

Windham School District

School Administrative Unit #95

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To: Adam Steel, Business Administrator
From: Rhonda Peckham, Director of Nutrition Services
RE: Nutrition Services Update and Items Needing Board Approval

Wednesday, May 28, 2014

Dear Adam,

Executive Summary

The Windham Nutrition Services Program has three items that need Board approval for the upcoming school year. The first is the yearly review of lunch pricing to ensure the district is advancing towards pricing equality as required in the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296) Sec. 205. The second item is to award a bid for equipment replacement. The third item is authorization to sell an underutilized piece of equipment. I would also like to present the board with a yearly update of the program for the 2013-2014 school year.

2013-2014 Nutrition Services Update

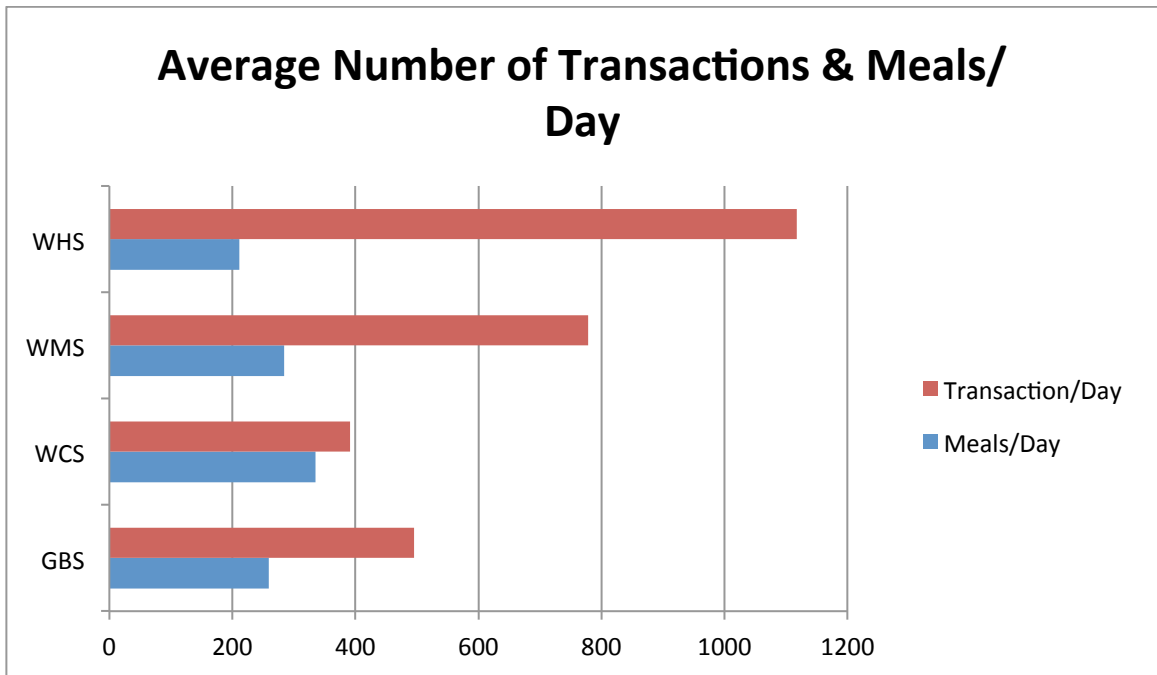
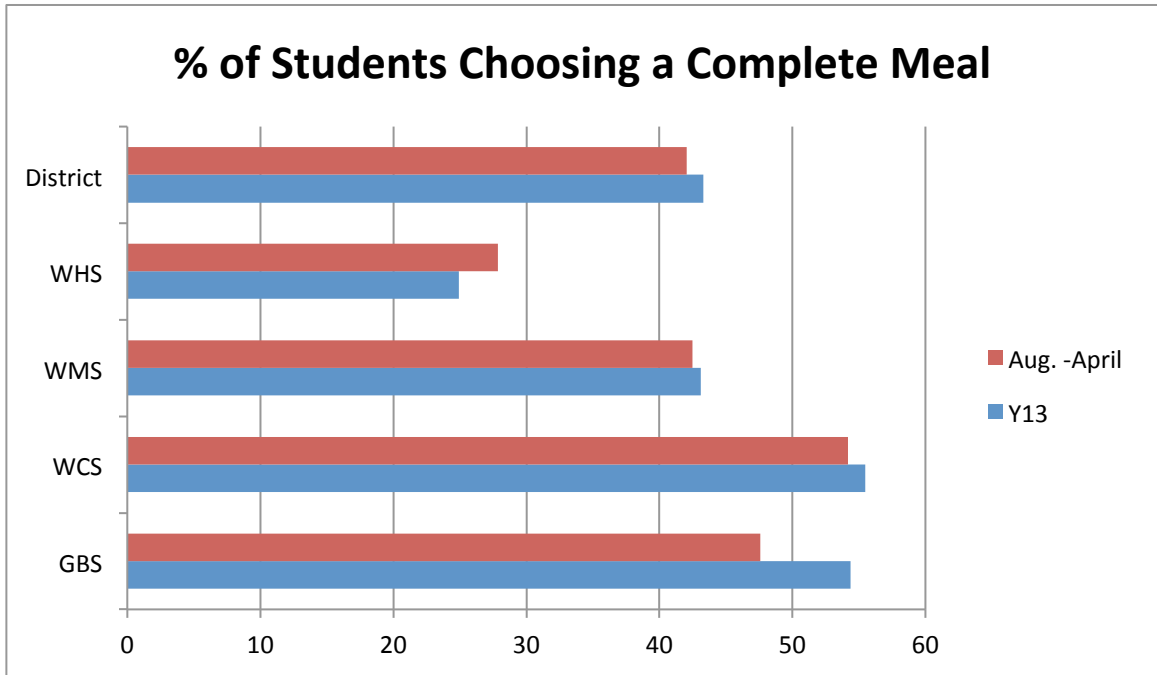
This school year is the second year the Windham School District has a self-operated nutrition services program. In addition, the new standards for the National School Breakfast Program were implemented this year which represented significant restrictions on the ingredients, caloric intake, and overall nutritional requirements of the program. The District has implemented all of the required changes and will continue to strive towards providing the best possible value to the students of Windham.

