

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY

January 26, 2016

SAU Office

6:30 PM

Minutes

Committee Members:

- Myron Steere, Chair
- Janine Lesser
- Pierce Rigrod
- David Martz
- Richard Dunning

Present: Myron Steere, Janine Lesser, Pierce Rigrod, David Martz, Richard Dunning

Others Present: Marian Alese, Kimberly Saunders, Fiona Tibbetts, Coreen Rivet, Chris Farro, Bill VanZandt, Michael Zrzavy, River Marmorstein

1. Call to Order

Myron Steere called the meeting to order at 6:30 p.m.

2. Approval of Minutes – January 12, 2016

Richard Dunning moved to accept the minutes of January 12, 2016. Janine Lesser second. Unanimous.

3. Café Services

Marian Alese introduced Café Services staff present to speak and share information about the food service program at ConVal this year.

- **Dinner**

Dinner was served.

- **Introductions**

Coreen Rivet, Food Service Director, shared her experience to date with Café Services. She reported that it has been a positive experience.

Do you receive feedback? Ms. Rivet confirmed that they receive feedback and are able to address it. Student surveys have been conducted.

Michael Zrzavy, CVHS student, shared his experience with the food program. He reported that there are a number of options daily. The food is excellent, service more than efficient.

River Marmorstein, CVHS student, reported that there was a lot of pushback at the beginning of the school year. He has taken the opportunity to speak with students who report that students are overall happy with the number of options. It is an improvement over the past. River reported that he is happy with where the program has landed.

Coreen Rivet reported that the pasta bar has returned on Wednesdays.

Pride comes in the service and delivery of food. Food is personal. Café Services is looking to build upon the program. Café Services was hired to make a change; with that comes success and failure.

Richard Dunning shared his experience based on several visits. The quirks have been worked out over time. He noticed that different food offerings were popular in different schools. He has not heard any negativity about the quality of the food. It was more about getting through the lines efficiently. Discussion took place.

- **Progress to Date**

Café Services reported that the percentage of student body participating in the lunch program has increased over the last school year. Increases vary from school to school. Strongest increases are in those schools that are now offered more choices.

Portion sizes are smaller to align with Federal regulations. New regulations have both a minimum and maximum number of calories.

In addition, there have been changes in personnel. Some long term employees decided not to give the new program an opportunity and left just before the start of school.

Total participation increases at ConVal are far lower than other school districts who have joined Café Services this year.

Survey responses were shared which highlighted the successes of the program as well as some challenges.

In addition, progress has been made in the areas of obtaining better purchasing practices, gaining a better understanding of food costs, better inventory management, increased employee productivity, and food safety.

Surveying of high school students has not been effective. Students view a survey like a "test" and are not favorable to completing.

- **YTD Financials (Sent under separate cover)**

A decline in revenue was reported due in part, to a loss in catering and the decline in student enrollment.

- **Questions and Discussion**

What is being done to collect unpaid food accounts? Marian Alese said that letters have been mailed out. Work is being done to receive payment. Stronger letters will be drafted on the next go around. Marian reported a total of approximately \$7,000 due.

Our policy states that we do not shut kids off, everyone gets a meal, but not ice cream or snacks. No alternative meals are served, it must be a regular meal. Marian will be able to provide a better figure next month.

Are there concerns from families about the food bill students are being charged with the "add-ons"? Parents can put restrictions on what their children can purchase.

Did Café Services receive phone calls about this from parents? Yes, there were concerns in the beginning. Parents can obtain an itemized list of what their children have purchased on their accounts. Have there been issues when the last round of students come through and food items are no longer available? Items may run out but there is always food available. Historical data is being collected to use when the offerings come around again on the menus.

Estimated revenues were originally at \$1.2M; what are projected revenues? Café Services will likely fall short of the original projection for revenues.

What is the goal with Monadnock Menus? Local purchases to incorporate in the school menus. An interest in "farm to school lunches" and local purchases. There is more interest in having farming in the schools more so than local purchasing.

What are the limits with locally sourced foods? Marian Alese said that the district cannot discriminate and have two lines; one with higher priced local/organic foods and another. We cannot identify locally grown foods differently than others; we cannot charge more.

There are individuals eager to collaborate as a resource with ConVal to further these programs. It is conceivable to get 30-40% local foods on the menus.

"Local" is identified as within 20-30 miles of the district. "Regional" is within 150-250 miles.

Addressing the language on menus to be more identifiable to students was suggested. For example, students don't know what a "Rueben" is so they won't purchase one.

Marian Alese reported that there was a rocky start. New equipment, new staff, different menus, a new program, and a new software program all contributed.

Is Café Services doing well enough given the lower revenues than projected? Yes, they are working to increase revenues. Other data points were referenced.

4. Other

5. Non-Public Session: RSA 91-A:3,II (If Needed)

Janine Lesser motioned to enter into non-public session in accordance with RSA 91-A:3,II at 7:50 p.m. Second. Unanimous.

Janine Lesser moved to exit non-public session at 8:13 p.m. Second. Unanimous.

Marian Alese said that the previous food service program was running at a loss. It will not be the case this year. Work is being done to manage the number downward this year. The intention is to hold everyone harmless. This is a moving target.

Dick Dunning suggested getting the teachers to buy in and ask for their input. An increase in productivity will be seen.

David Martz moved to redact the names from non-public. Second. Unanimous.

Discussion took place further about getting administration and teachers on board with the food service program.

Motion to adjourn at 8:37 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok