

APPROVED

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Joint Meeting of the Nauset School Committees
Nauset Regional Middle School
October 13, 2011

Present for the Brewster Committee: Jennifer Rabold, Dave Telman, Donna Kalinick,
Marie Enochty (7:25 p.m.)

Present for Eastham Committee: Ann Crozier, Joanna Stevens, Joanne Irish,
Laura Freeman

Present for Orleans Committee: Mary Lyttle, Gwynne Guzzeau, Josh Stewart,
David Abel (7:07 p.m.), Eric Ehnstrom (7:12 p.m.)

Present for Wellfleet Committee: Jan Plaue, Jill Putnam, Mort Inger, Betsy Pontius,
Terry Frazier

Present for Region Committee: Frank Cummings, Greg O'Brien, Sarah Blackwell,
Dan McEnaney, Brian Kavanaugh, Marie Enochty,
Jean Souther, John O'Reilly, Jon Porteus

Present for Administration: Supt. Richard Hoffmann, Dr. Bonny Gifford

Others in attendance: Dr. Ann Caretti, Hans Baumhauer, Principal Thomas Conrad and
Maxine Minkoff, Elementary School Principals: Mary Beth Rodman, Keith Gauley, Diane Carreiro
and Scotti Finnegan

CALL TO ORDER

Chair Guzzeau called the meeting to order at 7:02 p.m.

AGENDA CHANGES

Move Health and Wellness Policy to A. and the Food Service Item to B.

At this time Chair Guzzeau welcomed Brian Kavanaugh, new member to the Nauset Regional School Committee.

CITIZENS SPEAK

Diane Douglas, cafeteria manager at Eastham Elementary School and representative for the cafeteria employees on the RFP Subcommittee, addressed the Joint Committee indicating she did not feel the In-House Proposal received fair consideration. She felt beaten down and wanted to give the new idea a try. Eastham School Committee members had lunch at Eastham Elementary School to see what is being served and discuss food service.

Vicki Reis, citizen and former Nauset Regional Middle School cafeteria employee, addressed the committee giving a history of her contact with the School Committee citing email communications and packets that were distributed to the Chairs of each Committee for review. She reported in New York they are investigating food service outsourcing – for profit companies.

She stated inaccuracies from the Health and Wellness Subcommittee where a member indicated Head Start Food Service Program is self-funded. She requested that the Committee think of the 24 staff members, many of whom are Nauset graduates, 22 taxpayers, who will be out of jobs and benefits if outsourcing is approved. She asked that the Committee think of the communities and not have commercialized outsourcing and outsiders running the cafeterias.

Chris Ingsley, a Wellfleet taxpayer, addressed the Committee indicating the school system is an institution in Town that provides employment and benefits. He reminded the Committee that the economy is tough and outsourcing will have a broader impact on the quality of living in these towns. He suggested that the Committee "tread lightly as outsourcing is not the answer."

PRIORITY BUSINESS

Health and Wellness Policy

Dr. Hoffmann presented the revisions to the Health and Wellness Policy in Dr. Mara Liebling's absence. He thanked Dr. Liebling, Sarah Blackwell, and members of the Wellness Subcommittee for compromising and making revisions to come up with a good policy. Dr. Hoffmann highlighted the revisions in the areas of: PE at the high school level, flavored milk, classroom celebrations, and food used as a reward. He noted that all five committees voted in favor of the revised policy at the first reading. A question was raised regarding artificial sweeteners for diabetic children and Dr. Hoffmann indicated there would be exceptions which would go through the school nurse as necessary. It was also noted the policy would go into effect on January 3, 2012 in order to give administration a chance to roll it out. He also indicated that the subcommittee would meet again to review the lists that will be distributed to schools with ideas for fundraising and healthy snacks.

Motion:

Brewster – On a motion by Jennifer Rabold, seconded by Dave Telman, it was voted 3 yeas, to approve the Wellness Policy for a second reading and adopt the policy as revised. (M. Enochty arrived after the vote)

Eastham – On a motion by Ann Crozier, seconded by Joanna Stevens, it was voted unanimously to approve the Wellness Policy for a second reading and adopt the policy as revised.

Orleans – On a motion by Josh Stewart, seconded by David Abel, it was voted unanimously to approve the Wellness Policy for a second reading and adopt the policy as revised.

Wellfleet – On a motion by Jan Plaue, seconded by Mort Inger, it was voted unanimously to approve the Wellness Policy for a second reading and adopt the policy as revised.

Region – On a motion by Sarah Blackwell, seconded by John O'Reilly, it was voted 8 yeas, 1 abstention (Brian Kavanaugh), to approve the Wellness Policy for a second reading and adopt the policy as revised.

