractual terms and conditions.

This addenda has the approval of the Attorney General and the MDE. We have filled in the blanks in the RFP under terms and we have filled in the blanks on the attached addenda so we are disclosing with our proposal the items we wish to negotiate with you so we can easily have a final document ready for you to forward to Katherine Fuller for her approval before this is taken to your Board of Education for final approval.

Plan A1 and A2 – SFA Employees with Shared or 20 Hour Manager with Advance Payment

Addendum to *Cost Reimbursable* Agreement between West Branch – Rose City Area Schools (the "SFA" or "District") and Compass Group USA, Inc. by and through its Chartwells Division ("FSMC" or "Chartwells") dated as of July 1, 2014

Page 4 Section E is amended by deleting Subsection 2 and inserting the following in its place:

"L. Management Fee. Chartwells shall charge the SFA a Management Fee of $ 0.05*(five cents)*per meal served. Total meals are calculated by adding reimbursable meal pattern meals (breakfast and lunch) served and meal equivalents. Cash receipts, other than from Sales of National School Lunch Program and School Breakfast Program meals served to children, shall be divided by $3.1625 to arrive at an equivalent meal count. The per meal Management Fee will be multiplied by total meals. The Management Fee shall be adjusted on the first day of each renewal term at a rate equal to the greater of the increase in the Consumer Price Index - Not seasonally adjusted for All Urban Consumers (CPI-U)-Food Away From Home annualized for December of the current school year, or a flat percentage rate 3 %, whichever is less.

M. Administrative Fee. Chartwells shall charge the SFA an Administrative Fee of $62,000.00(Sixty Two Thousand Dollars) The Administrative Fee shall be adjusted on the first day of each renewal term at a rate equal to the greater of the increase in the Consumer Price Index - Not seasonally adjusted for All Urban Consumers (CPI-U)-Food Away From Home annualized for December of the current school year, or a flat percentage rate 3 %, whichever is less.

N. Advance Payment. The District shall provide to Chartwells an advance payment of $77,000.00(the "Advance Payment"). This Advance Payment is an option from Chartwells in accordance with the bid sheet. The Advance Payment shall be paid to Chartwells annually on or before August 15 each year. Chartwells shall return each year's Advance Payment to the SFA on or before the third week of the following June. The amount of the Advance Payment shall remain unchanged during each renewal term."

Page 6 Section J is amended by inserting: "Notwithstanding the foregoing, any request, approval or action must not cause FSMC to violate applicable laws, rules and regulations and/or collective bargaining agreements." [See also pages 16-18 Section VIII (A), (K) and (L)]

Page 7 Section M is amended by deleting the words "as contractually obligated herein" in the definition of "Non-food Expenses."

Page 15 Section VI (I) is amended by adding: "Non-payment is subject to the SFA providing written notice within two business days of the meal delivery for which the deduction is made stating the reasons for the deduction and the number of meals being deducted."

Page 15 Section VII (A) is amended by deleting the words "tenth (10th)" in Line 7 and replacing them with the words "fifteenth (15th)"

Page 17 Section VIII (K) is amended by deleting subsection (b) and by inserting the following after subsection (e): "Background/criminal history checks shall be conducted in accordance with applicable federal, state and local laws, rules and regulations and EEOC guidelines."

Page 18 Section VIII (O) is deleted and replaced with: "Neither Party shall during the Term of this Agreement or for one year thereafter solicit to hire, hire or contract with either Party's employees who managed any Services or any other highly compensated employee, or any persons who were so employed, whether at the premises or another facility operated by the other ("Supervisory Employee") during the year prior to the expiration or termination of this Agreement, nor will the SFA permit supervisory employees of Chartwells to be employed on the SFA's premises , for a period of one year subsequent to the termination or expiration of this Agreement (unless such employees were formerly employees of the SFA) whether as an individual or as owner, partner, majority stockholder, director, officer or employee of a food service provider ("One-year Non-solicitation"). In the event of any breach of such One-year Non-solicitation, the breaching Party shall pay and the injured Party shall accept an amount equal to the annual salary and benefits of the relevant Employee as liquidated damages."

Page 21 Section F is amended by deleting the words "use…by" in the last line and inserting the words "negligence of".

Page 22 Section XIII (N) is amended by adding: "unless such loss or damage is caused by the negligence or willful acts or omissions of the SFA or its employees."

Page 22 Section XIII (S) is amended by inserting: "In no event will FSMC be required to return equipment and furnishings in a condition better than that in which they were received."

Page 23 Section XVI (A) is amended by deleting the first sentence and inserting: "Chartwells shall withhold and pay all applicable federal and state employment taxes and payroll insurance relating to its employees including, but not limited to, income, social security and unemployment taxes and worker's compensation costs and charges and shall collect and pay sales tax on adult meals. The FSMC shall hold the SFA harmless for all claims arising from non-payment of such taxes. All license and permit fees paid by Chartwells in connection with the Services shall be reimbursed to Chartwells."

Pages 23-24 Section XVII Subsection A is deleted and replaced with "The FSMC shall obtain and keep in force during the term of this Agreement, Comprehensive General Liability insurance (including coverage for personal injury, property damage, contractual liability and products liability)covering the negligent acts or omissions of Chartwells and its employees and listing the SFA as an additional insured. Coverage shall be in the amount of $1,000,000 each occurrence and in the aggregate". Subsection B is deleted and replaced with "A Certificate of Insurance evidencing the insurance required hereunder must be submitted at the time of award. The general liability policy will provide for thirty (30) days notice of cancellation to the SFA.". Subsection D is deleted and replaced with: "The FSMC shall provide Worker's compensation insurance in accordance with applicable law, including Employer's Liability coverage in the amount of $1,000,000 each occurrence/disease – each employee and disease-policy limit".

Page 24 Section XVII is further amended by deleting Subsection E and Subsection F and inserting: "To the extent permitted by state law, each Party shall indemnify, defend and hold the other harmless from any and all losses, damages or expenses, including reasonable attorneys' fees, arising out of or resulting from claims or actions for bodily injury, death, sickness, property damage or other injury or damage caused by the negligent act or omission of such Party."

Page 25 Section XXI (B) is amended by inserting: "If the termination is for cause, the non-breaching party shall provide thirty (30) days written notice during which period the breaching party shall have the opportunity to cure the breach."

The contract is amended by inserting the following NEW sections:

"Information Technology Systems In connection with the services being provided hereunder, FSMC may need to operate certain information technology systems not owned by the SFA ("Non-SFA Systems"), which may need to interface with or connect to SFA's networks, internet access, or information technology systems ("SFA Systems"). FSMC shall be responsible for all Non-SFA Systems, and SFA shall be solely responsible for SFA Systems, including taking the necessary security and privacy protections as are reasonable under the circumstances. If FSMC serves as the merchant-of-record for any credit or debit card transactions in connection with any of the services provided hereunder, then FSMC will be responsible for complying with all applicable laws, regulations and payment card industry data security standards related to the protection of cardholder data ("Data Protection Rules"). If Non-SFA Systems interface with or connect to SFA Systems, then SFA agrees to implement forthwith upon request from FSMC, at its own expense, the changes to the SFA Systems that FSMC reasonably requests and believes are necessary or prudent to ensure FSMC's compliance with the Data Protection Rules. Notwithstanding the foregoing, the SFA shall have final approval of all aspects of FSMC's proposed changes. In the event that the SFA refuses or is unable to make such changes to the SFA Systems, FSMC may in its sole discretion suspend or discontinue acceptance of payment by credit or debit card until such time as it is able to make changes to the FSMC Systems sufficient to comply with Data Protection Rules. Each party shall indemnify, defend and hold harmless the other party from all claims, liabilities, damages and costs (including reasonable attorneys' fees) to the extent caused by the indemnifying party's failure to comply with its obligations in this Section. .

Financial Reconciliation Within ninety (90) days of the end of the school year, the parties shall complete a reconciliation of the annual operational financial report, which report shall be signed by the parties at the bottom as being true and correct.

