

Finance Committee Meeting

July 12, 2018

Council Rock Education Foundation 'Leave a Legacy' Plaque Campaign



Information for the Board
Signage location at Newtown and Holland Middle Schools

Prepared by Doug Taylor
25JUN18

The CREF 'Leave a Legacy' plaque campaign was discussed by the Board at the 21JUN18 Board of School Directors meeting. Additional information was requested relative to the proposed signage location for each school and the signage design. This document provides the information requested for your use at the 12JUL18 Finance Committee Meeting.

sample metal sign

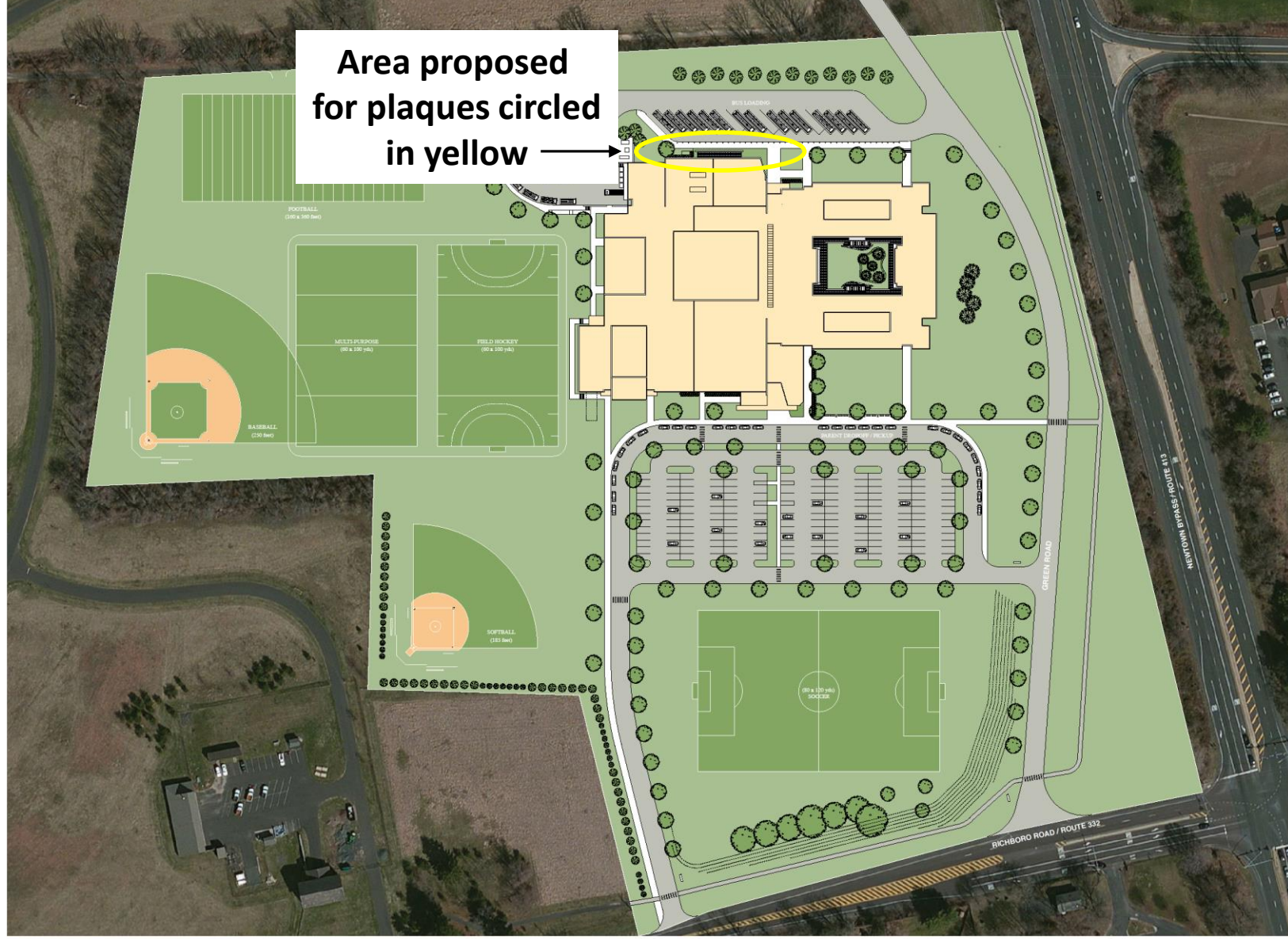


Image of Cast Aluminum Plaque

(10" long x 3" high x ¼" thick)