The motion passed by all committees.

Food Service Update

Chair Guzzeau indicated that there would be a presentation regarding Food Service and that no votes would be taken at this meeting.

Chair of the Food Service RFP Committee, Jennifer Rabold, gave a PowerPoint Presentation on the food service program including cafeteria deficits, the In-House Proposal, the Aramark Proposal, meals per labor hour, participation, and partial solutions. She noted that cafeterias are operating at a deficit and schools have to subsidize this expense which cannot continue. Some of the problems stem from being small schools, inconsistencies with menus, and bulk purchasing. In-sourcing solution savings could reach \$39,997 from reduction in labor hours, potential clothing allowance give back, move bookkeeper salary to central office budget which just shifts this expense. Outsourcing would bring greater efficiencies, proven systems uniform processes and menus, bulk buying, streamlining accounting and inventory and standardized menus and recipes, a new director hired by the company and the bookkeeping position would be eliminated. This would be for a one year trial period only. It was noted that some school systems have had problems with multi-year contracts. Other recommendations included: investing in a point of sale system so that you could scan purchases and purchases lunch credit on line, free & reduced lunch purchases would be automated and without stigma. If voted, this would go into effect September, 2012 so that cafeterias can prepare over the summer.

Questions and answers:

Q: Could the spreadsheets be emailed to committee members?

Q. What would happen if the company did not follow the Wellness Policy?

A. We could break the contract.

Q. What if costs increase?

A. They buy in bulk and that keeps the cost down.

Q. Meals per labor hour – is it related to participation – if needed could they produce more meals per hour? Parents sending kids with lunches – are we buying food that we think will sell and then throw out?

A. Meals per labor hour is meals produced divided by the # of hours.

Chair Rabold indicated that food costs are reasonable. The main problem is their efficiency. (Note: it is not the people in the calculations but the situation they are in) It was reiterated it was not a problem with the workers but declining enrollments.

Q. Food costs are competitive?

A. Yes

Q. Where's the savings? We determine the # of staff hours.

Chair Rabold indicated that current staff will continue to be employed. Aramark is willing to let us tell them the number of employees in each cafeteria and will work with small profit margins.

Q. Make last slide bigger and send.

Q. Discuss with cafeteria staff and managers about how they would create savings.
Q. Would like to see all the costs for outsourcing as a solution. What is the cost of the manager? What is the cost of the bookkeeper? Is it worth keeping what we have? What is the net potential savings?

Q. If we outsource, what about new employees?

A. That is negotiable. That is an important item to put in the final proposal.

Chair Rabold indicated this would be sent to committee members.

Q. How do we review month-to-month, quarter-to-quarter? How do we evaluate?

A. Point of Sale System (Aramark required this in their proposal)

Q. What is the price of a Point of Sale System?

A. The cost to the district is \$40,000 for all schools, hardware and software and it could be paid over five years. The benefit is that it pays for itself.

Q. Are cafeteria workers still Nauset employees with Nauset benefits?

A. Yes

Q. Once we contract with the company, is it difficult to get out?

Q. Could we get a spreadsheet with the overall surplus? Bookkeeper role eliminated or moved.

A. Yes. (In-House Proposal)

Q. Does Aramark talk about how they will increase participation?

A. Please see binder at the Central Office that outlines their strategies to improve participation.

They had suggestions for the high school like a salad line, deli line, a la carte items and breakfast.

Q. If we implement the POS, cafeteria upgrades? Does that include ovens?

A. The total proposal is \$80,000, with POS being \$40,000. \$20-25,000 will be spent at high school like a college cafeteria set up. The high school will have a lot more choices. Signage will be added. Orleans Elementary School will receive \$3,000 for signage and marketing. (test school)

Q. Wellfleet has started growing and harvesting their own food. Can this continue?

A. Would have to work out with Aramark. (Aramark does have a buy local campaign) Armark also has a lot of fresh fruit and vegetable tastings. See Sunday Boston Globe – impressive statistics.

Q. Does their proposal include menus?

A. See binder at Central Office.

Chair Rabold noted that Barnstable food was not 100% better than what we serve. The quality of the food is comparable.

Q. Would like to see the spreadsheet indicating actual costs and savings. Compare true costs to true costs.

Q. Gain is associated with efficiencies, more meals sold?

Q. Barnstable serves a lot of free and reduced lunches.

A. Did not compare our numbers to Barnstable at all.

Chair Rabold indicated the reason Aramark will work with Nauset is because they are already on Cape servicing Barnstable. Bourne and Barnstable are the only other districts on Cape that outsource their food service program. Aramark is in its second year with Barnstable. This is Barnstable's third outsourcing company and the business manager indicated Aramark was the best to work with so far.