Humanitarian Meals The SFA will maintain a program whereby the FSMC provides alternate meals at no cost to students who are unable to pay the full or reduced price for a standard meal, provided such student informs FSMC staff prior to sale. Such alternate meals may consist of items such as cold sandwiches or other comparable substitutes, the cost of which shall be billed to and paid for by the SFA. In the event that the student presents a standard meal for purchase and is unable to pay the full or reduced price for such meal, the standard meal price will be charged to and paid for by the SFA, it being understood that if the SFA policy is to not serve such standard meal but instead serve an alternate meal, that the SFA will pay the cost of the standard meal or the alternate meal. The SFA's payment for the meals described in this paragraph shall not be made from funds in the SFA's nonprofit school food service account. In determining the financial results of the food service program, the cost of provision of such alternate and standard meals at no cost to students shall be excluded from the calculation of financial results for purposes of determining achievement of the financial guarantee set forth in the Agreement.

Notices. If any notice or other correspondence is required to be delivered under this Agreement, it shall be given in writing and shall be delivered personally, by overnight delivery service or by United States mail, postage prepaid, certified mail, return receipt requested, in which event it shall be deemed given upon receipt to the Parties at the following addresses (or to such other address as a Party may designate by notice).

To SFA:

West Branch –Rose City Area Schools
ATTN: Chavon S. Nihls
Director of Finance
960 S. M-33
P.O Box 308
West Branch, Michigan 48661

To Chartwells:

Chartwells
ATTN: President-Schools
3 International Drive
Rye Brook, NY 10573
Facsimile No. (914) 935-5550

With a copy to:

Compass Group USA, Inc.
ATTN: General Counsel
2400 Yorkmont Road
Charlotte, North Carolina 28217

In the event of a conflict between the terms of the Agreement and the terms of this Addendum, the terms of this Addendum shall control.

Plan A1 and A2 – SFA Employees with Shared or 20 Hour Manager without Advance Payment

Addendum to *Cost Reimbursable* Agreement between West Branch – Rose City Area Schools (the "SFA" or "District") and Compass Group USA, Inc. by and through its Chartwells Division ("FSMC" or "Chartwells") dated as of July 1, 2014

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M. Administrative Fee. Chartwells shall charge the SFA an Administrative Fee of $63,240.00(Sixty Three Thousand Two Hundred and Forty Dollars) The Administrative Fee shall be adjusted on the first day of each renewal term at a rate equal to the greater of the increase in the Consumer Price Index - Not seasonally adjusted for All Urban Consumers (CPI-U)-Food Away From Home annualized for December of the current school year, or a flat percentage rate 3 %, whichever is less.

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Page 18 Section VIII (O) is deleted and replaced with: "Neither Party shall during the Term of this Agreement or for one year thereafter solicit to hire, hire or contract with either Party's employees who managed any Services or any other highly compensated employee, or any persons who were so employed, whether at the premises or another facility operated by the other ("Supervisory Employee") during the year prior to the expiration or termination of this Agreement, nor will the SFA permit

supervisory employees of Chartwells to be employed on the SFA's premises , for a period of one year subsequent to the termination or expiration of this Agreement (unless such employees were formerly employees of the SFA) whether as an individual or as owner, partner, majority stockholder, director, officer or employee of a food service provider ("One-year Non-solicitation"). In the event of any breach of such One-year Non-solicitation, the breaching Party shall pay and the injured Party shall accept an amount equal to the annual salary and benefits of the relevant Employee as liquidated damages."

Page 21 Section F is amended by deleting the words "use…by" in the last line and inserting the words "negligence of".

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The contract is amended by inserting the following NEW sections:

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Financial Reconciliation Within ninety (90) days of the end of the school year, the parties shall complete a reconciliation of the annual operational financial report, which report shall be signed by the parties at the bottom as being true and correct.

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Director of Finance
960 S. M-33
P.O Box 308
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To Chartwells:

Chartwells
ATTN: President-Schools
3 International Drive
Rye Brook, NY 10573
Facsimile No. (914) 935-5550

With a copy to:

Compass Group USA, Inc.
ATTN: General Counsel
2400 Yorkmont Road
Charlotte, North Carolina 28217

In the event of a conflict between the terms of the Agreement and the terms of this Addendum, the terms of this Addendum shall control.

Plan B1 and B2 – FSMC Employees with Shared or 20 Hour Manager with Advance Payment

Addendum to *Cost Reimbursable* Agreement between West Branch – Rose City Area Schools (the "SFA" or "District") and Compass Group USA, Inc. by and through its Chartwells Division ("FSMC" or "Chartwells") dated as of July 1, 2014

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M. Administrative Fee. Chartwells shall charge the SFA an Administrative Fee of $62,000.00(Sixty Two Thousand Dollars) The Administrative Fee shall be adjusted on the first day of each renewal term at a rate equal to the greater of the increase in the Consumer Price Index - Not seasonally adjusted for All Urban Consumers (CPI-U)-Food Away From Home annualized for December of the current school year, or a flat percentage rate 3 %, whichever is less.

N. Advance Payment. The District shall provide to Chartwells an advance payment of $77,000.00(the "Advance Payment"). This Advance Payment is an option from Chartwells in accordance with the bid sheet. The Advance Payment shall be paid to Chartwells annually on or before August 15 each year. Chartwells shall return each year's Advance Payment to the SFA on or before the third week of the following June. The amount of the Advance Payment shall remain unchanged during each renewal term."

Page 6 Section J is amended by inserting: "Notwithstanding the foregoing, any request, approval or action must not cause FSMC to violate applicable laws, rules and regulations and/or collective bargaining agreements." [See also pages 16-18 Section VIII (A), (K) and (L)]

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Page 18 Section VIII (O) is deleted and replaced with: "Neither Party shall during the Term of this Agreement or for one year thereafter solicit to hire, hire or contract with either Party's employees who managed any Services or any other highly compensated employee, or any persons who were so employed, whether at the premises or another facility operated by the other ("Supervisory Employee") during the year prior to the expiration or termination of this Agreement, nor will the SFA permit supervisory employees of Chartwells to be employed on the SFA's premises , for a period of one year subsequent to the termination or expiration of this Agreement (unless such employees were formerly employees of the SFA) whether as an individual or as owner, partner, majority stockholder, director, officer or employee of a food service provider ("One-year Non-solicitation"). In the event of any breach of such One-year Non-solicitation, the breaching Party shall pay and the injured Party shall accept an amount equal to the annual salary and benefits of the relevant Employee as liquidated damages."

Page 21 Section F is amended by deleting the words "use…by" in the last line and inserting the words "negligence of".

Page 22 Section XIII (N) is amended by adding: "unless such loss or damage is caused by the negligence or willful acts or omissions of the SFA or its employees."

Page 22 Section XIII (S) is amended by inserting: "In no event will FSMC be required to return equipment and furnishings in a condition better than that in which they were received."

Page 23 Section XVI (A) is amended by deleting the first sentence and inserting: "Chartwells shall withhold and pay all applicable federal and state employment taxes and payroll insurance relating to its employees including, but not limited to, income, social security and unemployment taxes and worker's compensation costs and charges and shall collect and pay sales tax on adult meals. The FSMC shall hold the SFA harmless for all claims arising from non-payment of such taxes. All license and permit fees paid by Chartwells in connection with the Services shall be reimbursed to Chartwells."

Pages 23-24 Section XVII Subsection A is deleted and replaced with "The FSMC shall obtain and keep in force during the term of this Agreement, Comprehensive General Liability insurance (including coverage for personal injury, property damage, contractual liability and products liability)covering the negligent acts or omissions of Chartwells and its employees and listing the SFA as an additional insured. Coverage shall be in the amount of $1,000,000 each occurrence and in the aggregate". Subsection B is deleted and replaced with "A Certificate of Insurance evidencing the insurance required hereunder must be submitted at the time of award. The general liability policy will provide for thirty (30) days notice of cancellation to the SFA.". Subsection D is deleted and replaced with: "The FSMC shall provide Worker's compensation insurance in accordance with applicable law, including Employer's Liability coverage in the amount of $1,000,000 each occurrence/disease – each employee and disease-policy limit".

Page 24 Section XVII is further amended by deleting Subsection E and Subsection F and inserting: "To the extent permitted by state law, each Party shall indemnify, defend and hold the other harmless from any and all losses, damages or expenses, including reasonable attorneys' fees, arising out of or resulting from claims or actions for bodily injury, death, sickness, property damage or other injury or damage caused by the negligent act or omission of such Party."

Page 25 Section XXI (B) is amended by inserting: "If the termination is for cause, the non-breaching party shall provide thirty (30) days written notice during which period the breaching party shall have the opportunity to cure the breach."