Typical for NMS and HMS locations

New Newtown Middle School Site Plan



New Newtown Middle School
Partial Elevation – Façade facing Tyler State Park (Bus Drop-Off/Pick-Up)



Proposed low brick
wall for plaques (see
next slide for enlarged
photo of wall)

CREF 'Leave a Legacy' Plaque Campaign

Signage Location at Newtown and Holland Middle Schools

Doug Taylor

25JUN18

New Newtown Middle School Partial Elevation – Cafeteria Outdoor Seating Screen Wall



Holland Middle School Additions and Renovations Site Plan

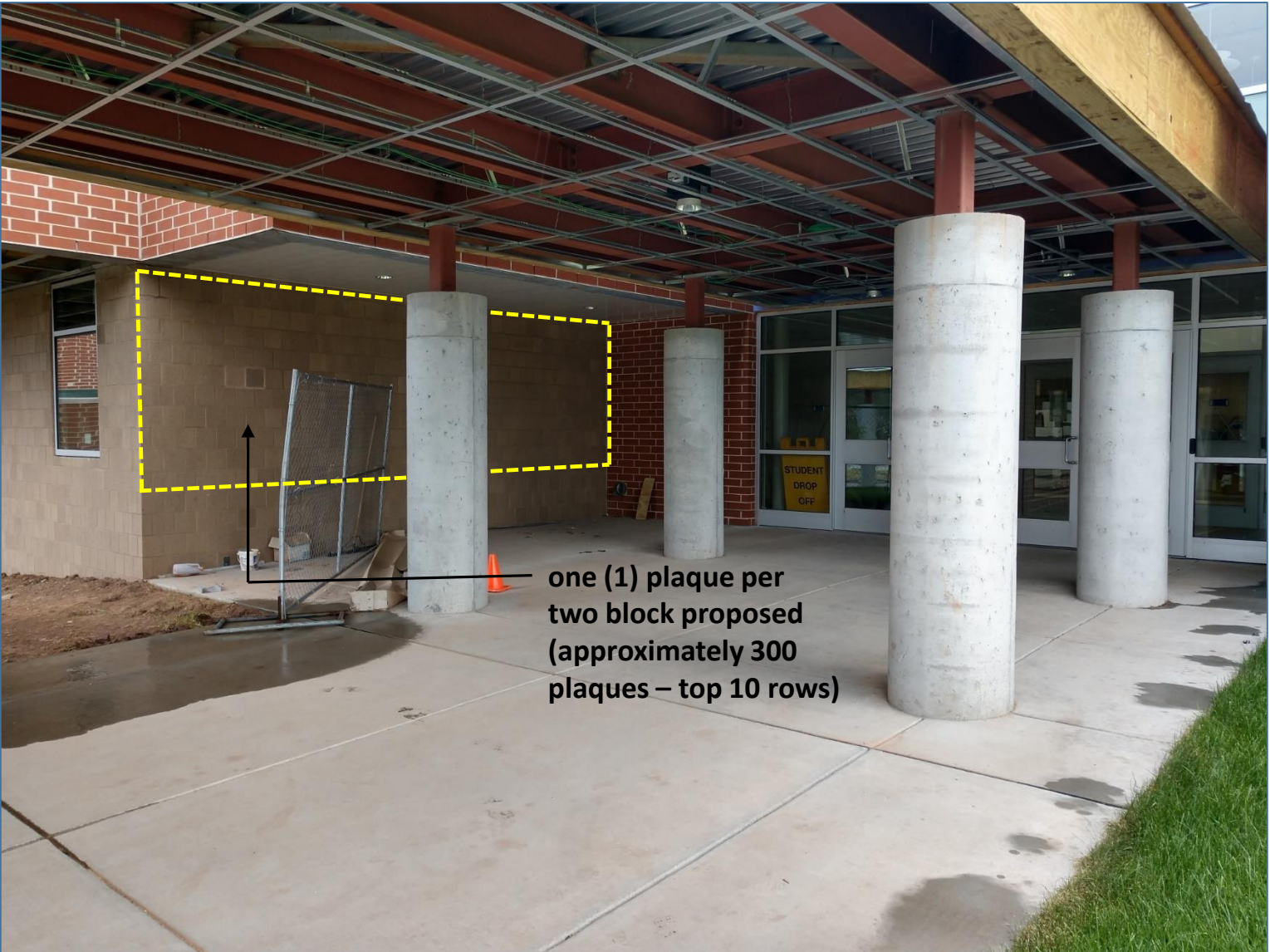


Holland Middle School Additions and Renovations
Partial Elevation – Façade Facing Upper Holland Road (Main Entrance)



