



NEW HAVEN PUBLIC SCHOOLS

Gail Sharry, Executive Director  
NHPS Food Service  
P: (475) 220-1610  
F: (203) 946-7650

In response to a recent request by one of the Board of Education members, I wanted to provide a recap of the 2019-20 and year to date 2020-21 financial performance of the food service operations.

At the Finance & Operations Committee meeting of September 8, 2020, I shared our final financial results for the 2019-20 year, **(Attached as Schedule A)**. We ended the year with a *deficit* of just over \$292,000. This was a substantial reduction from the deficit that had been projected at the outset of the pandemic, which was roughly \$1.0 million. The deficit was nearly eliminated through a substantial reduction in healthcare expenses, as actual claims during the pandemic were far lower than a 'normal' year, and a general fund contribution to revenues of \$300,000.

For FY 2021-22, The COVID-19 pandemic left uncertainty about schools reopening, including delays, remote learning, and other changes, has added yet another layer of uncertainty for the food Service revenue. The food service program had continued serving students and their families through many different means over the Summer and as we entered the Fall, the program had anticipated a return to in-person instruction by early November.

As the pandemic continued, that return was pushed back by several months, which had a direct negative impact on program revenues. At the January 19, 2021 F&O meeting, I provided an updated projection for the full-year deficit of almost \$2.1 million **(Attached as Schedule B)**, with the caveat this may fluctuate up or down based on the number of students being served.

At the Finance and Operations meeting in April 2021, the most recent projection for Food Service projection was presented, which showed a deficit close to \$2.8M **(Attached as Schedule C)**. The Food Service Director and Staff have tirelessly worked to make sure families have meals for breakfast and lunch, to increase revenues, while the Executive Director and I monitor expenditures.

This current projection of a loss of \$2.8 million now incorporated the further delays in the return to in-person instruction. As you can see in the exhibits provided at that meeting, revenues are expected to come in nearly \$8 million below the budgeted level. Expenses are expected to come in \$5.2 million below budget, which largely reflects the reduced variable cost of food purchases. Notably, the deficit largely arises from the decision not to lay off any food service personnel despite the sharply lower revenues.

Mr. Penn recently noted at an F&O meeting, lost food service revenue is an eligible use of the funds the District will receive from the American Rescue Plan (ARP). Thus, the current projected deficit may be eliminated without a contribution from the District's General Fund.

*Michael Gormany*

Michael Gormany  
City Budget Director  
City Acting Controller

*Gail Sharry*

Gail Sharry  
Executive Director Food Service

**FOOD SERVICE FY 2019-2020  
PROJECTION REPORT THOUGH  
Final Report**

ACCOUNT DESCRIPTION	BUDGET ALLOCATION	RECOGNIZED THRU FY 2019-20	FORCASTED	FY 19-20 Final	COMMENT
<u>NATIONAL SCHOOL LUNCH PROGRAM</u>					
STATE CAFETERIA BREAKFAST	4,300,000	2,756,965	0	2,756,965	
STATE CAFETERIA LUNCH	9,100,000	6,147,292	0	6,147,292	
AFTER SCHOOL SNACK PROGRAM	80,000	48,508	0	48,508	
SUPPER PROGRAM	100,000	339,318	0	339,318	
FRESH FRUIT & VEGITABLE	75,000	58,400	0	58,400	
SUMMER FOOD SERVICE	640,000	2,338,011	0	2,338,011	
<b>SUB-TOTAL</b>	<b>14,295,000</b>	<b>11,688,494</b>	<b>0</b>	<b>11,688,494</b>	
<u>STATE GRANTS</u>					
HEALTHY FOOD INITIATIVE	250,000	257,793	0	257,793	
STATE MATCHING FUND - LUNCH	99,000	73,162	0	73,162	
STATE MATCHING FUNDS - BREAKFAS	45,000	64,445	0	64,445	
STATE BREAKFAST STARTUP FUNDS	124,000	123,284	0	123,284	
<b>SUB-TOTAL</b>	<b>518,000</b>	<b>518,684</b>	<b>0</b>	<b>518,684</b>	
<u>FOOD SERVICE FEES</u>					
CAFETERIA FEES	5,000	7,122	0	7,122	
CHARTER SCHOOL REIM	0	0	0	0	
OTHER MISC REVENUE	0	6,693	0	6,693	
CONTRACTED FOOD REIMBURSEMENT	50,000	66,023	0	66,023	
<b>SUB-TOTAL</b>	<b>55,000</b>	<b>79,838</b>	<b>0</b>	<b>79,838</b>	
<u>OTHER REVENUE SOURCES</u>					
GRANTS, SWEEPS, & FIN. SOU	0	0	0	0	
GENERAL FUND CONTRIBUTIONS	0	300,000	0	300,000	
<b>SUB-TOTAL</b>	<b>0</b>	<b>300,000</b>	<b>0</b>	<b>300,000</b>	
<b>TOTAL FOOD SERVICE REVENUE</b>	<b>14,868,000</b>	<b>12,587,016</b>	<b>0</b>	<b>12,587,016</b>	

