

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: September 29, 2025

NUMBER: 26-033

FR: Office of the Superintendent

SUBJECT: Approval of FY26 Food
Service MOA Amber Colvin

STRATEGIC PLAN/BOARD GOAL:

Goal 2: Operational Improvement
Objective 1: Optimize Business Operations

ABSTRACT:

Board approval is required for purchases that exceed \$50,000.

ISSUE:

At issue is the approval of Memorandum of Agreement (MOA) with Amber Colvin for a total amount not to exceed \$135,000.

BACKGROUND AND/OR PERTINENT INFORMATION:

Mrs. Colvin has managed all aspects of the NWABSD Food Service Department successfully for the past 1.5 years, including the following programs: Fresh Fruits and Vegetables Program (FFVP), National School Breakfast Program (NSBP), National School Lunch Program (NSLP), and any other program the school district Food Service Department chooses to participate in. As the Food Service Department manager, Mrs. Colvin will fly to school sites quarterly to conduct in-person reviews and ensures all claims will be entered in a timely fashion to ensure maximum reimbursement. Program training will be provided to relevant employees as needed. Any Child Nutrition Program (CNP) audit needs will also be handled by Mrs. Colvin, should they arise.

FUNDING SOURCE:

Food Service Fund

ALTERNATIVES:

1. Approve the Memorandum of Agreement (MOA) with Amber Colvin of Savory Solutions for an amount not to exceed \$135,000 as presented;
2. Disapprove the amendment MOA for Amber Colvin as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approval of the MOA with Amber Colvin of Savory Solutions for an amount not to exceed \$135,000 as presented.

ATTACHMENT:

none