

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT  
BOARD OF EDUCATION MEETING  
DEEP RIVER ELEMENTARY SCHOOL BOARD OF EDUCATION  
January 16, 2020 7:00pm**

The regular meeting of the Deep River Board of Education was held on Thursday, January 16, 2020 in the Deep River Media Center. In attendance were Miriam Morrissey, Paula Weglarz, Robert Ferretti, Lenore Grunko, Scott Hallden, Tracy Dickson and Mary Elizabeth Campbell. Also in attendance were Brian White, Superintendent, Kristina Martineau, Assistant Superintendent, Christian Strickland, Principal, Thomas Peterlik, Director of Food Services and Kelley Frazier, Clerk. Absent:

**CALL TO ORDER**

The meeting was called to order by Ms. Weglarz at 7:00p.m.

**CONSENT AGENDA**

Upon a motion duly made by Tracy Dickson and seconded Lenore Grunko by the Deep River Board of Education unanimously **VOTED** to approve the minutes from the regular meeting of November 21, 2019 and the Accounts Payable report.

**STUDENT REPORT**

Mr. Strickland introduced Addie Guzallis and Payton McIntyre sixth grade students who presented the student report for Deep River Elementary.

**PUBLIC COMMENT**

The Deep River Parks and Rec musical is February 1<sup>st</sup> and 2<sup>nd</sup>.

**REPORTS and OTHER ITEMS:**

**Superintendent's Report**

**District Update**

Mr. White noted that the budget process for DRES will start on January 29th. Mr. Richard Huot will be the interim business manager and Mr. Chip Ward will also offer support on a project basis. A special meeting with all boards will be held to discuss insurance. The first Supervision District budget meeting was held last night. Boards are encouraged to attend the Supervision District meetings to participate as an audience member. Input from the Boards will be important.

**Information and Communication**

No additional update.

**Assistant Superintendent's Report**

Ms. Martineau discussed priority standards K-12. Work has been done on what a standards base report card would look like. Currently we are working on K-1 and Grade 2-3 review of English and Math grade level standards language. Language is being reviewed so that it is a meaningful tool for teachers, parents and students. Social/emotional skills and work habits will be moved into a separate section. By March, a draft K-4 report card will be available.

## **Director of Pupil Services Report**

Ms. Smalley was not present.

## **Financial Status Report**

### **Financial Status and Cafeteria Account Update**

Mr. White discussed the report through November 29, 2019 and the new format being used. This reporting will be made available monthly when the agenda is available.

## **Principal's Update**

Mr. Strickland discussed the activities at DRES. There are many entries for the Invention Convention/Science Fair on February 27<sup>th</sup> and 28<sup>th</sup>. Board members are asked to consider being judges. The Task Leadership convention was attended by several DRES students. Two DRES students have been invited to an Evening of the Arts. Six students will attend the Math Counts competition. Mr. Strickland discussed the things DRES currently does to enhance sustainability.

## **Possible VOTE to Accept Donation of \$1,100 from Gray-Roberts Foundation to be Used at the Administrations Discretion**

Upon a motion made by Tracy Dickson and seconded by Miriam Morrissey the Deep River Elementary Board of Education unanimously **VOTED** to accept a donation of \$1,100 from the Gray-Roberts Foundation to be used at the Administration discretion.

## **Food Services Presentation**

Mr. Peterlik discussed the food service program at DRES. Our district is part of the National Healthy Foods program. The number of students being served has gone up. A Friday breakfast smoothie is now offered as a pilot program. A committee will be formed to discuss sustainability.

## **Committee Reports**

**Finance** - Next meeting is January 27, 2020

**Curriculum** – The benefits of Music education was discussed. The Middle school and High School instrumental instructors gave a presentation. This program is growing. From 7<sup>th</sup> to 8<sup>th</sup> Grade there is a decline in participation due to scheduling. This will be examined more closely.

**Policy** – Next meeting is January 27, 2020

## **Supervision District:**

The next meeting is on January 28<sup>th</sup>.

## **DRES Facilities(Building and Grounds)**

The upgrade to the valves and lighting is complete. The contractors did not disturb the flow of the school. The energy efficiency numbers look good. The roofing contractor will put together a phased plan for work to be done in the spring. The PA system work is now complete.

## **Other Committee Reports**

### **LEARN Committee Report**

This meeting was focused on introducing new members. The fiscal state of the agency was presented.

### **Joint BOE Ad Hoc School Security Advisory Committee**

Network security will be discussed in the near future. Enhanced lock down procedures were discussed.

### **Discussion regarding and Pending Policies**

#### **Policy #5114 Suspension/Due Process**

This policy has been updated as discussed with the addition of pepper spray.