Proposed block
wall for plaques (see
next slide for enlarged
photo of wall)

Holland Middle School Additions and Renovations
Partial Elevation – Main Entrance (Adjacent to Office Doors)



CREF ‘Leave a Legacy’ Plaque Campaign
Signage Location at Newtown and Holland Middle Schools
Doug Taylor
25JUN18

Discussion Items

Food Service Operations:

Historic Information:

- National School Lunch Program
 - High Schools
 - Middle Schools and Elementary Schools
- Changing Guidelines
- Required Vendor Selection
- Results of Operations
- Student Participation Rates

Needed Direction:

- Funding of High School Free and Reduced Lunches
 - General Fund Transfer to Food Service Fund
 - Elimination of Free and Reduced Meals at High Schools
 - Capping the offerings to free and reduced lunch students
- Options to improve participation/reduce costs:
 - Whole grain waiver – Chartwells – Chef Guy
 - NSLP – Middle Schools withdraw from National School Lunch Program
 - Satellite food preparation

Board Agenda Items

- Builders Risk Insurance
- Miscellaneous Musical Instruments Bid #18-62

Discussion Item

- Senate Bill 1099 – Alternative Tax Collections for Property Taxes

National School Lunch Program

- Provides subsidies for lunches served to students in accordance with established guidelines.

	Federal Rate	State Rate	Total
Free	\$ 3.29	\$ 0.10	\$ 3.39
Reduced	2.89	0.10	2.99
Type "A" Meal	0.37	0.10	0.47

- High Schools have been excluded from the program for many years.
 - The restrictions of the foods able to be served in the program would reduce the participation beyond the amount of subsidies the District is forgoing.

Vendor Selection

- Chartwells had been our food service contractor for over twenty years.
- Every five years the District must go through a vendor selection process as prescribed by the NSLP. The last time we did this was in the 2014-2015 year.
- The 2018-2019 year is the last of the four renewals. We will be going through the vendor selection process in the Spring of 2019.

Historic Results of Operations

	June 30, 2015		June 30, 2016			June 30, 2017		
			Increase (Decrease)	% Increase (Decrease)		Increase (Decrease)	% Increase (Decrease)	
Charges for services	\$ 3,267,465	\$ 3,107,428	\$ (160,037)	-4.90%	\$ 3,117,005	\$ 9,577	0.31%	
Other Purchased Services	3,439,301	3,363,127	(76,174)	-2.21%	3,596,334	233,207	6.93%	
Supplies	102,363	113,057	10,694	10.45%	137,185	24,128	21.34%	
Depreciation	26,467	26,467	-	0.00%	26,467	-	0.00%	
Total Operating Expenses	<u>3,568,131</u>	<u>3,502,651</u>	<u>(65,480)</u>	-1.84%	<u>3,759,986</u>	<u>257,335</u>	7.35%	
Operating gain (loss)	<u>(300,666)</u>	<u>(395,223)</u>			<u>(642,981)</u>			
Non-operating revenues:								
Earnings on investments	283	1,022	739	261.13%	2,384	1,362	133.27%	
State sources	38,206	36,057	(2,149)	-5.62%	37,458	1,401	3.89%	
Federal sources	408,469	417,383	8,914	2.18%	445,688	28,305	6.78%	
	<u>446,958</u>	<u>454,462</u>			<u>485,530</u>	<u>31,068</u>	6.84%	
Change in net position (deficit)	<u>146,292</u>	<u>59,239</u>			<u>(157,451)</u>			
Net Position (deficit)								
Beginning	<u>567,111</u>	<u>713,403</u>			<u>772,642</u>			
End	<u>\$ 713,403</u>	<u>\$ 772,642</u>			<u>\$ 615,191</u>			
<u>Vendor Guarantee Surplus (Deficit)</u>								
Depreciation	26,467	26,467			26,467			
High School Free and Reduced Revenue					124,830			
Variance	<u>2,186</u>	<u>(9,505)</u>			<u>(7,217)</u>			
Annual Guarantee Surplus (Deficit)	<u>174,945</u>	<u>76,201</u>			<u>(13,371)</u>			