The contract is amended by inserting the following NEW sections:

"Information Technology Systems In connection with the services being provided hereunder, FSMC may need to operate certain information technology systems not owned by the SFA ("Non-SFA Systems"), which may need to interface with or connect to SFA's networks, internet access, or information technology systems ("SFA Systems"). FSMC shall be responsible for all Non-SFA Systems, and SFA shall be solely responsible for SFA Systems, including taking the necessary security and privacy protections as are reasonable under the circumstances. If FSMC serves as the merchant-of-record for any credit or debit card transactions in connection with any of the services provided hereunder, then FSMC will be responsible for complying with all applicable laws, regulations and payment card industry data security standards related to the protection of cardholder data ("Data Protection Rules"). If Non-SFA Systems interface with or connect to SFA Systems, then SFA agrees to implement forthwith upon request from FSMC, at its own expense, the changes to the SFA Systems that FSMC reasonably requests and believes are necessary or prudent to ensure FSMC's compliance with the Data Protection Rules. Notwithstanding the foregoing, the SFA shall have final approval of all aspects of FSMC's proposed changes. In the event that the SFA refuses or is unable to make such changes to the SFA Systems, FSMC may in its sole discretion suspend or discontinue acceptance of payment by credit or debit card until such time as it is able to make changes to the FSMC Systems sufficient to comply with Data Protection Rules. Each party shall indemnify, defend and hold harmless the other party from all claims, liabilities, damages and costs (including reasonable attorneys' fees) to the extent caused by the indemnifying party's failure to comply with its obligations in this Section. .

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REQUEST FOR PROPOSAL/COST REIMBURSABLE CONTRACT

GENERAL PROCEDURAL TERMS AND CONDITIONS

A. INTENT

This solicitation is for the purpose of entering into a contract for the operation of a food service program for **West Branch-Rose City Area Schools** herein after referred to as the School Food Authority (SFA). The bidder or Food Service Management Company will be referred to as the FSMC and the contract will be between the FSMC and the SFA.

B. PROCUREMENT METHOD

The contract awarded will be a cost reimbursable contract.

The bid must be submitted in two parts: a bid price per meal/meal equivalent and a written and/or oral presentation. The bid price per meal/meal equivalent may be weighted more than 50% of the evaluation criteria while the written and/or presentation must be weighted less than 50%. This breakdown will be identified on the Bid Point Calculator and Evaluation Criteria Matrix. Bidders are required to provide a breakdown of food and non-food costs, management and administrative fees, and advance payments as shown on the Bid Sheet. Bids that do not provide this information will be deemed non-responsive and rejected.

The SFA may award the contract to the bidder which it believes, in its sole discretion, to best meet the SFA's needs. Alternatively, the SFA may reject all bids. An award may be made to other than the bidder with the lowest bid price per meal/meal equivalent.

C. BID SUBMISSION AND AWARD

1. Sealed bids/proposals are to be submitted to **Chavon S. Nihls, Director of Finance**. Bids/proposals will not be accepted after **2:00 pm** on **March 10, 2014**.

   The proposal is to be submitted in a sealed envelope marked "Food Service Management Proposal." Provide at least three (3) hard copies of the proposal and two (2) copies of the proposal on a CD so that one copy of the CD can be sent to MDE for its files. SFAs are required to submit copies of CDs from **all** responsive bidders to MDE during the contract approval process.

   The bid sheet is to be submitted in a separate and sealed envelope marked, "Bid Sheet – Cost Reimbursable Contract."

2. The SFA reserves the right to exercise its discretion to reject any or all bids.

3. To be considered, each bidder must submit a complete response to this solicitation using the forms provided. All bids will be opened at 2:00 pm on March 10, 2014. Bidders will be required to attend the West Branch-Rose City Area Schools Finance Committee meeting at 5:30 pm on March 10, 2014 at Ogemaw Heights High School Library.

4. Awards, if any shall be made to a qualified and responsible bidder whose bid is responsive to this solicitation. A responsible bidder is one whose financial, technical, and other resources indicate an ability to perform the services required by this solicitation.

5. Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids; failure to do so will be at the bidder's own risk and he/she cannot secure relief of the plea of error.

6. If additional information is required, please contact **Chavon S. Nihls** at **(989) 343-2002**.

D. INCURRED COSTS

The SFA is not liable for any cost incurred by the bidder prior to the signing of a contract by all parties.

E. CONTRACT TERMS

1. This contract shall be for an initial term of one year effective on **July 1, 2014** or upon written approval of the contract by the Michigan Department of Education, whichever occurs last, and ending June 30, **2019** with up to four (4) one-year renewals, with mutual agreement between the SFA and the FSMC. [7 CFR 210.16 (d)]

   In no event shall the contract be effective without the prior approval by MDE. Per 7 CFR 250.36 (a) (12), contract extensions or renewals are contingent upon the fulfillment of all contract provisions relating to USDA Foods.

2. Before any fee increases can be implemented as part of a contract renewal agreement, the FSMC shall document to the SFA, through a written financial analysis, the need for such increases. Renegotiation of management and administrative fees in subsequent years of the contract must not exceed the *Consumer Price Index for Urban Consumers – Food Away from Home* annualized rate for December of the current school year, or a flat percentage rate **3.00%**, whichever is less.

3. This solicitation/contract, the RFP proposal of the successful bidder, attachments, and mutually negotiated and MDE-approved amendments, modifications, and addenda constitute the entire agreement between the SFA and FSMC. Aside from the adjustments and amendments referenced in Section (E) (2), supra, additional documents and/or agreements, including non-negotiated provisions developed by the contractor, cannot become part of the executed contract. Any additional documents resulting in a substantial change to the contract awarded by the SFA will not be executed by the SFA without prior MDE approval. No other food service management contracts will be signed by the SFA.

4. All state agency-mandated changes to the terms of this contract or any amendment will be incorporated therein before the SFA executes any agreement between it and the FSMC.

F. PRE-BID MEETING or BID RELEASE INFORMATION

Interested bidders must meet to review the specification, to clarify any questions, and to go on a walk-through of the facilities with school officials on **February 10, 2014** at **10:00 am** at the following location: **960 S. M-33 West Branch, MI 48661**. Attendance is required.

G. LATE BIDS

Any bid received after the exact time specified for receipt will not be considered or opened publicly.

H. BONDING REQUIREMENT

Bid Guarantee: Bidder shall submit with his/her bid, a bid guarantee in the amount of five percent (5%) of the total bid price, which shall be in the form of a firm commitment such as a bid bond, postal money order, certified check, cashiers check or irrevocable letter of credit. Bid guarantees other than bid bonds will be returned (a) to unsuccessful bidders as soon as practicable after the opening of bids; and (b) to the successful bidder upon execution of such further contractual documents (i.e., insurance coverage) and bonds as may be required by the bid. [7 CFR 3016.36 (h) (1)]

I. GIFTS FROM FSMC

The SFA's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value form contractors or potential contractors. To the extent permissible under State or Federal law, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards. [7 CFR 3016.36 (b) (3) (iv)]

J. SELECTION OF MANAGER

The SFA reserves the right to interview and approve the on-site food service management. The FSMC will provide a Certified Food Manager per regulations established by the Michigan Department of Agriculture (MDA) effective June 30, 2009.

Plan 1: The SFA will share a Food Service Director with Essexville-Hampton Schools. The position will be at Essexville-Hampton 50% of the time and West Branch-Rose City Area Schools 50% of the time.

OR

Plan 2: The SFA will have its own district Food Service Director. The position is a half-time position where 20 hours per week will be required.

If the costs will be different under these plans, please identify on the bid sheet where provided. Otherwise indicate "same" under the Plan 2 column.

K. EMPLOYEES- Two (2) Separate Quotes Are Needed.

The current food service employees will:

Plan A: Remain employees of the SFA

OR

Plan B: Become employees of the FSMC and retain interview rights when FSMC hires

L. MEAL AND MEAL EQUIVALENTS

For the purpose of making the meal count computation, the number of lunches, breakfasts, snacks, and suppers will be based on a projection. The number of lunches served will be determined by 1 lunch = 1 meal equivalent. The number of suppers served will be determined by 1 supper = 1 meal equivalent. The number of breakfasts will be determined by 2 breakfasts = 1 meal equivalent. The number of snacks will be determined by 3 snacks = 1 meal equivalent. The FSMC and SFA shall determine a la carte meal equivalents by dividing a projected net a la carte and catering revenue by the sum of the Federal free lunch reimbursement plus the value of USDA entitlement and bonus-donated foods. This equivalent factor will be adjusted annually by taking the sum of the Federal free lunch reimbursement plus the

value of USDA entitlement and bonus-donated foods. The revenue shall include catering sales, adult meals, and a la carte sales to students and adults **less sales tax**. If applicable, revenue from vending machine sales will be included as part of the a la carte revenue.