Q. Losses in district don't include fringe benefits?

A. Yes

Q. What is our cost to produce a meal?

A. Food costs range from 93 cents per meal and go as high as \$1.05 per meal. (elementary schools lower and high school and middle school lower)

Q. Could you get data from Barnstable... how many more lunches are they serving? What are the cost savings? Why did they change companies so often – 3 times?

Sarah Blackwell indicated she learned a great deal this summer about food service and there is no one good answer for this as too many factors go into it. She felt in either scenario a Point of Sales System is necessary to improve efficiency. She also felt the district should change management of the program so that there is a clear chain of command. Jim Nowack indicated that a Point of Sales System would not save the district money on its own.

Q. Why is Aramark willing to do this for ten cents per meal? At other schools are they still staying at ten cents per meal? Please verify.

Q. Centralized purchasing? Why don't we do it?

A. We do it now in bulk. It was noted food costs are 34% of the food service department budget.

Q. Will the menus be the same at all elementary schools?

A. Yes.

Jim Nowack indicated that most elementary schools serve the same thing on the same days. Sometimes the Principals want something else for a special event. This needs planning ahead for purchasing. Managers are meeting monthly now, planning together, and there is more cohesiveness. Marie Encohty thanked Jim Nowack.

Jennifer Rabold, indicated she would be in touch with the RFP Subcommittee.

MASC Policy Service

Dr. Hoffmann addressed the Committee regarding updating the Nauset Policy Manual by MASC. MASC will review, update and recode our policy book. (codifying is only 10-15% of the project) The cost is \$10,500 which could be paid over three years. The Policy Subcommittee would have to meet monthly to accomplish this important task. The Region would pay \$6,085, Brewster - \$2,087, Eastham - \$946, Orleans - \$806, and Wellfleet-\$575. Chair of the Wellfleet School Committee, Jan Plaue, indicated that she had attended workshops previously where they strongly suggest policy manuals be updated every two to three years to ensure policies are legal and meet current standards.

If hired, a representative from MASC would attend Policy Subcommittee meetings and go through the policy manual section-by-section. It is a customized service. This will be on the agenda again at the next meeting.

School Committee Roles and Responsibilities

Dr. Hoffmann reviewed the Roles and Responsibilities of the Superintendent and the School Committee.

REPORTS AND INFORMATION

Chair Guzzeeu thanked Jillian and Rachel for videotaping the meeting.

Policy Subcommittee – no report

Transportation Subcommittee – Meeting on October 25th at 4:00 p.m. at the Central Office

Sustainability Subcommittee – Holding a forum on November 1st at 7:00 p.m. at the Central Office

APPROVAL OF MINUTES

On a motion by Frank Cummings, seconded by John O'Reilly, it was voted to approve the minutes of July 11, 2011 and July 28, 2011 with the following corrections:

Eric Ehnstrom in attendance on July 28th and the meeting ended at 8:01 p.m.

Executive Session

On a motion by Marie Enochy, seconded by Greg O'Brien it was voted unanimously, by roll call vote to go into Executive Session at 8:41 p.m. The Chair indicated the Committee would return to open session.

Brewster Committee: Jennifer Rabold - yea, Dave Telman - yea, Donna Kalinick-yea,
Marie Enochy-yea

Eastham Committee: Ann Crozier- yea, Joanna Stevens - yea, Joanne Irish -yea Laura Freeman- yea

Orleans Committee: Mary Lyttle, Gwynne Guzzeeu-yea, Josh Stewart-yea, David Abel-yea,
Eric Ehnstrom - yea

Wellfleet Committee: Jan Plaue - yea, Jill Putnam - yea, Mort Inger – yea, Betsy Pontius – yea,
Terry Frazier - yea

Region Committee: Frank Cummings-yea, Greg O'Brien-yea, Sarah Blackwell – yea,
Dan McEnaney- yea, Brian Kavanaugh-yea, Marie Enochy-yea,
Jean Souther- yea, John O'Reilly- yea, Jon Porteus-yea

The Committee reconvened in open session at 9:26 p.m. and ratified votes taken in Executive Session.

Union 54 Vote: On a motion by Ann Crozier, seconded by Jan Plaue, it was voted, 11-1, to approve the Superintendent's contract as written.

Region Vote: On a motion by Greg O'Brien, seconded by John O'Reilly, it was voted 8-1 to approve the Superintendent's contract renewal as written.

ADJOURNMENT

On a motion by Jennifer Rabold, seconded by Joanna Stevens, it was voted unanimously to adjourn the meeting at 9:28 p.m.

Respectfully submitted,
Ann M. Tefft