**FOOD SERVICE FY 2019-2020  
PROJECTION REPORT THOUGH  
Final Report**

ACCOUNT DESCRIPTION	BUDGET ALLOCATION	RECOGNIZED THRU FY 2019-20	FORCASTED	FY 19-20 Final	COMMENT
<u>WAGES AND OVERTIME</u>					
MANAGEMENT	690,000	558,481	0	558,481	
CLERICAL SALARIES	250,000	217,377	0	217,377	
CAFETERIA STAFF	4,100,000	4,018,209	0	4,018,209	
TRUCK DRIVERS	270,000	278,365	0	278,365	
PART TIME PAYROLL	300,000	197,587	0	197,587	
LONGEVITY	50,000	39,515	0	39,515	
MANAGEMENT OVERTIME	10,000	0	0	0	
CLERICAL OVERTIME	16,000	57,033	0	57,033	
CAFETERIA OVERTIME	10,000	11,101	0	11,101	
TRUCK DRIVERS OVERTIME	50,000	15,741	0	15,741	
<b>SUB-TOTAL</b>	<b>5,746,000</b>	<b>5,393,408</b>	<b>0</b>	<b>5,393,408</b>	
<u>EMPLOYEE BENEFITS</u>					
OTHER BENEFITS	0	0	0	0	
HEALTH INSURANCE	1,100,000	506,509	0	506,509	
RETIREMENT CONTRIBUTION	35,000	11,409	0	11,409	
FICA/MEDICARE EMPLOYER CONTRIB	260,000	274,080	0	274,080	
WORKERS COMPENSATION	240,000	239,060	0	239,060	
<b>SUB-TOTAL</b>	<b>1,635,000</b>	<b>1,031,059</b>	<b>0</b>	<b>1,031,059</b>	
<u>NON-PERSONNEL COST</u>					
MILEAGE	11,000	10,243	0	10,243	
PROFESSIONAL MEETINGS	5,000	875	0	875	
EQUIPMENT	40,000	2,443	0	2,443	
COMPUTER EQUIPMENT	10,000	7,718	0	7,718	
GENERAL OFFICE SUPPLIES	25,000	30,036	0	30,036	
OTHER MATERIALS AND SUPPLIES	100,000	9,338	0	9,338	
UNIFORMS	30,000	25,948	0	25,948	
FOOD AND SUPPLIES	6,100,000	5,342,364	0	5,342,364	
REPAIRS AND MAINTENANCE	350,000	353,809	0	353,809	
FOOD SUPPLIES	700,000	589,082	0	589,082	
REGISTRATION DUES	10,000	0	0	0	
VEHICLE REPAIRS	36,000	29,688	0	29,688	
TRAINING AND OTHER	0	0	0	0	
OTHER CONTRACTUAL SVS	60,000	49,361	0	49,361	
MISC EXPENSE	10,000	3,675	0	3,675	
ROLLING STOCK	0	0	0	0	
<b>SUB-TOTAL</b>	<b>7,487,000</b>	<b>6,454,581</b>	<b>0</b>	<b>6,454,581</b>	
<u>EXPENDITURES TRANSFERS IN/OUT</u>					
CAPITAL TRANSFER IN/OUT	0	0	0	0	
GENERAL FUND TRANSFER IN/OUT	0	0	0	0	
<b>SUB-TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL FOOD SERVICE EXPENSES</b>	<b>14,868,000</b>	<b>12,879,047</b>	<b>0</b>	<b>12,879,047</b>	