## **PUBLIC COMMENT**

No comment.

## **FUTURE AGENDA ITEMS**

- 7.1 DRES Budget Workshop I is Wed Jan 29, 2020 @ 6:00pm @DRES Library
- 7.2 Next Joint BOE Meeting is February 20, 2020 @ 7:00pm @ JWMS Library
- 7.3 DRES Budget Workshop II is Wed Feb 27, 2020 @ 6:00pm @DRES Library
- 7.4 DRES Budget Workshop III is Wed Mar 4, 2020 @ 6:00pm @DRES Library
- 7.5 Next DRES BOE Regular Meeting is March 19, 2020 @ 7:00pm @ DRES Library
- 7.6 BOE Self-evaluation (TBD)

## **ADJOURNMENT**

On motion duly made and seconded the Board unanimously **VOTED** to adjourn at 8:45p.m.

Respectfully Submitted,

Kelley Frazier, Secretary



# Deep River Food Service Program Overview

Deep River Elementary School

January 16, 2020



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# PROGRAM HISTORY AND OVERVIEW

- The mission:

I was hired was to change the quality of food provided in our schools and expand menu offerings to students and staff with financial reasonability in mind
- The main focus area:
  - Expand menu offerings in our schools
  - Provide healthy food that is age appropriate, freshly prepared, nutritious, seasonal and local
  - Raise awareness of the positive impact of linking good nutrition with strong academic performance
  - Insurance to adhere to guidelines of the National School Lunch Program and its regulations and changing requirements
  - Implementation of Community based interests in all cafeteria operations
  - Effective and inclusive personnel management





# Accomplishments in Food Service Department

- Strong student meal participation based on enrollment
- Added Salad Bar Meal Option in FY10/11
- Implementation of the National School Breakfast program in FY14/15
- Added Breakfast Smoothie meal option in FY19/20
- Successful completion of triennial comprehensive State of Connecticut Child Nutrition Program Administrative Review – in FY13/14 & FY16/17
- Offered Summer Meal Program in 2016 & 2017
- Maximized USDA & CT reimbursement / purchasing programs
- Joint BOE Cafeteria Ad Hoc Committee Report
- Local & National Recognition
- Community Events
- Operational Efficiencies



# OPERATIONAL EFFICIENCIES

- Streamlined Menu Planning process – cycle menu
- Participation in Group Purchasing Organization
- Actively managed and reduced cost of goods and inventory versus declining enrollment without CPI inflation adjustments
- Reduced overall school labor hours and/or positions to operational needs to compensate for efficiency and declining enrollment
- Expanded the National School Lunch Program Offer vs. Serve to reduce food waste
- Implemented and increased batch cooking techniques
- Staff training classes and ongoing employee meetings
- Implementation of HACCP plan
- ServSafe Certification for all cafeteria staff



# Strategies implemented to increase participation & revenue, reduce costs

- Offered Breakfast with new Smoothie option (grant)
- Salad Bar as complete meal option (grant)
- Expanded and streamlined regular hot menu offerings
- Smarter Lunch Room initiative
- Food & Menu samplings
- School meal & a la carte price increase
- Maximized USDA reimbursement programs
- Reduced staff labor hours

# Free / Reduced Priced Meals

2 Ways to receive this benefit:

## 1. Family Application

Parents submit federal family house hold application material detailing income and household size and food service department evaluated information based on current USDA guidelines