The nutrition services program operates within a \$725,000 expense budget and has a staff of 24 contract employees and 3 substitute assistants. Financially, the school nutrition services fund is performing well and will finish the fiscal year with a surplus of approximately
XXXXXXXX

Some highlights of the program this year are as follows:

1. Participation (August – April 30, 2014) District wide is at 42%; 48% at GBS, 54% at WCS, 43% at WMS and 28% at WHS and participation in the Free & Reduced Lunch

Program is 4.8% of the district's total enrollment.



2. Outstanding balances have decreased by 10%;
3. Windham School District successfully completed the Administrative Review of the National School Lunch Program by state auditors.

4. The POS vending technology has been successful at the high school location with 57% increase in sales, the bulk of which transpires after school. To capitalize on the success that was started at WHS, the staff at Middle School is being trained in order to move forward with the POS at the Middle School cafeteria vending machine.
5. Windham School District was featured by Meals+ Software as a case study with an article written for their website and blog. Windham is one of the first clients to use the POS technology with Meals+. This integration allows our students to use their online lunch accounts to purchase health snacks through the vending machines.

Pricing Equality

Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296)

1. Sec. 205. Equity in school lunch pricing: Effective SY beginning July 1, 2011, schools are required to charge students for paid meals at a price that is on average equal to the difference between free meal reimbursement and paid meal reimbursement; Schools that currently charge less are required to gradually increase their prices over time until they meet the requirement. Schools may choose to cover the difference in revenue with non-Federal funds instead of raising paid meal prices.
2. Federal reimbursement rate for Free is \$2.93
Federal reimbursement rate for Paid is .28¢
The difference is required Paid price \$2.65
3. Windham School District’s average price for Paid meals is \$2.27
4. 2014-2015 Paid Equity Pricing Tool (USDA) calculates SAU 95’s minimum increase at \$.10 per meal.

The options are:

1. Raise lunch prices .10 cents/meal;

School	FY14 Price	FY15 Price
GBS	\$2.15	\$2.25
WCS	\$2.15	\$2.25
WMS	\$2.25	\$2.35
WHS	\$2.65	\$2.75

2. Windham School District contributes the difference in revenue from the general fund, which would be approximately \$19,000, as a replacement for a price increase. This would be an ongoing expenditure for the district

3. Windham School District opts out of NSLP and would lose approximately \$170,000 in Federal and State reimbursements and commodity foods provided by USDA. The district would need to raise meal prices \$1.15/meal to make up difference.

Equipment Purchase

The District has a need to purchase an additional double convection oven for Windham High School. This school has seen a 3% increase in participation and there is a need for improved meal production capability and quality control.

In addition, we will purchase two FWE warming units to provide more holding capacity and backup for aging units that have exceeded life expectancy.

Finally, we are going to purchase a food bar for Middle School and a youth height food bar for Golden Brook to enable these schools to safely and attractively display daily fruit and vegetable choices.

Six requests for bid were sent out and four have been returned. The bid opening was on Thursday, May 15, 2014.

Vendor	Total Bid
Alternative Sales Corp.	27,632.00
Cold Mountain Company	26,973.00
Kittredge Food Service	26,000.00
Perkins Equipment Company	27,880.68

All of these purchases will be funded through surplus in the school nutrition services fund.

Equipment Sale

The district owns a single convection oven that is currently occupying space that could be better utilized by a stacking double convection oven. This would provide for greater efficiency at WHS kitchen and additional production for satellite schools.

Requested Board Actions

1. Motion: To increase average meal prices by \$0.10 as required by the Health, Hunger-Free Kids Act of 2010 for the 2014-2015 school year.
2. Motion: To accept the bid from Kittredge Food Service Equipment for a total of \$26,000.00 for the purchase of double oven, 2 warming units and 2 food bars as specified in the bid request that was opened on 5/15/2014.

3. Motion: To authorize sale of Blodgett single convection oven using any means deemed appropriate by the District.