**OPERATING SURPLUS / (DEFICIT)**

**(292,031)**

Funding Source: Capital Budget

Acct. #19047400-56662

**II. DISCUSSION:**

- **Food Service Financial Update:** Mr. Gormany reported the district normally serves 10,000 meals per day, which represents significant reimbursable expense. However, due to Covid, the numbers fluctuate, and are well below reimbursable levels, which may result in a deficit for the program. Mr. Penn noted that staff have been working to identify opportunities to increase availability and distribution of meals, given USDA regulations which dictate how meals are distributed and tracked. A discussion ensued. Mr. Gormany will have a detailed budget report for the next meeting. **No motion was made and no vote was taken.**
- **November 2020 Financial Results:** Mr. Penn reviewed the financials, noting total expenditures of \$64.0 million through November 30, 2020. He also noted that expenditures for Transportation and tuition do not reflect funds received from grants or other revenue which would lower gross expenditures. He noted that the Grant Source description includes new columns to display carryover funds from previous years as well as new fiscal year funding. Mr. Penn reported that a \$19 million drop in new funds is due to ESSER and quarterly installments of Federal Magnet grants. In addition, he noted that the newest grants, including Coronavirus Relief Funds and newly approved grants will increase funds in future reports. A discussion ensued. Committee members suggested and Mr. Penn agreed that future budget reports include a list of definitions for clarity purposes, such as Total Anticipated Funding, for example. **No motion was made and no vote was taken.**
- **Sound School Roof Project:** Mr. Barbarotta explained that the District has applied for a new grant that will provide funds to replace the roof of the Foote Building at Sound School. The roof leaks have been problematic for many years, due in part due to penetrations to the roof for facility use purposes. In addition, he explained that the filtration system originally intended to be housed outside the building has caused an ongoing moisture build-up which impacts the roof. If the new grant is approved, the roof will be replaced and the filtration system moved, which should end future roof issues. A discussion ensued. **No motion was made and no vote was taken.**
- **Board of Education Series 3000 Policies for Business & Non-Instructional Operations:** Mr. Wilcox reported that the Food Service Committee is currently reviewing related policies. In addition, he has reviewed the policy for Race & Equity as it relates to development of budgets to ensure a transparent process. Members discussed the need to identify the definition of equity as it relates to budgeting, and the key metrics that will be used to determine funding levels, given that dollars are limited. A discussion ensued. The subject will be added to the next Finance & Operations agenda. **No motion was made and no vote was taken.**

**Adjournment:** A motion by Mr. Wilcox, seconded by Ms. Rivera to adjourn the meeting at 5:52 p.m., passed unanimously by Roll Call Vote: Ms. Rivera, Yes; Mr. Conaway, Yes; Mr. Wilcox, Yes.

Respectfully submitted,

Patricia A. DeMaio

\$361,198.00 was presented by Mr. Barbarotta.

**Funding Source:** 2020-2021 Capital Projects **Acct. #190-47400-56662**

**Correction of Amount and Funding Source:** Mr. Barbarotta noted that the contract amount was incorrect. The contract for M&M Total Construction **amount was corrected from \$361,198.00 to \$261,198.00**. In addition, the **Funding Source was corrected from Capital Projects to 2020-2021 Operating Budget**. The Action Items for the Board of Education meeting will reflect this correction.

2. **Recommend Approval** as corrected of Award of Contract # 50535B-1-4 for Tim's Enterprises, LLC to provide Snow Plowing Services from November 1, 2020 to June 30, 2021 in an amount not to exceed \$60,000.00 was presented by Mr. Barbarotta.

**Funding Source:** 2020-2021 Capital Projects **Acct. #190-47400-56662**

**Correction of Funding Source:** **The Funding Source was corrected from Capital Projects to 2020-2021 Operating Budget**. The Action Items for the Board of Education meeting will reflect this correction.

3. **Recommend Approval** as corrected of Award of Contract # 50535C-1-4 for Amazon Landscaping & Design Handyman Service, LLC for Snow Plowing Services from November 1, 2020 to June 30, 2021 in an amount not to exceed \$40,000.00 was presented by Mr. Barbarotta. **Funding Source:** 2020-2021 Capital **Acct. #190-47400-56662**.