Vendor Guarantee

	June 30, 2015	June 30, 2016			June 30, 2017			June 30, 2018		
			Increase (Decrease)	% Increase (Decrease)		Increase (Decrease)	% Increase (Decrease)		Increase (Decrease)	% Increase (Decrease)
Revenues	\$ 3,688,230	\$ 3,530,951	\$ (157,279)	-4.26%	\$ 3,655,537	\$ 124,586	3.53%	\$3,489,955	\$(165,582)	-4.53%
Net Product Costs	1,390,985	1,322,739	(68,246)	-4.91%	1,385,679	62,940	4.76%	1,312,683	(72,996)	-5.27%
Direct Personnel	1,552,335	1,517,903	(34,432)	-2.22%	1,507,637	(10,266)	-0.68%	1,527,989	20,352	1.35%
Supervisor/Clerical Personnel	377,972	381,041	3,069	0.81%	360,508	(20,533)	-5.39%	327,374	(33,134)	-9.19%
Semi-Variable Costs	178,338	208,780	30,442	17.07%	204,829	(3,951)	-1.89%	206,903	2,074	1.01%
Administrative Fee	116,500	117,400	900	0.77%	118,221	821	0.70%	120,700	2,479	2.10%
Management Fee	120,000	120,960	960	0.80%	121,807	847	0.70%	121,807	-	0.00%
	<u>\$ 3,736,130</u>	<u>\$ 3,668,823</u>	<u>\$ (67,307)</u>	-1.80%	<u>\$ 3,698,681</u>	<u>\$ 29,858</u>	0.81%	<u>\$3,617,456</u>	<u>\$ (81,225)</u>	-2.20%
Change in net position (deficit)	(47,900)	(137,872)			(43,144)			(127,501)		
Guarantee	<u>174,945</u>	<u>76,201</u>			<u>(13,371)</u>			<u>(16,836)</u>		
Variance between Billing and Guarantee	<u>\$ (222,845)</u>	<u>\$ (214,073)</u>			<u>\$ (29,773)</u>			<u>\$(110,665)</u>		

Student Participation

2014/2015 Summary					October 1 Enrollment	Participation %
	Paid	Free	Reduced	Total		
Churchville	30,147	5,885	934	36,966	657	31.61%
Goodnoe	27,425	3,780	1,322	32,527	773	23.64%
Hillcrest	20,682	6,299	671	27,652	516	30.11%
Holland	18,789	2,746	483	22,018	340	36.38%
Newtown	32,491	5,872	1,023	39,386	666	33.22%
Richboro	19,347	3,152	1,313	23,812	429	31.18%
Rolling Hills	19,973	5,226	2,556	27,755	417	37.39%
Sol Feinstone	33,637	625	171	34,433	679	28.49%
Maureen Welch	30,406	3,955	232	34,593	628	30.95%
Wrightstown	10,395	1,986	537	12,918	325	22.33%
	243,292	39,526	9,242	292,060	5,430	30.22%
Holland Middle	21,015	5,209	1,005	27,229	496	30.84%
Newtown Middle	26,044	4,690	1,092	31,826	824	21.70%
Richboro Middle	24,520	5,209	1,213	30,942	489	35.55%
	71,579	15,108	3,310	89,997	1,809	27.95%
	314,871	54,634	12,552	382,057	7,239	29.65%

2017/2018 Summary					October 1 Enrollment	Participation %
	Paid	Free	Reduced	Total		
Churchville	20,400	4,991	849	26,240	626	23.55%
Goodnoe	23,137	3,561	538	27,236	794	19.27%
Hillcrest	17,325	3,548	375	21,248	533	22.40%
Holland	12,542	3,692	25	16,259	334	27.35%
Newtown	26,904	6,815	1,460	35,179	784	25.21%
Richboro	13,858	2,673	780	17,311	411	23.66%
Rolling Hills	18,786	7,611	1,411	27,808	440	35.51%
Sol Feinstone	25,445	1,434	26	26,905	683	22.13%
Maureen Welch	26,525	4,102	498	31,125	651	26.86%
Wrightstown	7,522	784	102	8,408	207	22.82%
	192,444	39,211	6,064	237,719	5,463	24.45%
Holland Middle	20,776	3,710	891	25,377	485	29.40%
Newtown Middle	21,562	2,923	571	25,056	814	17.29%
Richboro Middle	22,281	4,642	584	27,507	504	30.66%
	64,619	11,275	2,046	77,940	1,803	24.29%
	257,063	50,486	8,110	315,659	7,266	24.41%

Board Direction

- High School Free and Reduced Lunch Reimbursement
 - “The cost of providing the free and reduced lunches at the high school will not be absorbed by the food service program. Donated USDA commodities cannot be used in meals prepared for the high school. Records for meals served, donated food used, cost of food, employee costs, etc. must be broken out for the High School and be separate from the other schools being served.”

