

OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
106 Hancock Rd.  
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Ad-Hoc Food Service Committee

Thursday, January 24, 2019  
6:00 p.m.  
SAU

Minutes

**Committee Members:**

- Bernd Foecking
- Jim Fredrickson
- Linda Quintanilha, Chair
- Pierce Rigrod
- Kristen Reilly
- Jerome Wilson
- Savannah Lee, Student Rep.

**Present:** Linda Quintanilha, Kristen Reilly, Jerome Wilson, Savannah Lee, Dick Dunning, Kimberly Saunders, Myron Steere

**1. Approve minutes of November 29, 2018**

**Jerry Wilson moved to approve the minutes of November 29, 2018. Kristen Reilly second. Unanimous.**

**2. Review Summer Program Costs**

The deficit for the Summer Program is (\$13,719.51) (see attached). It is the opinion of those working in the program that it serves more people outside of the district than in-district. Other communities do not contribute to the subsidy. 15,311 meals, breakfast and lunch, were served.

Kimberly Saunders' recommendation is to cut anything outside of the core mission. It is an important program, however, it runs at a loss.

ConVal has run the program historically. Hillsboro and Harrisville participate in the program.

**Linda Quintanilha moved that ConVal to step away from this program.**

Discussion took place about lack of data to know how many meals are being served in district.

Numbers by sight were asked before making a recommendation to the board.

What are the reimbursements? It is the money that we receive from the Federal Government.

### **3. Review Improvement Plan**

The Improvement Plan has been reviewed. What do we want them to do?

Dick Dunning spoke about the possibility that a student does not want “green beans” but are served them anyway. Then, they wind up in the trash. They could be used in soup or elsewhere rather than thrown away. It just doesn’t make sense. We throw away food in order for it to qualify as a reimbursable.

Dick reiterated that he does not understand why a student’s meal is not counted as a full meal if they opt out of green beans.

Kimberly Saunders spoke about the schools that offer a meal and those that serve a meal.

Linda Quintanilha asked if we wanted to invite Café Services regularly to share their Strategic Plan to be accountable.

Kimberly Saunders reported out on the adult meal offering that has been added recently.

Linda Quintanilha asked if this committee wants to meet quarterly as a result of not going out to RFP. Confirmed.

This committee will meet on the fourth Thursday quarterly. March, June, September, and December were decided.

### **4. Other**

Savannah Lee shared input from other students: the sandwich line is too long, another Panini press would help, shades in the café would be nice, and a better location to pick up utensils from labeled containers would be helpful. The input was viewed as valuable.

**Jerry Wilson motioned to adjourn at 6:43 p.m. Kristen Reilly second. Unanimous.**

Respectfully submitted,

Brenda Marschok

**Conval Summer 2018  
Food Service Program**

	July	August	Total
<b>Revenues</b>			
Breakfast Counts	4888	2313	\$ 7,201.00
Breakfast Reimbursement	\$ 10,900.24	\$ 5,157.99	\$ 16,058.23
Lunch Counts	5492	2618	\$ 8,110.00
Lunch Reimbursement	\$ 21,528.64	\$ 10,262.56	\$ 31,791.20
Total Reimbursement	\$ 32,428.88	\$ 15,420.55	\$ 47,849.43
<b>Expenses</b>			
Food Purchases	\$ 15,680.77	\$ 4,426.00	\$ 20,106.77
Wages	\$ 14,644.08	\$ 11,855.71	\$ 26,499.79
Taxes & Benefits	\$ 4,978.99	\$ 4,030.94	\$ 9,009.93
Total Payroll	\$ 19,623.07	\$ 15,866.65	\$ 35,489.72
Paper Supplies	\$ 376.05	\$ 41.98	\$ 418.03
Cleaning Supplies	\$ 258.56	\$ -	\$ 258.56
Laundry & Uniforms	\$ 669.00	\$ -	\$ 669.00
Supplies/ Travel	\$ 453.54	\$ 172.32	\$ 625.86
Management Fee	\$ 1,038.00	\$ 493.00	\$ 1,531.00
Total Program Expense	\$ 38,098.99	\$ 21,019.95	\$ 59,118.94
Total Subsidy	\$ (5,670.11)	\$ (5,599.40)	\$ (11,269.51)
Add in other estimates:			
Fuel for vehicles for July and August			\$ (300.00)
Liz Walton's admin time for the Program including training, mileage, on-site visits and other as needed			\$ (1,150.00)
Mindy Ryan's admin time for the Program including training, mileage, application submission, reimbursement claims, and other as needed.			\$ (1,000.00)
SAU Total			\$ (2,450.00)

117 (13719.51)