**Correction of Funding Source:** **Funding Source was corrected from Capital Projects to 2020-2021 Operating Budget**. The Action Items for the Board of Education meeting will reflect this correction.

## II. DISCUSSION:

- **Food Service Financial Update:** Mr. Gormany reviewed a detailed projection report as of December 20, 2020. The anticipated deficit of \$4 million deficit, previously reported, was revised to \$2 million, based on school reopening enrollment and meal projections. Ms. Sharry discussed current meal distribution programs. She confirmed that information regarding school lunch and breakfast distribution locations and contact information will be posted on the Food Service website. A discussion ensued. Mr. Wilcox requested an updated Food Service Budget report for the February 16, 2021 Finance & Operations Committee meeting. **No motion was made and no vote taken.**
- **December 2020 Financial Results:** Mr. Penn reviewed the Monthly Financial Report through December 31, 2020, noting that the report does not include funds received from transportation and tuition grants or new grants awarded. He noted that the transportation expenses are understated due to invoices that will be paid in January 2021. Mr. Penn also noted that he added columns to the Special Funds report to provide grant revenue definitions, as requested by the Committee. A discussion ensued. **No motion was made and no vote taken.**
- **First Student Update:** Mr. Jackson indicated that First Student is compliant with Health Department requirements. He explained that some of the busing delays experienced during the first day back to school were attributed to time taken to implement screening and cleaning protocols. However, these issues will be resolved for the next in-school sessions. In response to

Committee questions, Mr. Jackson reported that First Student paid employees during the 17 day shut down. A discussion ensued. **No motion was made and no vote was taken.**

- **Eco-Urban Update:** Mr. Barbarotta reviewed a “true up” year to date hours report for the contractor. He reported that the contractor is crediting the District on bills for unused hours last year. In addition, Mr. Barbarotta indicated that 35 unused hours from the fall school shut down, will be reallocated during winter and spring to support schools that have opened in the hybrid model. The schools will also be deep cleaned and sanitized during spring break. Committee members discussed use of the schools for athletic programs. Mr. Barbarotta explained that there are no athletic practices on Wednesdays, when schools are closed for deep cleaning. Although weekends are not covered in the report, Mr. Barbarotta indicated that weekend use of the buildings can be covered. A discussion ensued. Mr. Wilcox asked that an updated report be provided to the Committee by the 2<sup>nd</sup> meeting in April. **No motion was made and no vote was taken.**

**Meeting Adjourned:** A motion by Mr. Wilcox, seconded by Mr. Conaway to adjourn the meeting at 6:19 p.m., passed unanimously by Roll Call Vote: Mr. Conaway, Yes; Ms. Rivera, Yes; Mr. Wilcox, Yes

Respectfully submitted,

Patricia A. DeMaio

**FOOD SERVICE FY 2020-2021  
PROJECTION REPORT THOUGH  
December-20**

ACCOUNT DESCRIPTION	BUDGET ALLOCATION	RECOGNIZED THRU December-20	FORCASTED Jan-Jun	FY 20-21 Total	COMMENT
<b><u>NATIONAL SCHOOL LUNCH PROGRAM</u></b>					
STATE CAFETERIA BREAKFAST	4,300,000	0	0	0	
STATE CAFETERIA LUNCH	9,100,000	0	0	0	
AFTER SCHOOL SNACK PROGRAM	80,000	0	0	0	
SUPPER PROGRAM	100,000	0	300,000	300,000	
FRESH FRUIT & VEGITABLE	75,000	1,055	0	1,055	
SUMMER FOOD SERVICE	640,000	1,705,570	5,000,000	6,705,570	
<b>SUB-TOTAL</b>	<b>14,295,000</b>	<b>1,706,625</b>	<b>5,300,000</b>	<b>7,006,625</b>	
<b><u>STATE GRANTS</u></b>					
HEALTHY FOOD INITIATIVE	250,000	0	200,000	200,000	
STATE MATCHING FUND - LUNCH	99,000	0	99,000	99,000	
STATE MATCHING FUNDS - BREAKFAS	45,000	0	45,000	45,000	
STATE BREAKFAST STARTUP FUNDS	124,000	0	120,000	120,000	
<b>SUB-TOTAL</b>	<b>518,000</b>	<b>0</b>	<b>464,000</b>	<b>464,000</b>	
<b><u>FOOD SERVICE FEES</u></b>					
CAFETERIA FEES	5,000	195	0	195	
CHARTER SCHOOL REIM	0	0	0	0	
OTHER MISC REVENUE	0	13,213	0	13,213	
CONTRACTED FOOD REIMBURSEMENT	50,000	2,029	0	2,029	
<b>SUB-TOTAL</b>	<b>55,000</b>	<b>15,437</b>	<b>0</b>	<b>15,437</b>	
<b><u>OTHER REVENUE SOURCES</u></b>					
GRANTS, SWEEPS, & FIN. SOU	0	0	0	0	
GENERAL FUND CONTRIBUTIONS	0	0	0	0	
<b>SUB-TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL FOOD SERVICE REVENUE</b>	<b>14,868,000</b>	<b>1,722,062</b>	<b>5,764,000</b>	<b>7,486,062</b>	

