JeffersonAcademy
Evaluation Committee Statement
Food Service Management Company

Background Information
Jefferson Academy (the "School") published an RFP for a Food Service Management Company from May 27, 2026 to June 29, 2026. The School received proposals from Lunch Pro, LLC and SLA Management.

Evaluation
The Evaluation Committee was comprised of the following three individuals: Christy Carlson, Amelia Hale, and Nicole Jones. The Evaluation Committee met on July 14, 2026 to evaluate and score each proposal. No member of the Evaluation Committee had a conflict of interest with the Offeror.

The Evaluation Committee scored the proposals as a group consensus based on the following criteria: Service Capability Plan (20 points available based on the offeror's ability to provide the services as stated in the RFP); Experience (10 points available based on the offeror's experience in providing the services contained in the RFP); Personnel Management/Staffing Considerations (20 points available based on the offeror's personnel management plan outlining how personnel will fulfill the requirements in the RFP, including the ability to provide an experienced on-site manager who will carry out the enforcement and dissemination of SFA policies); Student and Staff Engagement (5 points available based on the offeror's plan to involve stakeholders); Quality Assurance (10 points available based on the offeror's quality management plan/system to ensure quality services and high-quality meal products); Cost (35 points available based on the offeror's pricing).

The Evaluation Committee scored the proposals based upon the criteria set forth in the RFP and awarded the following scores:

SLA Management –
- Service Capability Plan – 10/20
- Experience – 8/10
- Personnel Management/Staffing Considerations – 18/20
- Student and Staff Engagement – 5/5
- Quality Assurance – 10/10
- Cost – 35/35
- Total - 86

Lunch Pro –
- Service Capability Plan – 15/20
- Experience – 10/10
- Personnel Management/Staffing Considerations – 20/20
- Student and Staff Engagement – 5/5
- Quality Assurance – 10/10
- Cost – 31.4/35
- Total – 91.4

The Evaluation Committee determined the following: (i) the proposal from Lunch Pro met the minimum requirements of the RFP; (ii) the pricing and terms contained in the Lunch Pro proposal are reasonable; and (iii) acceptance of the proposal is in the best interest of the School.

Award Recommendation

Based on the foregoing, the Evaluation Committee determined that it would be in the School's best interest to accept the Lunch Pro proposal. Accordingly, the Evaluation Committee made a recommendation to award the contract to Lunch Pro.

EXECUTIVE SUMMARY

AWARD RFP FOR EDUCATION SERVICE PROVIDER

The Evaluation Committee recommends to the school's Board of Directors that it award the contract for Education Service Provider services to the recommended vendor for a period of 5 years.

Action: *Board Vote*

AWARD RFP FOR FOOD SERVICE MANAGEMENT COMPANY

The Evaluation Committee recommends to the school's Board of Directors that it award the contract for Food Service Management Company services to Lunch Pro for a period of 5 years. The Food Service Management Company administers the school's meal program, including menu planning, meal preparation and delivery, staffing, and compliance with the requirements of the National School Lunch Program and applicable Utah State Board of Education and USDA regulations. Proposals were solicited in accordance with federal and state procurement requirements and were evaluated on cost, program compliance, food quality and nutritional standards, service capacity, and references.

Action: *Board Vote*

Jefferson Academy
Board of Directors Meeting

Date: June 8, 2026
Location: 290 N Flint Street, Kaysville, UT 84037
In Attendance: Keith Facer, Natalie Allman, Alana Wilson
Excused Board Members: Paul Smith, Katie Browning
Others Present: Hannah Dorius, Heidi Bauerle, Dawn Benke, Nicole Jones

MINUTES

CALL TO ORDER

Keith Facer called the meeting to order at 7:20PM.

CONSENT ITEMS

- 05.01.2026 Board Meeting Minutes

Keith Facer made a motion to approve the 05.01.2026 Board Meeting Minutes. Alana Wilson seconded the motion. The motion passed unanimously. The votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Alana Wilson, Aye.

CLOSED SESSION- to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a).

At 7:22PM Keith Facer made a motion to move into closed session to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(I)(a) at AW Services Offices. *Alana Wilson seconded the motion. The motion passed unanimously. The votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Alana Wilson, Aye.*

At 8:33PM Keith Facer made a motion to move out of closed session. Alana Wilson seconded the motion. The motion passed unanimously. The votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Alana Wilson, Aye.

REPORTS

- Policy Governance
  - Ends 1.1 Academic Accomplishment
  - Ends 1.5 Appreciation for Learning
  - Ends 1.6 Community Involvement
  - Ends 1.7 School Culture
  - Executive Limitations 2.1 Treatment of Student, Parents and Community
  - Executive Limitations 2.2 Treatment of Staff
  - Executive Limitations 2.3 Financial Planning/Budgeting
  - Executive Limitations 2.6 Asset Protection
  - Executive Limitations 2.7 Compensation and Benefits

    - Executive Limitations 2.8 Communication and Support to the Board
    - Executive Limitations 2.9 Ends Focus of Grants or Contract
    - 3.0 Global Board – Management Delegation
    - 4.0 Global Governance Process Policy

    These policies under Policy Governance were reviewed as a board.

- Finance Report
    - Fraud Risk Assessment
    - Annual Commitment to Ethical Behavior

  Dawn Benke presented the Finance Report to the board. The Fraud Risk Assessment and Annual Commitment to Ethical Behavior were reviewed. The Fraud Risk Assessment is required to be conducted annually and Jefferson Academy is considered "very low risk" for fraud.

VOTING AND DISCUSSION ITEMS

- 2025/2026 Amended Budget

  Dawn Benke presented the 2025/2026 Amended Budget. Adjustments were made to reflect actual revenues and expenditures for the current school year.

- 2026/2027 Proposed Budget

  Dawn Benke presented the 2026/2027 Proposed Budget to the board. Based on 482 students, the budget is conservative in its projections for the upcoming school year, with each line item compared to the prior year.

  Keith Facer made a motion to approve the 2025/2026 Amended Budget and 2026/2027 Proposed Budget. *Alana Wilson seconded the motion. The motion passed unanimously. The votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Alana Wilson, Aye.*

- Audit Engagement Letter (Statement of Work)

  Dawn Benke presented the Audit Engagement Letter (Statement of Work). This letter is to engage the audit firm Eide Bailly. The audit price increased slightly from the previous year.

  Keith Facer made a motion to approve the Audit Engagement Letter (Statement of Work). Alana Wilson seconded the motion. The motion passed unanimously. The votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Alana Wilson, Aye.

- 2026/2027 TSSA Plan

  Nicole Jones presented the 2026/2027 TSSA Plan to the board. The plan is similar to previously approved plans with several updates. Nicole Jones explained the minor updates to the board.

- SHiNE Policy
  Nicole Jones presented the SHiNE Policy to the board. The main amendment refined eligibility terms for the salary supplement, including a provision that teachers whose employment ends before the contract term ends will be paid on a prorated basis.
  Keith Facer made a motion to approve the 2026/2027 TSSA Plan and SHiNE Policy. Alana Wilson seconded the motion. The motion passed unanimously. The votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Alana Wilson, Aye.

- Award RFP for Education Service Provider
  This item was tabled for a future meeting.

- Director Employment Agreement
  The Director Employment Agreement was discussed during closed session.

  Keith Facer made a motion to approve Director Employment Agreement as discussed in closed session. Alana Wilson seconded the motion. The motion passed unanimously. The votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Alana Wilson, Aye.

- Board Member Terms & Elected Offices
  The board discussed the current board officer positions and the need to confirm and extend member terms. Keith Facer and Alana Wilson's terms were extended for three years.

  Keith Facer made a motion to approve the Board Member Terms & Elected Offices as presented including extending the terms of Keith Facer and Alana Wilson for a 3-year term. Alana Wilson seconded the motion. The motion passed unanimously. The votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Alana Wilson, Aye.

- Sex Education Committee (Maturation)
  Nicole Jones presented the Sex Education Committee constitution to the board. The committee is remaining the same as previously approved.

  Keith Facer made a motion to approve the Sex Education Committee as presented. Alana Wilson seconded the motion. The motion passed unanimously. The votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Alana Wilson, Aye.

CALENDARING

- 2026/2027 Board Meeting Calendar
  The 2026/2027 Board Meeting Calendar was reviewed by the board.

ADJOURN

At 9:06PM Keith Facer made a motion to adjourn. Alana Wilson seconded the motion. The motion passed unanimously. The votes were as follows: Keith Facer, Aye; Natalie

Allman, Aye; Alana Wilson, Aye.

Jefferson Academy
Board of Directors Meeting
Date: June 8, 2026
Time: 7:00PM
Location: 290 N. Flint Street; Kaysville, UT 84037

CLOSED SESSION SWORN STATEMENT:

At a duly noticed public meeting held on the date listed above, the board of directors for __Jefferson Academy__ entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a).

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the 8th day of June, 2026, at 290 N Flint Street Kaysville, Utah.

____
Keith Facer, Board Chair

Jefferson Academy
Board of Directors Meeting

Date: July 15, 2026
Time: 9:30 AM
Location:
https://us02web.zoom.us/j/89179403396?pwd=Xb7a96w43bPI0JaHnynwciCqXz89NV.1

It is the desire and mission of this school to have every child be challenged, experience success and master basic skills, grow in academic ability and content knowledge, and develop an understanding and appreciation for our nation's heritage and founding principles.
Jefferson Academy will offer an academically challenging and content-rich history-centered curriculum that incorporates the study of American citizenship. Jefferson Academy will provide an environment in which every student has the opportunity to gain a strong foundation of knowledge in world and American history, classic literature, science, math and fine arts.

AGENDA

CALL TO ORDER

CONSENT ITEMS

- 06.08.2026 Board Meeting and Closed Session Minutes

VOTING AND DISCUSSION ITEMS

- Award RFP for Education Service Provider
- Award RFP for Food Service Management Company
- Apparel Purchase

CALENDARING

- September 14, 2026 at Jefferson Academy Library

ADJOURN

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call 801-444-9378 to make appropriate arrangements. One or more board members may participate electronically or telephonically pursuant to UCA 52-4-207.

<u>FINAL</u> EVALUATION COMMITTEE SCORE SHEET

RFP for FSMC

Name of Offeror: Lunch Pro

Names of Evaluation
Committee Members: Christy Carlson, __Amelia Hale, __Nicole Jones,

Date of Scoring: ___7/14/26_____

Points Recommended by Evaluation Committee for Non-Cost Criteria:

1. **Service Capability Plan** - Plans should propose a food service team, describe how the proposed food service team will work with the LEA, SFA Food Service Director, and demonstrate the FSMC's ability to provide services as stated in the RFP/Contract. Evaluation will center on the FSMC's ability to provide the services as stated in the RFP/Contract.

(20 points possible) __15_

2. **Experience -** Please provide a narrative describing your experience. The narrative must include, at a minimum: a) List of current and/or prior comparable projects. b) Narrative of work done on other public school contracts demonstrating expertise with providing similar services; and c) Resources that will be available for completion of the project.

(10 points possible) __10___

3. **Personnel Management/Staffing considerations** - Please provide a detailed description of your personnel management plan outlining how personnel will fulfill the requirements in the RFP. The plan should include the ability to provide an experienced on-site manager who will carry out the enforcement and dissemination of SFA policies and rules in coordination with the SFA Food Service Director.

(20 points possible) _20____

4. **Student and Staff Engagement** - Please provide a detailed description of your strategy/plan for involving the SFA Food Service Director, SFA staff, and students in the Programs to include the offeror's strategy for providing nutrition information to students.

(5 points possible) __5__

5. **Quality Assurance** - Please provide details of your quality management plan/system to ensure quality services and high-quality meal products.

(10 points possible) _10__

Total Evaluation Points for Non-Cost Criteria (65 points possible) __60___

6. **Cost** - Cost formula: The points assigned to each offeror's cost proposal will be based on the lowest proposal price. The offeror with the lowest Proposed Price will receive 100% of the price points. All other offerors will receive a portion of the total cost points based on what percentage higher their Proposed Price is than the Lowest Proposed Price. An offeror whose Proposed Price is more than double (200%) the Lowest Proposed Price will receive no points. The formula for computing the points is: Cost Points x (2- Proposed Price/Lowest Proposed Price).

(35 points possible) _31.4____

Total Evaluation Points for Non-Cost and Cost Criteria (100 points possible) _91.4____

<u>FINAL</u> EVALUATION COMMITTEE SCORE SHEET

RFP for FSMC

Name of Offeror: SLA

Names of Evaluation
Committee Members: ____Christy Carlson, _Nicole Jones, __Amelia Hale,

Date of Scoring: _July 14, 2026_

Points Recommended by Evaluation Committee for Non-Cost Criteria:

1. **Service Capability Plan** - Plans should propose a food service team, describe how the proposed food service team will work with the LEA, SFA Food Service Director, and demonstrate the FSMC's ability to provide services as stated in the RFP/Contract. Evaluation will center on the FSMC's ability to provide the services as stated in the RFP/Contract.

(20 points possible) _10__

2. **Experience -** Please provide a narrative describing your experience. The narrative must include, at a minimum: a) List of current and/or prior comparable projects. b) Narrative of work done on other public school contracts demonstrating expertise with providing similar services; and c) Resources that will be available for completion of the project.

(10 points possible) __8___

3. **Personnel Management/Staffing considerations** - Please provide a detailed description of your personnel management plan outlining how personnel will fulfill the requirements in the RFP. The plan should include the ability to provide an experienced on-site manager who will carry out the enforcement and dissemination of SFA policies and rules in coordination with the SFA Food Service Director.

(20 points possible) _18____

4. **Student and Staff Engagement** - Please provide a detailed description of your strategy/plan for involving the SFA Food Service Director, SFA staff, and students in the Programs to include the offeror's strategy for providing nutrition information to students.

(5 points possible) __5__

5. **Quality Assurance** - Please provide details of your quality management plan/system to ensure quality services and high-quality meal products.

(10 points possible) _10____

Total Evaluation Points for Non-Cost Criteria (65 points possible) _51__

6. **Cost** - Cost formula: The points assigned to each offeror's cost proposal will be based on the lowest proposal price. The offeror with the lowest Proposed Price will receive 100% of the price points. All other offerors will receive a portion of the total cost points based on what percentage higher their Proposed Price is than the Lowest Proposed Price. An offeror whose Proposed Price is more than double (200%) the Lowest Proposed Price will receive no points. The formula for computing the points is: Cost Points x (2- Proposed Price/Lowest Proposed Price).

(35 points possible) _35____

Total Evaluation Points for Non-Cost and Cost Criteria (100 points possible) __86___