M. FEES AND ALLOWABLE DIRECT COSTS (Cost Reimbursable Contract Only)

The following definition is provided to clarify costs included in the administrative fee:

Centralized company administrative cost, data processing, generalized marketing, training of management in company specific areas, and legal fees.

The following definitions are provided to clarify allowable direct costs:

"Food" is defined as and limited to those items purchased for use in the preparation and service of student, adult, catered, and a la carte meals as specified under Terms and Conditions of this Agreement. This includes the cost of commodity handling and warehousing charges.

"Labor" is defined as and limited to on-site employees responsible for the management, preparation, service, and clean-up of meals.

"Contracted Services" are costs incurred to pay for a service provided by another company. Typical costs would be laundry services, pest control, and periodic maintenance services. Those costs normally recognized as part of the FSMC administrative fee cannot be separately contracted for and charged to the SFA account.

"Transportation Cost" is cost incurred in operating a food service delivery vehicle. This would include gas, oil, tune-ups, and minor repairs. Cost of a purchased vehicle would be a capital expense.

"Non-food Expenses" are defined as paper supplies (including decorations), equipment rental, cleaning materials, travel as required for effective program management, uniforms, printing, taxes and licenses, insurance, and expenses as contractually obligated herein. Products embossed with the FSMC logo are not considered allowable direct cost items.

"Cost of Capital Equipment" is the cost of purchasing and installing equipment exceeding $5,000.00, which has had prior approval of the SFA.

N. CAPTIONS

Captions in all sections of this document are provided only as a convenience, and shall not effect the interpretation of this instrument, its attachments, and addenda.

O. Fresh Fruit and Vegetable

The SFA does not currently participate in the Fresh Fruit and Vegetable Program (FFVP). If the SFA later chooses choose to participate in FFVP, the SFA requests the FSMC be responsible for the following aspects of the FFVP:

Purchase of fruits and vegetables including the cost of pre-cut produce and delivery charges**;**

Purchase of non-food items and supplies that are used in serving and cleaning of the fruits and**;**

Salaries and fringe benefits for employees engaged in preparing and distributing fresh fruits and vegetables and maintaining a sanitary environment**.**

- The SFA will provide assurance that the FSMC is completely apprised of all FFVP Policies and rules to guarantee the program is operated in compliance with FNS standards.

- The SFA will regularly monitor FSMC operations to ensure compliance with relevant FFVSP requirements and provisions of the contract.

- **If FSMC is going to charge costs <u>other than</u> the actual costs of fresh fruits and vegetables, they must clearly identify the flat rate fee (annual) charged to the SFA's FFVP on the bid sheet contained in the *Information Section* of the RFP.** Additionally, the FSMCs are required to submit a FFVP cycle menu based on FNS Guidance.

- FSMCs must document and track Fresh Fruit and Vegetable Program (FFVP) expenses separately and must make this documentation easily accessible for the SFA to review. This documentation must fully identify allowable costs and the allocation of costs charged to the FFVP. The SFA uses this information as the basis for its reimbursement claim under the FFVP.

- Costs reported by the SFA for reimbursement from the FFVP grant must be allowable, actual costs, and fully documented. Labor costs, which must be minimal in either the "operating or administrative" category, must be reported by the SFA in a manner that clearly identifies the actual time allocated to the FFVP. Administration costs must not exceed 10% of the overall grant.

STANDARD TERMS AND CONDITIONS

I. SCOPE AND PURPOSE

A. The Food Service Management Company (FSMC) shall operate in conformance with the School Food Authority's (SFA) National School Lunch/USDA Foods Distribution, Special Milk, Summer Food Service, Afterschool Snack, Child and Adult Care Food Program, Fresh Fruit and Vegetable Program, and Breakfast Programs Permanent Agreement with the Michigan Department of Education (MDE) and attachments.

B. The FSMC, as an independent contractor, shall have the exclusive right to operate the Child Nutrition Programs in which the SFA participates. Child Nutrition Programs include the National School Lunch Program (NSLP), and/or School Breakfast Program (SBP), and/or Special Milk Program (SMP), and/or Summer Food Service Program (SFSP), and/or Child and Adult Care Food Program (CACFP), and/or Fresh Fruit and Vegetable Program (FFVP).

C. The FSMC shall be an independent contractor and, except as otherwise expressly stated herein, not an SFA agent or representative. The employees of the FSMC are not employees of the SFA. All FSMC employees shall remain directly accountable to the FSMC for the duration of this contract. Except as otherwise expressly stated in this agreement, the FSMC has the sole responsibility and authority to hire, assign, supervise, evaluate, and discipline any personnel assigned by it in the performance of this contract.

D. The food service provided shall be operated and maintained as a benefit to the SFA's students, faculty, and staff.

E. All income accruing as a result of payments by children and adults, federal reimbursements and state aid (i.e., 31d, 31f, 31a At-Risk), and all other income from sources such as donations, special functions, grants, loans, etc., shall be deposited in the SFA's food service account. Any profit or guaranteed return shall remain in the SFA food service account. The SFA and FSMC agree that this contract is neither a "cost-plus-a-percentage-of-income" nor a "cost-plus-a-percentage-of-cost" contract, as required under 7 CFR 210.16 (c), 7 CFR 3016.36 (f) (4), and 7 CFR 3019.44 (c).

F. The SFA shall 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 the MDE and the United States Department of Agriculture (USDA) regarding each of the Child Nutrition Programs covered by this contract. [7 CFR 210.16 (a) (2)]

G. The SFA shall retain control of the Child Nutrition Programs food service account and overall financial responsibility for the Child Nutrition Programs.

H. The SFA shall establish all selling prices for reimbursable and non-reimbursable meals/milk and a la carte prices. [7 CFR 210.16 (a) (4)]

I. The FSMC shall provide additional food service, such as banquets, parties, refreshments for meetings, etc., as requested by the SFA. The SFA will be billed for the actual cost of food, supplies, and labor; plus a **markup** (**as documented on the FSMC signed and dated bid sheet**) and the FSMC overhead and administrative expenses, if applicable, for providing such service. USDA Foods shall not be used for these special functions.

J. The FSMC shall cooperate with the SFA in promoting nutrition education and coordinating the SFA's food service with classroom instruction in accordance with the school district's Wellness Plan.

K. The FSMC shall conduct program operations in accordance with 7 CFR Parts 210, 215, 220, 225, 226, 235, 245, and 250 and FNS instructions, final rules and policies, as applicable.

L. The FSMC shall make substitutions in the food components of the meal pattern for students with disabilities when their disability restricts their diet, and those non-disabled students who are unable to consume their regular lunch because of medical or other special dietary needs. Substitutions shall be made on a case-by-case basis when supported by a statement of the need for substitutes that includes recommended alternative foods, unless otherwise exempted by the Food and Nutrition Service, USDA. Such statement shall in the case of a student with a disability, be signed by a medical doctor or in the case of a non-disabled student, be signed by a recognized medical authority. There will be no additional charge to the student for such substitutions. [7 CFR 210.10 (g)]

M. The FSMC shall, on a monthly basis, invoice the SFA a sum not to exceed the amount necessary to cover FSMC's expenditures for the Food Service Program. FSMC shall provide a reconciled monthly statement with costs listed in the following categories: (a) management fee; (b) administrative fee; and (c) operating expenses. Payment shall be due within thirty (30) days of the monthly invoice. Finance charges cannot be paid from the non-profit food service account.

II. SIGNATURE AUTHORITY

A. The SFA retains signature authority for the application/agreement to participate in **the NSLP, SBP, SFSP, and CACFP** including, but not limited to the Application Renewal, the Verification of Application Form, and letters to the MDE to amend the application. [7 CFR 210.16 (a) (5)]

B. The SFA shall retain signature authority for the Monthly Claim for Reimbursement. [7 CFR 210.16 (a) (5)]

C. The SFA shall not delegate signature authority to the FSMC in any of the areas identified in paragraphs A and B above.