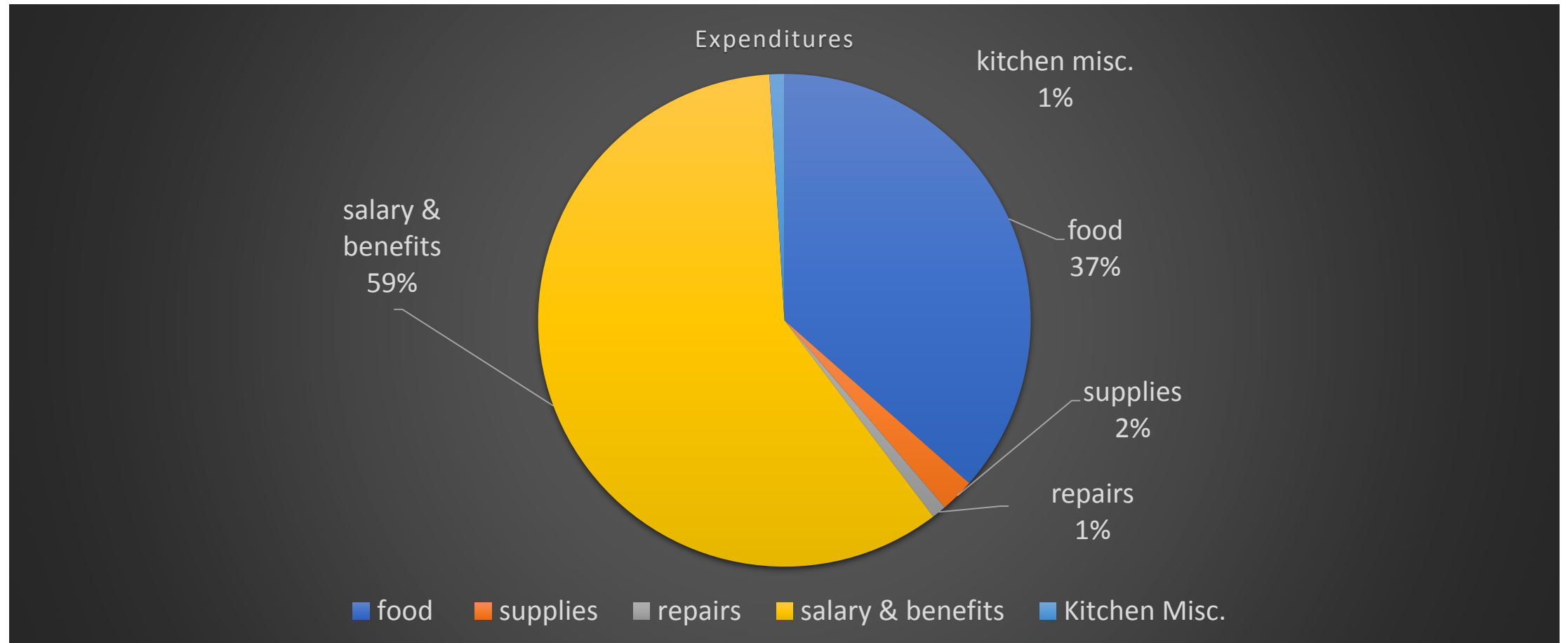
## 2. Direct Certification

Federal and State process to identify and automatically certify eligible children, in real time without application matching enrolled students to lists provided by the Connecticut Department of Social Services (DSS)

- Supplemental Nutrient Assistance (Snap)
- Temporary Family Assistance ( TFA)
- Other (OT) – Foster Child, Homeless, Runaway or Head Start Program
- Reduced Medicaid (RM) added in in April 2018
- Free Medicaid ( FM) added in April 2018

**NEW DIRECT CERTIFICATION CATEGORIES INCREASED F/R PERCENTAGE FROM 28% to 35%**

# Deep River Expenditure





# Budget Drivers

- Expenditures
  - Salaries & Benefits 59%
  - Food Purchases 37%
  - Supplies 2 %
  - Repairs 1%
  - Miscellaneous 1%
- Funding / Revenue
  - Cash sales
  - USDA Commodities
  - Federal / State Reimbursements
- Subsidies
  - Federal / State Regulations
  - Under budgeting for know fixed costs

# Cafeteria Subsidies

- What is the cafeteria subsidy?
  - The district budgets a yearly amount to cover staff salaries and benefits
  - Town is responsible for any balance not covered by the BOE as per state regulations
- Why do we need subsidies?
  - The cafeteria program is a service to our students
- Subsidy History

	2018 - 2019				2017 - 2018				2016 - 2017		
	<u>budgeted</u>	<u>actual</u>	<u>surplus/deficit</u>		<u>budgeted</u>	<u>actual</u>	<u>surplus/deficit</u>		<u>budgeted</u>	<u>actual</u>	<u>surplus/deficit</u>
DEEP RIVER	\$ 26,000.00	\$ 43,903.63	\$ (17,903.63)		\$ 26,000.00	\$ 9,000.00	\$ 17,000.00		\$ 20,000.00	\$ 17,735.78	\$ 2,264.22



# Cafeteria Financial Process

## Past Procedures

- Only food and related expenses were charged to cafeteria funds
- Payroll was run through BOE General Funds
- Town was responsible for covering any costs not covered by the budget subsidy (note: town did not budget this expense and posted an "IOU" form the BOE to town)
- Financial reporting was difficult and not transparent; expenditures were located across various budgets

## New Procedure

- All expenses will be charged directly to the cafeteria funds (food, benefits, payroll, all other)
- Increased transparency in financial reporting
- All cafeteria expenditures located in one place (cafeteria fund)
- Clear transfers of BOE subsidies to cover expenditures
- New 2020 – 2021 budget cycle – detailed budgeted requests for all cafeteria expenditures