**FOOD SERVICE FY 2020-2021  
PROJECTION REPORT THOUGH  
December-20**

ACCOUNT DESCRIPTION	BUDGET	RECOGNIZED THRU	FORCASTED	FY 20-21	COMMENT
	ALLOCATION	December-20	Jan-Jun	Total	
<b>WAGES AND OVERTIME</b>					
MANAGEMENT	690,000	290,367	286,318	576,685	
CLERICAL SALARIES	250,000	97,069	101,674	198,743	
CAFETERIA STAFF	4,100,000	1,424,530	1,917,737	3,342,267	
TRUCK DRIVERS	270,000	128,489	130,599	259,088	
PART TIME PAYROLL	300,000	0	0	0	
LONGEVITY	50,000	385	49,615	50,000	
MANAGEMENT OVERTIME	10,000	0	0	0	
CLERICAL OVERTIME	16,000	24,958	25,146	50,104	
CAFETERIA OVERTIME	10,000	150	5,000	5,150	
TRUCK DRIVERS OVERTIME	50,000	19,780	26,165	45,945	
<b>SUB-TOTAL</b>	<b>5,746,000</b>	<b>1,985,730</b>	<b>2,542,254</b>	<b>4,527,984</b>	
<b>EMPLOYEE BENEFITS</b>					
OTHER BENEFITS	0	0	0	0	
HEALTH INSURANCE	1,100,000	228,508	544,551	773,059	
RETIREMENT CONTRIBUTION	35,000	3,961	3,872	7,833	
FICA/MEDICARE EMPLOYER CONTRIB	260,000	95,638	164,362	260,000	
WORKERS COMPENSATION	240,000	87,685	106,659	194,344	
<b>SUB-TOTAL</b>	<b>1,635,000</b>	<b>415,793</b>	<b>819,443</b>	<b>1,235,235</b>	
<b>NON-PERSONNEL COST</b>					
MILEAGE	11,000	6,189	10,800	16,989	
PROFESSIONAL MEETINGS	5,000	0	0	0	
EQUIPMENT	40,000	0	0	0	
COMPUTER EQUIPMENT	10,000	9,675	10,000	19,675	
GENERAL OFFICE SUPPLIES	25,000	6,990	0	6,990	
OTHER MATERIALS AND SUPPLIES	100,000	6,354	9,100	15,454	
UNIFORMS	30,000	22,359	7,641	30,000	
FOOD AND SUPPLIES	6,100,000	728,790	2,100,000	2,828,790	
REPAIRS AND MAINTENANCE	350,000	153,335	240,000	393,335	
FOOD SUPPLIES	700,000	124,442	300,000	424,442	
REGISTRATION DUES	10,000	30,964	0	30,964	
VEHICLE REPAIRS	36,000	6,298	30,000	36,298	
TRAINING AND OTHER	0	0	0	0	
OTHER CONTRACTUAL SVS	60,000	0	10,000	10,000	
MISC EXPENSE	10,000	17	0	17	
ROLLING STOCK	0	0	0	0	
<b>SUB-TOTAL</b>	<b>7,487,000</b>	<b>1,095,414</b>	<b>2,717,541</b>	<b>3,812,955</b>	
<b>EXPENDITURES TRANSFERS IN/OUT</b>					
CAPITAL TRANSFER IN/OUT	0	0	0	0	
GENERAL FUND TRANSFER IN/OUT	0	0	0	0	
<b>SUB-TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL FOOD SERVICE EXPENSES</b>	<b>14,868,000</b>	<b>3,496,937</b>	<b>6,079,237</b>	<b>9,576,173</b>	