Amanda Dakan | Supervisor
Procurement Review & FSMC Contracts
Bureau of Budget and Fiscal Management | Division of Food and Nutrition
Pennsylvania Department of Education

Options to Mitigate Financial Burden on Food Service Operations

- General Fund Transfer to Food Service Fund
- Elimination of Free and Reduced Meals at High Schools
- Capping the offerings to free and reduced lunch students

Board Direction

- Increase participation:
 - Whole grain waiver – Chef Guy/Chartwells



chartwells
eat. learn. live.

Whole Grain Waivers

July/August 2017

Whole Grain Waivers



Background

- **2014** – Whole grain-rich (WGR) federal regulations take effect
- **2015** – State agencies were first granted the flexibility to allow for exemptions towards WGR requirements
- **2017** – USDA is continuing to offer districts flexibility through WGR waivers

Whole Grain Waivers

Commitment to Nutrition

- Chartwells is committed to the highest nutrition standards
- Flexibility and variety are essential in offering a variety of foods that students enjoy
- Utilizing the whole grain waiver may help to:
 - increase participation
 - meet student preference
 - decrease food waste
 - increase food quality



Whole Grain Waivers



Previous Successes

- 54 Chartwells K12 school districts granted whole grain waivers in SY16-17
- Case Study: Spartanburg, SC – Enriched Biscuit – *5% breakfast participation increase*

Resources for Implementation

- State-Specific Waiver Application Resources and Instructions
- Sample completed waivers
- Communication tools when speaking with stakeholders
- Product sourcing, stocking, and recipes

Whole Grain Waivers



Next Steps

- We would like to request a waiver for: pasta, pizza, biscuit, waffles, pancakes, bagels, and wraps
- Approval to begin the application process
- Meeting to review the application
- District submits the application to state agency

Board Direction

- Increase participation:
 - Withdraw the Middle Schools from the National School Lunch Program.
 - Serve more foods that are popular with the students to increase participation.
 - Structure the service more like the High School program.

Meal Charge Procedure/Unpaid Accounts

- We adopted a new Administrative Regulation – Food Service – Payment Procedures for Student Accounts last year.
- This procedure allows the District seek restitution for unpaid debt by putting a claim in through the Magistrate's Office
- Currently the negative balances amount to over \$15 thousand.
- State and Federal Requirements:
 - Prohibits schools from denying a school food program meal to any student who requests one but does not have money to pay for it.
 - Any attempt to collect the unpaid balances must be made to parents and not the student.
 - Prepare a local Meal Charge Procedure

Meal Charge Procedure/Unpaid Accounts

- \$15,078.26 Negative Balances
- 1,681 Accounts
- Largest is \$456.75
- Median \$3.90
- 102 Accounts over \$25.00
- 36 Accounts over \$50.00
- 9 Accounts over \$100.00
- 5 Accounts over \$200.00

Board Agenda Items

Wrightstown Elementary Builders Risk Policy

- Paist and Noe received three quotes for the Wrightstown Elementary Project Builders Risk Insurance:

Travelers	\$ 22,039
Zurich	22,046
Liberty Mutual	42,267

- The administration and Paist and Noe moved forward in with the Traveler's quote of \$22,039 because we needed coverage to start on July 1, 2018

Miscellaneous Music Bid

- This is a supplemental bid for music equipment not included in the original bid.
- The total amount of the bid is \$41,209.51.

Approval of Two Deputies for the Northampton Township Elected Tax Collector

- In February we received notice from Mr. Borkowski, the Northampton Township Tax Collector, that he wanted a former deputy removed and two deputies added.
- I am requesting the Board to authorize the deputies to collect our property and occupation assessment taxes.
- The Township and bonding company have already approved the appointments.

Discussion Item

Senate Bill 1099 – Alternative Tax Collections for Property Taxes

- The Bill allows the Board of School Directors to appoint a tax collector to collect our property and occupation assessment taxes.
- The person appointed will receive such compensation as agreed to with the Board.
- This appointment will occur at the end of a term or the vacancy of an elected tax collector.