III. FREE AND REDUCED PRICE MEALS POLICY

A. The SFA shall be responsible for or may delegate to the FSMC the establishment and maintenance of the free and reduced price meals eligibility roster. [Food Service, Administrative Policy #3, SY 2008-2009]

B. The FSMC shall implement an accurate point of service meal/milk count using the meal counting system submitted by the SFA in its application to participate in the Child Nutrition Programs and approved by the MDE, as required under 7 CFR Part 210.8. Such meal/milk counting system must eliminate the potential for the overt identification of free and reduced price eligible students under 7 CFR Part 245.8. The SFA shall evaluate the monthly meal claim information submitted by the FSMC and verify that the information is accurate before submitting a claim for reimbursement. [Food Service, Administrative Policy #3, SY 2008-2009]

C. The SFA shall be responsible for or may delegate to the FSMC the development, distribution, and collection of the parent letter and application for free and reduced price meals and/or free milk. [Food Service, Administrative Policy #3, SY 2008-2009]

D. The SFA shall be responsible for or may delegate to the FSMC the responsibility for accessing the direct certification report available from the Center for Educational Performance and Information (CEPI) each year or eligible students for free meals. Students on this report will not require an application from the parent/guardian. [Food Service, Administrative Policy #3, SY 2008-2009]

E. The SFA shall be responsible for or may delegate to the FSMC the responsibility for the determination of eligibility for free and reduced price meals and free milk. Neither the SFA nor the FSMC will disclose confidential information that is not needed for meal counts form free and reduced price meal applications and/or the direct certification list, if used. The SFA will provide the FSMC with a list of children and their category of eligibility. This list must be updated when changes occur in a student's eligibility status. [Food Service, Administrative Policy #3, SY 2008-2009]

F. The SFA shall be responsible for conducting any hearings related to determinations regarding eligibility for free and reduced price meals and free milk. [Food Service, Administrative Policy #3, SY 2008-2009]

G. The SFA shall be responsible for or may delegate to the FSMC the responsibility for verifying applications for free and reduced price meals, as required by federal regulations. [Food Service, Administrative Policy #3, SY 2008-2009]

H. The SFA shall be responsible for performing the annual on-site review. [Food Service, Administrative Policy #3, SY 2008-2009]

I. The SFA shall retain responsibility for completing the tasks described in paragraphs B, F, and H and may delegate those tasks in paragraphs A, C, D, E, and G to the FSMC to complete on its behalf.

IV. USDA FOODS

A. Any USDA Foods received by the SFA and made available to the FSMC must accrue solely to the benefit of the SFA's non-profit school food service program and shall be fully utilized therein. The FSMC must credit the SFA for the value of all USDA Foods received for use in the SFA's food service program, including the value of USDA Foods contained in processed end products, in accordance with 7 CFR 250.51 (a).

B. The SFA shall retain title to all USDA Foods. [7 CFR 250.13 (c)]

C. The FSMC is prohibited from entering into any processing contracts utilizing USDA Foods on behalf of the SFA. [7 CFR 250.50 (d)]

D. The FSMC shall select, accept, and use the USDA Foods in as large quantities as may be efficiently utilized in the SFA's non-profit food service, subject to approval of the SFA. The FSMC will use all donated ground beef and ground pork products, and all processed end products in the SFA's food service, and all other USDA Foods or commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the USDA Foods, in the SFA's food service. [7 CFR 250.51 (d)]

E. The FSMC shall store and account for all USDA Foods separately from purchased food unless the SFA has chosen not to maintain a separate inventory. The FSMC is required to maintain accurate and complete records with respect to the receipt, use/disposition, storage, and inventory of all USDA Foods. The FSMC shall submit to the SFA monthly inventory reports showing all transactions for processed and non-processed USDA Foods. The FSMC will ensure that its system of inventory management will not result in the SFA being charged for USDA Foods.

Quarterly physical inventories of all USDA Foods must be conducted by the FSMC and supervised by the SFA. Failure by the FSMC to maintain the required records under this contract shall be considered prima facie evidence of improper distribution or loss of the USDA Foods. [7 CFR 250.16 (a) (6) and 250.52 (b)]

F. The FSMC shall maintain records to substantiate that the full value of all USDA Foods is used solely for the benefit of the SFA. The FSMC must provide all documents as necessary for the independent auditor, MDE Reviewers, or agents of USDA who may perform onsite reviews of the food service management company's food service operation to ensure compliance with the requirements for the management and use of USDA Foods [7 CFR 250.54 (d) (1) and (2)]

G. The SFA must provide the FSMC with a copy of the quarterly Recipient Entitlement Balance Report from the Consortia.

H. The value of all USDA Foods are to be based on the values at the time the SFA receives the USDA Foods from the Distributing Academy and are to be based on the USDA Commodity Value Listing pertinent to the time period. This listing is available from the following website:

http://www.fns.usda.gov/fdd/pcims/Nov15CommodityFiles.htm

School Year (SY) 2014 Material Pricing Information
Average Price File for Processors for SY 2014

I. A year-end reconciliation shall be conducted by the SFA to ensure and verify correct and proper credit has been received for the full value of all USDA Foods received for use by the FSMC during the school year. [7 CFR 250.53 (a) (1)]

The SFA reserves the right to conduct commodity credit audits throughout the year to ensure compliance with federal regulations. [7 CFR 210 and 7 CFR 250]

J. The FSMC shall be liable for any negligence on its part that results in any loss of, improper use of, or damage to, USDA Foods and shall credit the SFA either monthly or through a year-end reconciliation. [7 CFR 250.15 (c)]

K. The SFA and FSMC shall consult and agreement on end products to be produced from USDA Foods during the time of this agreement. If an agreement cannot be reached, the FSMC shall utilize the USDA Foods in the form furnished by the USDA.

L. Upon termination of the contract, the FSMC must return all unused donated ground beef, ground pork, processed end products, and at the

SFA's discretion, return other unused donated foods. The SFA must ensure that the FSMC has credited it for the value of all donated foods received for use in the SFA's meal service in a school year. [7 CFR 250.52 (c)]

V. HEALTH CERTIFICATIONS

A. The SFA shall maintain all applicable health certifications on its facilities and shall ensure that all state and local regulations are being met by the FSMC preparing or serving meals at any SFA facility. [7 CFR 210.16 (a) (7)]

B. The FSMC shall maintain for the duration of the contract, state and/or local health certifications for any facility outside the SFA in which it proposes to prepare meals and shall maintain this health certification for the duration of the contract as required under 7 CFR 210.16 (c) (2).

VI. MEALS

A. The FSMC shall serve meals on such days and at such times as requested by the SFA.

B. The SFA shall retain control of the quality, extent, and general nature of the food service. [7 CFR 210.16 (a) (4)]

C. The FSMC shall offer free, reduced price, and paid reimbursable meals to all eligible children participating in the **SBP** and/or **NSLP**, and/or **CACFP Centers**.

D. In order for the FSMC to offer a la carte food service, the FSMC must offer free, reduced price, and paid reimbursable meals to all eligible children. [7 CFR 210.16 (a)]

E. The FSMC shall serve reimbursable **lunches, breakfasts, suppers**, and **snacks** pursuant to the **SBP**, **NSLP**, and/or **SFSP**, and/or **CACFP**, where indicated on the enclosed *School District Information* Forms.

F. The FSMC shall promote maximum participation in the Child Nutrition Programs.

G. The FSMC shall provide the specified types of service in the schools/sites listed in the *School District Information* forms, which is hereby in all respects made a part of this contract.

H. The FSMC shall sell on the premises only those foods and beverages authorized by the SFA and only at the times and places designated by the SFA.

I. No payment will be made to the FSMC for meals that are spoiled or unwholesome at the time of delivery, do not meet detailed specifications as developed by the SFA for each food component in the meal pattern in accordance with 7 CFR 210.10, or that do not otherwise meet the requirements of the contract. [7 CFT 210.16 (c) (3)]

VII. BOOKS AND RECORDS

A. The FSMC shall maintain such records (supported by invoices, receipts, or other evident) as the SFA will need to meet monthly reporting responsibilities and shall submit monthly bills/invoices in a format approved by the SFA no later than (**15**) calendar days of the succeeding month in which services were rendered. Participation records shall be submitted in a timely manner to facilitate claims submission no later than the tenth (**10**th) day of the succeeding month in which services were rendered. The SFA shall perform edit checks on the participation records provided by the FSMC prior to the preparation and submission of the claim for reimbursement.