**OPERATING SURPLUS / (DEFICIT)**

**(2,090,112)**



**D. CONTRACTS**

1. **Recommend Approval of** Change Order #1 to Contract #50535C1-4 for Snow Plowing Services with Amazon Landscaping & Design Services, LLC to increase the total amount of the contract from \$40,000.00 by \$6,800.00 to \$46,800.00 was presented by Mr. Barbarotta.  
**Funding Source:** Operating Budget **Acct. #190-47400-56662**
2. **Recommend Approval of** Change Order #2 to Contract #50535A-1-4 for Snow Plowing Services with M&M Total Construction, LLC to increase the total amount of the contract from \$261,198.00 by \$176,452.00 to \$437,650.00 was presented by Mr. Barbarotta.  
**Funding Source:** Operating Budget **Acct. #190-47400-56662**
3. **Recommend Approval of** Change Order #1 to Contract #50535B1-4 for Snow Plowing Services with Tim's Enterprise's, to increase the total amount of the contract from \$60,000.00 by \$14,650.00 to \$74,650.00.  
**Funding Source:** Operating Budget **Acct. #190-47400-56662**

**Discussion regarding items 1-3 Snow Removal Contracts:** Mr. Barbarotta explained that the two snow removal contracts exceeded projections by \$197,000 due to 40.2 inches of snow during the winter months. A discussion ensued about the bidding process for contractors. Mr. Barbarotta explained that 46 schools were bid individually

4. **Recommend Approval of** Change Order #1 to Contract #21637-2-2 for On-Call Fence Repairs with Select Fence, LLC to increase the total amount of the contract from \$25,000.00 by \$25,000.00 to \$50,000.00 was presented by Mr. Barbarotta who explained that repairs were required for a fence at Truman School that had been knocked down. In addition, fencing and a new gate were installed in the back of Daniels School for safety reasons.  
**Funding Source:** Capital Projects **Acct. #3C202083-58101**
5. **Recommend Approval of** Change Order #1 to Contract #2167-1-4 for On-Call HVAC Controls with Connecticut Controls Corp. to increase the total amount of the contract from \$200,000.00 by \$75,000.00 to \$275,000.00 was presented by Mr. Barbarotta.  
**Funding Sources:** Operations Budget **Acct. #190-47400-56624 (\$200,000.00)**  
**Funding Sources:** Capital Projects **Acct. #3C202074-58707 (\$ 75,000.00)**

**II. DISCUSSION:**

- **Food Service Budget Update:** Mr. Gormany reviewed the budget projection detailing revenue and expense for Food Service. He explained that \$6.8 million revenue is significantly below previous year's amount of \$14.5 million. However, since schools have reopened and revenue from USDA and the Healthy Food Initiative have been received, Mr. Gormany projected a reduced deficit of \$2,776,894.00, which may decrease over the next few months. Mr. Gormany explained that the current projection includes retroactive salary increase for Local 217 and the Food Service contribution towards medical benefits. He and Ms. Gail Sharry will continue to look at opportunities to reduce expenses. A discussion ensued about use of ESSER grant funds to help cover remaining deficit. Mr. Penn reported that the new American Recovery Plan, (ARP) funds can be used for that purpose. The State will provide further guidelines in the coming weeks. **No**

