

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

**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**FOOD SERVICE/WELLNESS COMMITTEE**

**Monday, January 9, 2023  
SAU Office**

**6:00 PM**

**Agenda**

**Committee Members:**

- Richard Dunning, Chair
- Greg Kriebel
- Michael Hoyt
- Liz Swan
- Kelly Parker

- 1. Call Meeting to Order**
- 2. Accept Minutes of November 14, 2022**
- 3. Review Monthly Financial Report & Vendor Presentation**
- 4. Other**
- 5. Adjourn**

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**FOOD SERVICE/WELLNESS COMMITTEE**

**Monday, November 14, 2022  
SAU Office**

**6:00 PM**

**Minutes**

**Committee Members:**

- Richard Dunning, Chair
- Greg Kriebel
- Keira Christian
- Liz Swan
- Kelly Parker

**Present:** Dick Dunning, Liz Swan, Kelly Parker, Janine Lesser, Lori Schmidt

**1. Call Meeting to Order**

**Dick Dunning called the meeting to order at 6:00 pm.**

**2. Accept Minutes of October 3, 2022**

**Liz Swan moved to accept the minutes of October 3, 2022. Kelly Parker seconded.  
Liz Swan and Kelly Parker abstained. Minutes accepted.**

**3. Financial Report**

Lori Schmidt reported that the district budgeted to use just under \$43K but actually was \$81K. The loss is almost \$71K.

YTD spent \$81K but budgeted \$43K; it is the cost of food for one month of school. Lori said that she is anxious to see the October financials. Given this outcome and goals for collections, this committee will need to meet monthly. Dick said that the meeting in December will be important. The board needs to be aware of this information.

Lori Schmidt said that there is new management at Fresh Picks they would be interested in meeting with the board quarterly or at some other frequency.

Lori said that cost allocations for vehicles and electricity have not taken place yet.

Dick Dunning said that every dollar, when considering reconfiguration, is important when costing the service out. Some of the schools have the space capacity to prepare their own food.

\$125K set aside is not included in the financial sheet. It is in the general fund.

Kelly Parker asked what the "promo" allocation was for. Lori agreed to find out more. \$124 was budgeted against \$1,417 spent.

It was noted that the budgeted loss to date is \$28,322 against \$70,872 actual loss.

The Food Service Analysis was reviewed. Fresh Fruits and Vegetables balances were reviewed.

**4. Bad Debt**

There are 368 students receiving free meals, 89 students receiving reduced cost meals, 144 applications were denied, and 1,400 with no application submitted at all. Year-end reports from the past were reviewed. Not easily comparable.

The big jump is between FY'20 and now. Writing off balances was discussed in the past. Lori Schmidt said that she wants to look more deeply at the balances 30, 60, and 90 days behind.

\$40,290.90 is over 90 days overdue. Discussion took place about collecting lunch money and milk money. Further discussion took place about who knows which students receive free and reduced meals and who owes money and does not.

Discussion took place about accounts overdue, families not paying, the requirement to feed children. We should be sending out regular notifications for low balances and balances due.

The software system capabilities were discussed.

Dick Dunning said that we cannot continue the current practice. If there is a better system it should be looked at. Pricing on different systems was asked.

Dick shared an approach to clearing the debt.

Reimbursable meals were discussed and what qualifies as a meal.

Utilizing administrative assistants to help monitor meal distribution was discussed.

#### **5. Wellness Goals**

Wellness goals were touched on. Policy and nurses were involved at one point.

Incorporating wellness better into these meetings is needed.

Increasing movement was talked about in the past. Getting activities going at schools is taking place.

Kelly Parker said that there are movement breaks taking place at various times during the day.

Getting feedback from the schools was asked.

#### **6. Other**

Getting a student representative on this committee has been discussed.

Getting different students' perspectives would be valuable. Rotating students at these meetings was seen as a possibility.

Student participation in food service has dropped approximately 20%.

#### **7. Adjourn**

**Liz Swan motioned to adjourn at 6:58 p.m. Kelly Parker seconded. Unanimous.**

Respectfully submitted,

Brenda Marschok