B. The FSMC shall maintain records at the SFA to support all allowable expenses appearing on the monthly bill/invoice.

C. The SFA and the FSMC must provide all documents as necessary for the independent auditor, MDE Reviewers, or agents of USDA to conduct the SFA's single audit. [7 CFR 210.22]

D. Books and records of the FSMC pertaining to the Child Nutrition Program operations shall be made available, upon demand, in an easily accessible manner for a period of three (3) years form the end of the contract term (including renewals) to which they pertain, for audit, examination, excerpts, and transcriptions by the SFA and/or any state or federal representatives and auditors, or longer should any audit for that time still be open. [7 CFR 210.23 (c) and 250.16 (b)]

E. If audit findings regarding the FSMC's records have not been resolved within the three (3) year period, for as long as required for the resolution of the issues raised by the audit. [7 CFR 210.23 (c) and 250.16 (b)]

F. The FSMC shall not remove state or federal required records from SFA premises upon contract termination.

G. The SFA shall conduct a quarterly internal review of all records and documentation associated with the procurement of food and non-food items to ensure that the FSMC is complying with all applicable competitive procurement procedures according to 7 CFR Parts 3016 and 3019.

H. The FSMC shall surrender to the SFA upon termination of the contract all records pertaining to the operation of the food service, to include all food

and non-food inventory records, menus, production records, product invoices, claim documentation, financial reports, and procurement documentation.

I. FSMC shall purchase all food and other supplies required under this contract on the SFA's behalf. Title thereto shall remain with the SFA at all times. Such food and supplies shall be kept separate and apart from the other SFA property unless the SFA has chosen not to maintain a separate inventory. FSMC and SFA shall jointly inventory all purchased food and supplies at both the beginning and the end of this contract's term. SFA shall have access to the records of the food and supplies purchased to review and audit as it deems necessary.

J. FSMC shall purchase all food and supplies for the SFA at the lowest prices possible consistent with maintenance of quality standards prescribed by the SFA, including taking advantage of all local trade discounts. All such transactions shall meet USDA procurement standards.

VIII. EMPLOYEES

A. The SFA shall have final approval authority regarding the FSMC's hiring of a site manager.

B. The FSMC shall comply with all wage and hours of employment requirements of federal and state laws. The FSMC shall be responsible for supervising and training personnel, including SFA employed staff. Supervision activities include employee and labor relations, personnel development, and hiring and termination of FSMC management staff. The FSMC shall also be responsible for the hiring and termination of non-management staff who are employees of the FSMC. The FSMC shall maintain its own personnel and fringe benefits policies for its employees. All such policies shall be subject to SFA review upon demand.

C. The FSMC shall provide Workers' Compensation coverage for its employees.

D. The FSMC shall instruct its employees to abide by the policies, rules, and regulations, with respect to use of the SFA's premises as established by the SFA and which are furnished in writing to the FSMC.

E. The FSMC shall maintain its own personnel and fringe benefits policies for its employees, subject to review by the SFA.

F. Staffing patterns shall be mutually agreed upon by the SFA and FSMC.

G. The use of student workers or students enrolled in vocational classes in the food service shall be mutually agreed upon.

H. The FSMC shall not hire employees in excess of the number required for efficient operation.

I. The FSMC shall provide the SFA with a schedule of employees, positions, assigned locations, salaries, and hours to be worked, two (2) full calendar weeks prior to the commencement of operation.

J. The SFA shall provide sanitary toilet and hand washing facilities for the employees of the FSMC.

K. Pursuant to the requirements of Section 1230 and 1230a of the Michigan Revised School Code, the SFA shall request a criminal history check through the Michigan State Police, as well as a criminal records check through the Federal Bureau of Investigation, with regard to all persons assigned by FSMC to regularly and continuously work in any of the SFA facilities. FSMC agrees that it shall not assign any of its employees, agents, or other individuals to perform any services under this Agreement where such individuals would regularly and continuously work in the SFA facilities if such person has been convicted of any of the following offenses:

   a. Any "listed offense" as defined under Section 2 of the Michigan Sex Offenders Registration Act, MCL 28.722; or

   b. Any offense enumerated in Sections MCL 380.1535a or 380.1539b or the Revised School Code, MCL 380.1535a; 380.1539b, for positions requiring State Board of Education approval; or

   c. Any offense of a substantially similar enactment of the United States or another State; or

   d. Any felony. Provided that with prior written approval of the SFA's Superintendent and its Board of Education an individual regularly and continuously providing services under this Agreement at the SFA may be permitted to perform such services when, in the judgment of the Superintendent and Board of Education of the SFA, such individual's presence will not pose a danger to the safety and security of the SFA students or employees; or

   e. Any offense that would, in the judgment of the SFA create a potential risk to the safety and security of the students served by the SFA or employees of the SFA.

   The SFA reserves the right to refuse FSMC's assignment of any individual, agent, or employee of FSMC to render services under this Agreement where the criminal record history of the individual (including any pending criminal charges) indicate, in the SFA's judgment, unfitness to perform services under this Agreement.

The FSMC agrees that it shall pay the costs associated with criminal history checks and criminal record checks required under this contract and which are accomplished in order to comply with Section 1230 and 1230a of the Revised School Code with respect to FSMC's employees and agents.

L. Notwithstanding the provisions of Section VIII and its subparts, the SFA may request in writing the removal of any employee of the FSMC who violates health requirements or conducts himself/herself in a manner, which is detrimental to the physical, mental, or moral well-being of the students.

M. In the event of the removal or suspension of any such employee, the FSMC shall immediately restructure the food service staff without disruption of service.

N. All SFA and/or FSMC personnel assigned to each school shall be instructed in the use of all emergency valves, switches, fire, and safety devices in the kitchen and cafeteria areas.

O. Neither party shall during the term of the contract or one year thereafter solicit to hire, hire, or contract with the other party's supervisory employees. If this provision is breached, the breaching party shall pay and the injured party shall accept as liquidated damages an amount equal to six (6) months of the annual wages of the relevant employee.

IX. DESIGNATION OF PROGRAM EXPENSE

A. The FSMC guarantees to the SFA that the bid price per meal and meal equivalent shall include the expenses as designated under the FSMC column for the *Cost Responsibility Detail Sheet*. The FSMC shall be responsible for negotiating/paying all employees' fringe benefits, employee expenses, and accrued vacation and sick pay for staff on their payroll.

B. The SFA shall pay those expenses as designated under the SFA column of the *Cost Responsibility Detail Sheet*.

X. PAYMENTS AND FEES

A. All bids shall be calculated based on the information provided by the SFA in the *Information Section* of this solicitation. All bids shall be submitted using the Bid Sheet – Cost Reimbursable Contract form.

B. Allowable costs will be paid to the FSMC from the SFA's non-profit food service account. Such payment will be net of all discounts, rebates, and other applicable credits accruing to or received by the FSMC and any

assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the SFA. All payment discounts, rebates and allowances obtained from vendors must go to the SFA's food service account. [7 CFR 210.21 (f) (i)]

C. The FSMC must designate its costs to the SFAs as follows
   a. The FSMC must exclude all unallowable costs from its billing documents and certify that: (1) only allowable costs are submitted for payments; and (2) records have been established that maintain the visibility of unallowable costs, including directly associated costs, in a manner suitable for contract cost determination and verification. [7 CFR 210.21 (f) (ii) (B)]

D. The FSMC's determination of its allowable costs must be made in compliance with applicable USDA and program regulations, and United States Office of Management and Budget cost circulars. [7 CFR 210.21 (f) (iii)]

E. The FSMC must identify the amount of each discount, rebate, and other applicable credit on **each** bill or invoice present to the SFA for payment and individually identify the amount as a discount, rebate or in the case of other applicable credits, the nature of the credit. [7 CFR 210.21 (f) (iv)]

F. The FSMC shall identify the method by which it will report discounts, rebates, and other applicable credits allocable to the contract which are not reported before the contracts termination. [7 CFR 210.21(f) (v)]

G. The FSMC shall maintain documentation of costs and discounts, rebates, and other applicable credits, which shall be furnished upon request to the SFA, MDE, and/or the USDA. [7 CFR 210.21 (f) (vi)]

H. The FSMC must credit the SFA monthly for the value of all donated foods received for use in the school year (including both entitlement and bonus foods), and including the value of donated foods contained in processed end products. Credit issued by the FSMC to the SFA for USDA donated commodity foods received shall be recorded on the monthly bill/invoice as a separate line item and shall be clearly identified and labeled. [7 CFR 250.51 (a)]

I. The FSMC shall submit separate billing for special functions conducted outside of the non-profit school food service account.