**motion was made and no vote was taken.**

- **March 2021 Budget Report** for General Funds was presented by Mr. Penn who explained that staff is still working on the Special Fund report. Mr. Penn noted that the report does not reflect the Magnet School Transportation grant, which will be received in May. Tuition costs are on track because payments from other towns have been received. He anticipates a final budget outlook in May. A discussion ensued. **No motion was made and no vote was taken.**
- **Eco-Urban Pioneers:** Mr. Barbarotta reviewed a monthly “true up” report tracking the number of days worked per month. He reported at this point, the company is in deficit on hours owed but that this would change over the next months. In addition, he explained that any hours owed to the district can be rolled over into summer, when schools will be open for summer programming. **No motion was made and no vote was taken.**
- **Update Quinnipiac and West Rock School Closures:** Mr. Penn reported that staff continues to search for examples of checklists that could be utilized for the closings, per Committee recommendation. He has conferred with the State and the Connecticut Association of School Business Officials, (CASBO), and legal but has nothing concrete at this stage to report. Mr. Penn noted that the facilities study should identify whether or not those school can be utilized for other purposes before closing and returning the properties to the City. A discussion ensued. **No motion was made and no vote was taken.**
- **Long Term Facilities Study:** Mr. Penn reported that the district is in the process of interviewing vendors who responded to the RFP for a facilities study. There are two final candidates and Mr. Penn will return to Committee with recommendations. He discusses priority areas for the long term study, which include: a demographic study; long term enrollment projections and, potential for reducing carbon foot print. At the conclusion of the study, a report to the Board of Education will detail options on building uses. A discussion ensued. **No motion was made and no vote was taken.**
- **Sound School roof replacement and filtration upgrade:** Mr. Penn reported that the RFP for architecture services closes in two weeks. He noted that the architects must produce a sketch for the State. He anticipates that the roofing project itself will be completed fairly quickly and that the plan includes moving some of the equipment off the roof before roofing is replaced. Committee members concurred that it would be ideal if the roof could be replaced before school begins in the fall. **No motion was made and no vote was taken.**
- **Magnet School Transportation Grant:** Mr. Penn reported that in the past, the district received \$1.5 million back from the State. The State did not object to a request for \$1.7 million for the new school year, which is an unexpected upside. A discussion ensued. **No motion was made and no vote taken.**
- **American Recovery Plan (ARP) Grant:** Mr. Penn and Ms. Redd-Hannans discussed the difference between ARP and the ESSER II grants. The ARP can be used to offset operating costs, such as the Food Service deficit, while the ESSER II is focused on academics. Ms. Redd-Hannans noted that the ESSER II grant application was recently submitted. Mr. Penn noted that the ARP grant has a longer grant period than ESSER, with an end date of September 2024. A discussion ensued. Mr. Penn also discussed the need to hire a Compliance Officer for the grants. In terms of ESSER spending, Mr. Wilcox recommended that staff

**FOOD SERVICE FY 2020-2021  
PROJECTION REPORT THOUGH  
March-21**

ACCOUNT DESCRIPTION	BUDGET ALLOCATION	RECOGNIZED THRU March-21	FORECASTED April - June	FY 20-21 Total	COMMENT
<u>NATIONAL SCHOOL LUNCH PROGRAM</u>					
STATE CAFETERIA BREAKFAST	4,300,000	1,239,948	619,920	1,859,868	
STATE CAFETERIA LUNCH	9,100,000	2,206,918	1,263,360	3,470,278	
AFTER SCHOOL SNACK PROGRAM	80,000	0	0	0	
SUPPER PROGRAM	100,000	283,795	147,000	430,795	
FRESH FRUIT & VEGITABLE	75,000	5,854	0	5,854	
SUMMER FOOD SERVICE	640,000	666,666	0	666,666	
<b>SUB-TOTAL</b>	<b>14,295,000</b>	<b>4,403,182</b>	<b>2,030,280</b>	<b>6,433,462</b>	
<u>STATE GRANTS</u>					
HEALTHY FOOD INITIATIVE	250,000	0	262,063	262,063	
STATE MATCHING FUND - LUNCH	99,000	0	0	0	
STATE MATCHING FUNDS - BREAKFAS	45,000	0	0	0	
STATE BREAKFAST STARTUP FUNDS	124,000	116,771	0	116,771	
<b>SUB-TOTAL</b>	<b>518,000</b>	<b>116,771</b>	<b>262,063</b>	<b>378,834</b>	
<u>FOOD SERVICE FEES</u>					
CAFETERIA FEES	5,000	195	0	195	
CHARTER SCHOOL REIM	0	0	0	0	
OTHER MISC REVENUE	0	13,213	0	13,213	
CONTRACTED FOOD REIMBURSEMENT	50,000	2,029	0	2,029	
<b>SUB-TOTAL</b>	<b>55,000</b>	<b>15,437</b>	<b>0</b>	<b>15,437</b>	
<u>OTHER REVENUE SOURCES</u>					
GRANTS, SWEEPS, & FIN. SOU	0	0	0	0	
GENERAL FUND CONTRIBUTIONS	0	0	0	0	
<b>SUB-TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL FOOD SERVICE REVENUE</b>	<b>14,868,000</b>	<b>4,535,390</b>	<b>2,292,343</b>	<b>6,827,733</b>	