J. The FSMC shall assume responsibility for payment of all vendor bills and accounts and invoice the SFA for these costs.

XI. MONITORING

A. The SFA shall monitor the food service operation of the FSMC through periodic onsite visits to ensure that the food service is in conformance with all USDA program regulations. [7 CFR 210.16 (a) (3)]

B. The records necessary for the SFA to complete the required monitoring activities must be maintained by the FSMC under this contract, and must be made available to the Auditor General, the USDA, the MDE, and the SFA upon request for the purpose of auditing, examination, and review. [7 CFR 210.15]

XII. USE OF ADVISORY GROUP/MENUS

A. The FSMC shall participate in the formation and establishment and periodic meetings of the SFA advisory board, comprised of students, teachers, and parents to assist in menu planning

B. The FSMC must comply with the twenty-one (21) day menu developed by the SFA for: **NSLP, SBP, SFSP, and CACFP,** included in the request for bid/proposal.

XIII. USE OF FACILITIES, INVENTORY, EQUIPMENT, AND STORAGE

A. The SFA will make available without any cost or charge to the FSMC, area(s) of the premises agreeable to both parties in which the FSMC shall render its services.

B. The SFA may request of the FSMC additional food service programs. If the addition is a Child Nutrition Program not identified in the original RFP, prior to implementation the SFA must notify MDE and discuss whether the addition constitutes a material change to the contract. [Food Service, Administrative Policy # 5, SY 2013-14]

   This does **not** include the expansion of food service operations outside the confines of the school/school district, such as expansion to non-affiliated charter schools, non-public, or neighboring public schools, which were not part of the original bid (see Information Section of the original bid packet). The SFA may refer these entities to MDE for proper procurement procedures.

C. Per 7 CFR 210.11 competitive foods means any foods sold in competition with the Program to children in food service areas during the lunch periods.

   The SFA reserves the right, at its sole discretion, to sell or dispense food or beverages provided such use does not interfere with the operation of the Child Nutrition Programs.

The FSMC and the SFA shall adhere to USDA requirements including final rules relating to competitive foods (all food sold in school).

D. The FSMC and SFA shall inventory the equipment and USDA Foods owned by the SFA, including but not limited to, silverware, trays, chinaware, glassware, and kitchen utensils. This will be performed at the beginning of the contract and at the beginning of each successive school year if the renewal option is utilized.

E. The FSMC shall maintain the inventory of silverware, chinaware, kitchen utensils, and other operating items necessary for the food service operation and at the inventory level as specified by the SFA.

F. The SFA will replace expendable equipment and replace, repair, and maintain non-expendable equipment except when damages result from the use of less than reasonable care by the employees of the FSMC.

G. The SFA will have final, prior approval authority for the purchase of all equipment to be used in the storage, preparation, and delivery of school meals. Title to the property must be vested with the SFA when the equipment is placed in service by the FSMC. Upon written agreement of the parties, the purchase amount shall be amortized on a straight line depreciation basis beginning on the date upon which the equipment is placed in service, for a length of time upon which the parties shall mutually agree. If the agreement is terminated or non-renewed for any reason prior to full amortization, the SFA may: (1) retain the property and continue to make payments in accordance with the amortization schedule; or (2) return the property in full release of the unpaid balance.

H. All equipment purchases that **exceed $5,000** must be submitted to the MDE School Nutrition Programs Unit for review and **prior** approval in accordance with federal cost principles established in OMB circular A-87 or in Appendix B, Section 15 of 2 CFR Part 225.

I. The FSMC shall maintain adequate storage, inventory, and control of USDA donated foods in conformance with the SFA's agreement with the Michigan Department of Education.

J. The SFA shall provide the FSMC with local telephone service.

K. The SFA shall furnish and install any equipment and/or make any structural changes needed to comply with federal, state, or local laws, ordinances, rules, and regulations.

L. The SFA shall be responsible for any losses including USDA donated foods which may arise due to equipment malfunction or loss of electrical power not within the control of the FSMC.

M. All food preparation and serving equipment owned by the SFA shall remain on the premises of the SFA.

N. The SFA shall not be responsible for loss or damage to equipment owned by the FSMC and located on the SFA premises.

O. The FSMC shall notify the SFA of any equipment belonging to the FSMC on SFA premises within ten (10) days of its placement on SFA premises.

P. The SFA shall have access, with or without notice, to all of the SFA's facilities used by the FSMC for purposes of inspection and audit.

Q. The FSMC shall not use the SFA's facilities to produce food, meals or services for other organizations without the approval of the SFA. If such usage is mutually agreeable, there shall be a signed agreement, which stipulates the fees to be paid by the FSMC to the SFA for such facility usage.

R. The SFA, on the termination or expiration of the contract, shall conduct a physical inventory of all equipment and commodities owned by the SFA.

S. The FSMC shall surrender to the SFA upon termination of the contract, all SFA equipment and furnishings in good repair and condition.

XIV. PURCHASES

A. The FSMC shall purchase all food and supplies at the lowest price possible consistent with maintaining quality standards and in full compliance with Office of Management and Budget (OMB) Circulars A-87 and A-110, 7 CFR Parts 210, 215, 220, 225, 245, 250, 3016 and 3019.

B. This contract shall not prevent the SFA from participating in food consortia. If the SFA does purchasing, the FSMC's may not limit SFA selection of vendors to only FSMC-approved vendors.

XV. SANITATION

A. The FSMC shall place garbage and trash in containers in designated areas as specified by the SFA.

B. The SFA shall remove all garbage and trash from the designated areas.

C. The FSMC shall clean the kitchen and dining room areas as indicated on the *Cost Responsibility Detail Sheet*.

D. The FSMC shall operate and care for all equipment and food service areas in a clean, safe, and healthy condition in accordance with the standards

acceptable to the SFA and comply with all applicable laws, ordinances, regulations, and rules of federal, state, and local authorities, including laws related to recycling.

E. The SFA shall clean ducts and hoods above the filter line.

F. The SFA shall provide extermination services as needed.

G. The FSMC shall comply with all local and state sanitation requirements in the preparation of food.

XVI. LICENSES, FEES, AND TAXES

A. The FSMC shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, state and local income tax, and payroll and withholding taxes for FSMC employees. The FSMC shall hold the SFA harmless for all claims arising from payment of such taxes and fees. The extent of responsibility is designated in the cost responsibility attachment to this document.

B. The FSMC shall obtain and post all licenses and permits as required by federal, state, and/or local law.

C. The FSMC shall comply with all SFA building rules and regulations.

XVII. INSURANCE AND INDEMNIFICATION

A. The FSMC shall obtain and keep in force during the term of this Agreement, for the protection of the SFA and FSMC, and naming the SFA as an additional insured, Comprehensive General Liability Insurance to include but not limited to Personal Injury Liability, Property Damage Liability, Contractual Liability, and Products Liability, covering only the operations and activities of the FSMC under this agreement. Minimum coverage shall be $1,000,000 per incident/person.

B. A Certificate of Insurance of the FSMC's insurance coverage, indicating the specified amounts, must be submitted at the time of award. The FSMC shall provide the SFA copies of all applicable insurance policies at the time of award. All insurance required as a result of a response to this RFP shall provide that the insurer will provide notice of cancellation directly to the SFA thirty (30) days before such cancellation occurs.

C. The SFA shall keep its buildings, including the premises, and all property contain therein insured against loss or damage by fire, explosion, and similar casualties.

D. The FSMC shall provide worker's compensation and unemployment insurance for its employees as specified in the *Cost Responsibility Detail Sheet*.

E. The FSMC shall indemnify and hold harmless the SFA, or any employee, director, or agent of the SFA, from and against all claims, damages, losses, and expenses (including attorney's fees and court costs incurred to defend litigation), decrees or judgments whatsoever arising from any and all injuries, including death or damages to or destruction of property, resulting from the FSMC's acts, or omissions, willful misconduct, or breach of the FSMC's obligations under the Agreement by the FSMC and its agents, servants or employees, or other persons under its supervision or direction.

F. The FSMC shall not be required to indemnify or hold harmless the SFA from any liability or damages arising from the SFA's sole acts or omissions.

XVIII. PROPRIETARY INFORMATION

A. During the term of the Agreement, the FSMC may grant to the SFA a non-exclusive right to access certain proprietary materials of the FSMC including, but not limited to signage, operating or other manuals, recipes, menus and meal plans, and computer programs relative to or utilized in the FSMC's business or the business of any affiliate of the FSMC.

B. To the extent permitted by law, the SFA shall not disclose any of the FSMC's proprietary information or other confidential information, directly or indirectly, during or after the term of the Agreement. The SFA shall not photocopy or otherwise duplicate any such material without the prior written consent of the FSMC. All trade secrets and other confidential information shall remain the exclusive property of the FSMC and shall be returned to the FSMC immediately upon termination of the agreement.

C. The SFA agrees that all proprietary computer software programs, marketing, and promotional literature and materials used by the FSMC and the SFA's premises in connection with the foods services provided by the FSMC under this Agreement shall remain the property of the FSMC.

D. Upon termination of the contract, all use of trademarks, service marks, and logos owned by the FSMC or licensed to the FSMC by third parties shall be discontinued by the SFA, and the SFA shall immediately return to the FSMC all proprietary materials.

E. The FSMC acknowledges that during the course of this contract, the FSMC shall have access to business systems, techniques, and methods of operation developed at great expense by the SFA. The FSMC recognizes these to be unique assets of the SFA's business. The FSMC agrees to

keep such information confidential and shall not disclose such information directly or indirectly during or subsequent to the term of this Agreement.

XIX. NON-DISCRIMINATION

The parties to this contract agree not to discriminate against any employee, applicant for employment, student, or other recipient of services under this contract, due to race, color, religion, sex, national origin, age, height, weight, disability, marital status or veteran status, or other legally protected classification. Breach of this section shall be regarded as material breach of this contract.

XX. EMERGENCY CLOSING

A. The SFA shall notify the FSMC of any interruption in utility service of which it has knowledge.

B. The SFA shall notify the FSMC of any delay in the beginning of the school day or the closing of school(s) due to snow or other emergency situations.

XXI. TERM AND TERMINATION

A. This contract shall become effective on **July 1, 2014** or upon written acceptance of the contract by the Michigan Department of Education, whichever occurs last, and terminate on June 30, **2019** with up to four (4) one-year renewals with mutual agreement between the SFA and the FSMC. [7 CFR 210.16 (d)]

   Per 7 CFR 250.53 (a) (12), contract extensions or renewals are contingent upon the fulfillment of all contract provisions relating to USDA Foods.

B. The SFA or the FSMC may terminate the contract with or without cause by giving sixty (60) days written notice.

C. Neither the FSMC nor the SFA shall be responsible for any losses resulting if the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any acts not within the control of the FSMC or the SFA, respectively, and which by the exercise of due diligence they were unable to prevent.

XXII. NON-PERFORMANCE BY FSMC

A. In the event of the FSMC's non-performance under this contract and/or the violation or breach of the contract terms, the SFA shall have the right to pursue all administrative, contractual, and legal remedies against the FSMC and shall have the right to seek all sanctions and penalties as may be appropriate.

B. The FSMC shall pay to the SFA the full amount of any meal overclaims and fees associated with those overclaims, which are attributable to the FSMC's negligence, including those overclaims and associated fees based on review or audit findings, which occurred during the effective dates of the original and renewal years of the contract.

XXIII. CERTIFICATIONS

A. The FSMC shall comply with the mandatory standards and policies relating to energy efficiency, which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

B. The FSMC shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (the "Act"), 40 U.S.C. §§ 327-330, as supplemented by the Department of Labor regulations, 29 CFR, Part 5. Under Section 103 of the Act, the FSMC shall be required to compute the wages of every laborer on the basis of a standard workday of eight (8) hours and a standard workweek of forty (40) hours. Work in excess of the standard workday or standard workweek is permissible provided that the worker is compensated at a rate of not less than 1-1/2 times the basic rate of pay for all hours worked in excess of eight (8) hours in any calendar day or forty (40) hours in any workweek.

C. The FSMC shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations, 41 CFR Part 60.

D. The FSMC shall comply with all applicable civil rights laws, as amended which include but are not limited to: Title VI and the Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; FNS Instruction 113-1, Civil Rights Compliance and Enforcement – Nutrition Programs and Activities; the Michigan Elliott-Larsen Civil Rights Act; and the Michigan Persons with Disabilities Civil Rights Act.

E. The FSMC shall comply with the Buy American provision for contracts that involve the purchase of food products with Federal funds, 7 CFR Part 250.23.

F. The FSMC **has signed** the Certification of Independent Price Determination, which was attached as an addendum to the FSMC's bid and which is incorporated herein by reference and made a part of this contract.

G. The FSMC **has signed** the Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion, which was attached as

an addendum to the FSMC's bid and which is incorporated herein by reference and made a part of this contract.

H. The FSMC **has signed** the Certification Regarding Clean Water and Air, which was attached as an addendum to the FSMC's bid and which is incorporated herein by reference and made a part of this contract.

I. The FSMC **has signed** the Certification Regarding Disclosure of Lobbying Activities, which was attached as an addendum to the FSMC's bid and which is incorporated herein by reference and made a part of this contract.

J. The FSMC **has signed** the Certificate of Compliance with Michigan Public Act 517, which was attached as an addendum to the Vendor's bid and which is incorporated by reference and made a part of this contract.

XXIV. MISCELLANEOUS

A. Except as otherwise expressly stated, this contract shall be construed under the laws of the State of Michigan. Any action or proceeding arising out of this contract shall be heard in the appropriate courts within the State of Michigan.

B. The FSMC shall comply with the provisions of the bid specifications, which are hereby **in all respects made a part of this contract**.

1. No provision of this contract shall be assigned or subcontracted without prior written consent of the SFA and notification to MDE prior to implementation.

C. No waiver of any default shall be construed to be or constitute a waiver of any subsequent claim.

D. Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials (e.g., food, supplies, etc.) and workmanship of a quality that would normally be specified by the SFA are to be used.

E. Payments on any claim shall not preclude the SFA from making a claim for adjustment on any item found not to have been in accordance with the provisions of this contract and bid specifications.

F. The SFA shall be responsible for ensuring the resolution of program review and audit findings.

G. This contract is subject to review and approval by the Michigan Department of Education.

AGREEMENT PAGE – New Contract

Original Contract SY 2014-2015

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

This solicitation/contract, attachments, and the RFP proposal of the successful bidder, with addenda, if any, constitute the entire agreement between the SFA and FSMC. The parties shall not execute any additional contractual documents pertaining to this RFP, except as permitted by applicable law.

This Agreement shall be in effect for one year and may be renewed by mutual agreement for four (4) additional one-year periods.

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

Bid Sheet Selected by SFA for Award: _____

Insert Plan type and/or Advance Payment option

ATTEST:

_____

Signature of Witness for SFA

SCHOOL FOOD AUTHORITY:

_____

Signature of SFA Representative

_____

Name

_____

Title

_____

Date

ATTEST:

_____

Signature of Witness for FSMC

FOOD SERVICE MANAGEMENT COMPANY:

_____

Signature of FSMC Representative

_____

Name

_____

Title

_____

Date

SUCCESSFUL BIDDER CERTIFICATIONS

These forms have been completed by each food service management company and posted to the following website:

http://www.michigan.gov/mde/0,4615,7-140-43092_61446-289948--,00.html

Certificate of Independent Price Determination

Suspension and Debarment Certification

Clean Air and Water Certificate

Disclosure of Lobbying Activities

Certificate of Compliance with Public Act 517

They are listed by name of the management company. When the SFA determines the recommended successful bidder, it will need to download the management company's signed certificates. The Certificate of Independent Price Determination will need to be signed by the SFA and submitted with the final contract for MDE approval.

A copy of each certificate will be retained by the school district for its file.