**FOOD SERVICE FY 2020-2021  
PROJECTION REPORT THOUGH  
March-21**

ACCOUNT DESCRIPTION	BUDGET ALLOCATION	RECOGNIZED THRU March-21	FORECASTED April - June	FY 20-21 Total	COMMENT
<u>WAGES AND OVERTIME</u>					
MANAGEMENT	690,000	428,409	146,241	574,650	
CLERICAL SALARIES	250,000	143,995	51,692	195,687	
CAFETERIA STAFF	4,100,000	2,287,319	1,308,908	3,596,227	
TRUCK DRIVERS	270,000	192,035	62,042	254,077	
PART TIME PAYROLL	300,000	0	0	0	
LONGEVITY	50,000	35,958	0	35,958	
MANAGEMENT OVERTIME	10,000	0	0	0	
CLERICAL OVERTIME	16,000	37,509	15,620	53,128	
CAFETERIA OVERTIME	10,000	150	5,000	5,150	
TRUCK DRIVERS OVERTIME	50,000	29,695	13,607	43,302	
<b>SUB-TOTAL</b>	<b>5,746,000</b>	<b>3,155,070</b>	<b>1,603,109</b>	<b>4,758,179</b>	
<u>EMPLOYEE BENEFITS</u>					
OTHER BENEFITS	0	0	0	0	
HEALTH INSURANCE	1,100,000	342,000	524,747	866,746	
RETIREMENT CONTRIBUTION	35,000	5,981	1,936	7,917	
FICA/MEDICARE EMPLOYER CONTRIB	260,000	153,382	106,618	260,000	
WORKERS COMPENSATION	240,000	139,930	72,730	212,660	
<b>SUB-TOTAL</b>	<b>1,635,000</b>	<b>641,294</b>	<b>706,030</b>	<b>1,347,324</b>	
<u>NON-PERSONNEL COST</u>					
MILEAGE	11,000	8,916	5,400	14,316	
PROFESSIONAL MEETINGS	5,000	0	0	0	
EQUIPMENT	40,000	0	0	0	
COMPUTER EQUIPMENT	10,000	9,675	30,000	39,675	
GENERAL OFFICE SUPPLIES	25,000	10,192	10,000	20,192	
OTHER MATERIALS AND SUPPLIES	100,000	7,584	7,416	15,000	
UNIFORMS	30,000	23,054	5,000	28,054	
FOOD AND SUPPLIES	6,100,000	1,354,188	1,300,000	2,654,188	
REPAIRS AND MAINTENANCE	350,000	195,739	50,000	245,739	
FOOD SUPPLIES	700,000	218,519	200,000	418,519	
REGISTRATION DUES	10,000	30,964	0	30,964	
VEHICLE REPAIRS	36,000	12,192	10,000	22,192	
TRAINING AND OTHER	0	0	0	0	
OTHER CONTRACTUAL SVS	60,000	0	10,000	10,000	
MISC EXPENSE	10,000	284	0	284	
ROLLING STOCK	0	0	0	0	
<b>SUB-TOTAL</b>	<b>7,487,000</b>	<b>1,871,307</b>	<b>1,627,816</b>	<b>3,499,123</b>	
<u>EXPENDITURES TRANSFERS IN/OUT</u>					
CAPITAL TRANSFER IN/OUT	0	0	0	0	
GENERAL FUND TRANSFER IN/OUT	0	0	0	0	
<b>SUB-TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL FOOD SERVICE EXPENSES</b>	<b>14,868,000</b>	<b>5,667,671</b>	<b>3,936,956</b>	<b>9,604,627</b>	

**OPERATING SURPLUS / (DEFICIT)**

**(2,776,894)**